



Quick Reference Guide 9

Outlook 2013 for Windows

Search Tools

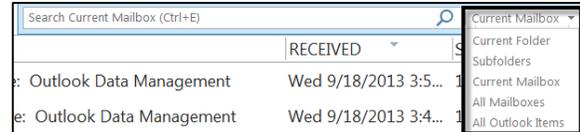


Outlook Search Tools

Run a Basic Search

The basic **Search** tool is available regardless of which Outlook folder is displayed. This search tool allows you to search with a single criteria in the displayed folder.

1. Display the folder to be searched (Inbox, sub-folder, Calendar, Contacts, etc.).
2. Click into the **Search** box (shown right) or press the shortcut keystroke Ctrl + E. The **Search Tools Tab** displays.
3. Type the **search criteria** in the **Search** box and press **ENTER**. The search runs on the displayed folder and displays the search result.



Click the drop-down arrow to change the scope of the search. You can search the **Current Folder**, **Subfolders**, **Current Mailbox**, **All Mailboxes**, or **All Outlook Items**.

The Search Tools Tab

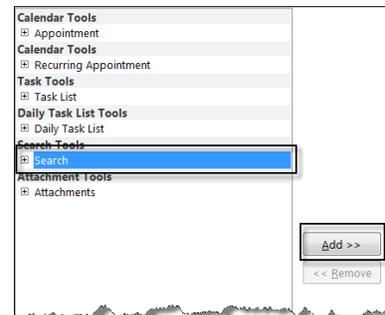


The **Search Tools Tab** only displays when searching. The **Search Tools Tab** includes options to change the search **Scope**, define the **Results**, **Refine** the search criteria, work with search **Options** including **Advanced Search** and **Close the Search Tool Tab**.

Display the Search Tools Tab by Default

The **Search Tool Tab** is contextual and displays whenever you run a search. You can enable the tab to display all the time.

1. Click the **File Tab | Options | Customize Ribbon**.
2. In the **Choose commands from** drop-down list, select **Tool Tabs | Search** under **Search Tools** in the list box.
3. In the **Customize the Ribbon** drop-down list, select **Main Tabs**.
4. Click **Add**. The **Search Tools Tab** will display in the main tabs list to the right.
5. Enable the ribbon by clicking the **Search checkbox**. This will enable the **Search Tab** to be available regardless of the context.
6. Click **OK** to dismiss the **Options** window.

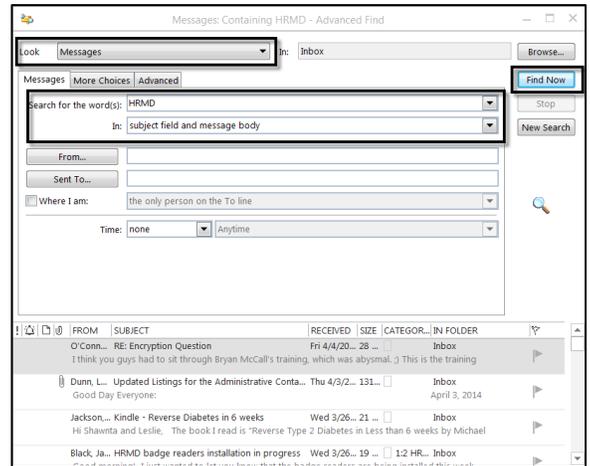


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

Work with Advanced Find Options

1. Click **Search Tools Tab | Search Tools | Advanced Find**. You can also use the shortcut keystroke **CTRL + SHIFT + F**. The *Advanced Find* window displays (shown right).
2. Select the type of item you are looking for in the **Look** field drop-down list. You can search for **Appointments and Meetings, Contacts, Messages, Notes, or any type of Outlook item**.
3. Click **Browse** to select the folders to include in your search. The *Select Folders* dialog box displays.

You can search your mailbox, Archive or .pst files if they are open in your Outlook Folder List in the Navigation. However, you can only search folders from one data file at a time.

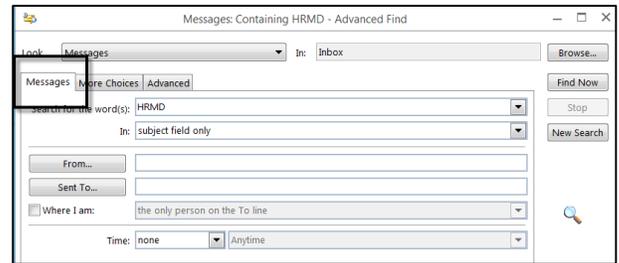


4. Click the **Search subfolders checkbox** to search within a group of nested folders. Otherwise, click to select the **checkbox** for each folder separately.
5. Click **OK**. The *Advanced Find* window displays again with the **In** field displaying the selected search folders.

Depending on what you are looking for (Appointments and Meetings, Contacts, Messages, Notes, or any type of Outlook item), the first search tab is contextual and will reflect what you are looking for. If you are looking for Messages, then the first tab will provide options to search for E-mail. If you are looking for Contacts, then the first tab will provide options to search for Contacts. The following is an example of searching for E-mail messages.

6. On the **Messages Tab** (shown right), enter your search criteria:

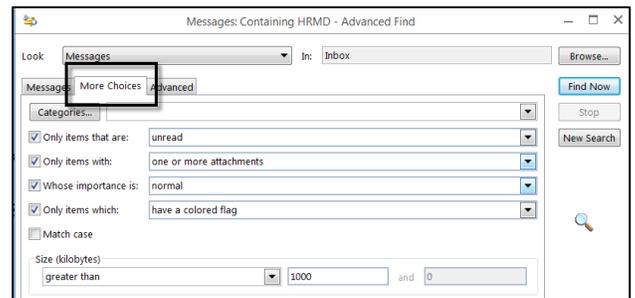
- In the **Search for the word(s)** field, type the search keyword(s).
- In the **In** field, select **subject field only** or **subject field and message body**.
- Click **From** to select the sender from either the **Outlook address book** or your **personal contacts**. You can select multiple people.
- Click **Sent To** and select the recipient from either the **Outlook address book** or your **personal contacts**. You can select multiple people.
- Click the **Where I am** checkbox to enable the field, and click the **drop-down arrow** to select **the only person on the To line, on the To line with other people, or on the CC line with other people**.
- Click the **Time** drop-down arrow to select from the list provided. Options include the **time received, sent, due, expires, created** or **modified**.
- Once a time criteria is designated, click the **drop-down arrow** in the field to select from the list provided. Options include **Anytime, Yesterday, Today, In the last 7 days, Last/this week, or Last/this Month**.



7. On the **More Choices Tab** (shown right), click **Categories** to select a category to search by.

8. Enable one of the following conditions as appropriate:

- Only items that are either **read** or **unread**.
- Only items with either **one or more attachment, or no attachments**.
- Where importance is either **normal, high** or **low**.
- Only items which are **marked completed, are flagged by someone else, have no flag** or **are flagged by me**.
- In the **Size** section, select from the options provided and then enter the size limitations in the two size fields.



9. On the **Advanced Tab** (shown right), create a conditional search using multiple search criteria as follows:

- Click the **Field** drop-down and select the field **type** and **specific field** to search within.
- In the **Condition** field, select the conditional search **operator**. Options includes **contains**, **is (exactly)**, **doesn't contain**, **is empty**, and **is not empty**.
- In the **Value** field, enter the text to be searched.
- Click **Add to List** to add the search criteria into the list box.
- Follow the steps above to continue to create conditional search criteria as appropriate.
- Click **Remove** to delete conditional search criteria.

10. Click **Find Now** to run the search. Once the search completes, the *Advanced Find* dialog box displays all messages that meet the search criteria (shown right).

*From the list box, right-click on a message to display a **Shortcut Menu** with options to **Quick Print**, **Reply**, **Reply All**, **Forward**, **Categorize**, **Move**, **Delete** or **Secure**.*

