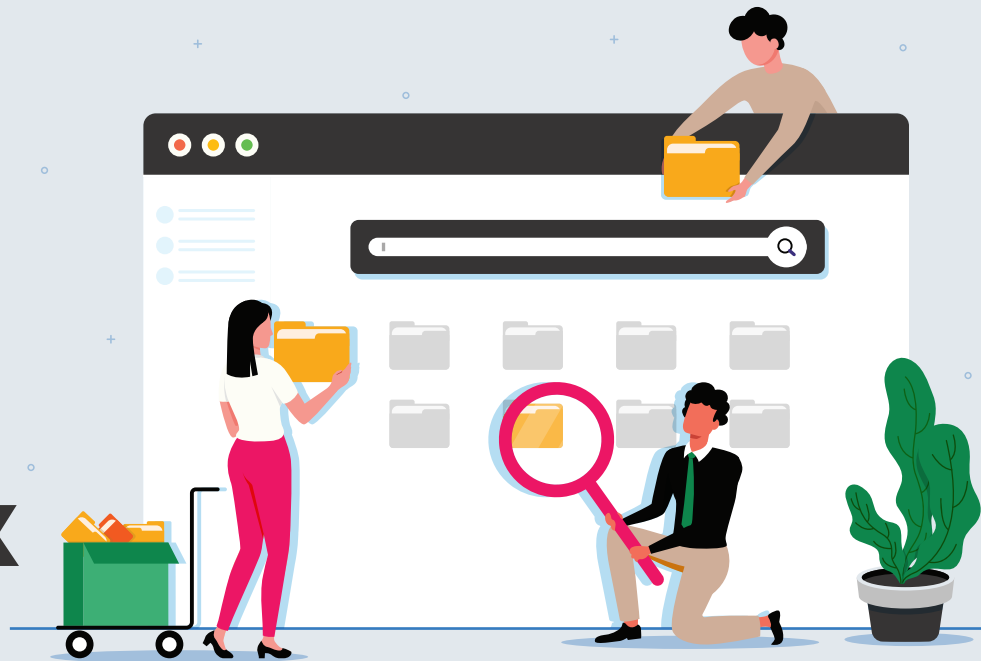




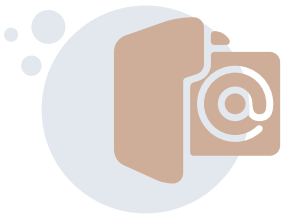
# SEARCH FOLDERS IN OUTLOOK



## TOP TIP

Use Search Folders to create customised folders to easily organise mail based on criteria.

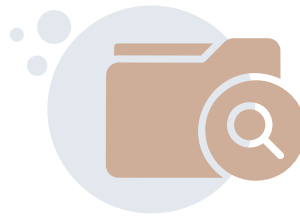
Open Outlook and access the folder list.



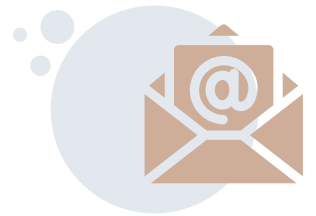
Right-click "Search Folders" at the bottom.



Select "New Search Folder."



Choose search criteria (e.g., emails from specific people or flagged mails).



Click "OK" to create the Search Folder.



Click the Search Folder to run the search.



Rename the folder by right-clicking and selecting "Rename Folder."

