

Filter Messages

A filter is a process you can apply to a folder to display only those items that meet specified criteria. Filters are specific to the selected folder and cannot be applied to another folder. When a folder is being filtered, the folder banner states, “**Filter Applied**”. See below for an example of an applied filter:

Filtering may be useful in situations where you want to view certain items within a folder that meet specific conditions like:

- Messages pertaining to only one project.
- Messages from one user.
- Only items that are unread.
- Today’s messages only.
- All messages you sent to one person prior to a specified date.

To Filter Items:

1. Display the Folder contents list for the folder.
2. Display the Customize View dialog box:

Choose **View** → **Arrange By** → **Custom**.

Or, right-click a column heading and choose Customize Current View.

Note: The default filter is **OFF**.

3. In the Customize View dialog box, click **Filter** to open the filter dialog box.
4. Use the selected **Item, More Choices, Advanced and SQL** tabs to choose or set the desired filter options.
5. Click **OK** to close the filter dialog box. The filter you set is displayed to the right of the filter button.
6. Click **OK** to close the Customize dialog box and apply the filter.
Note: If you leave the filter on, you will not know when messages (other than those specified in the filter) arrive in your inbox.

To Clear a Filter:

1. Display the Folder who has the filter that you want to clear.
2. Display the Customize View dialog box:
 - Choose **View** → **Arrange By** → **Custom**.
 - Or, right-click a column heading and choose Customize Current View.
3. In the View summary dialog box, click **Filter** to open the filter dialog box.
4. Click **Clear All** to clear the filter.
5. Click **OK** to close any open dialog boxes.