

## Find Messages

If you need to find a specific item quickly, you can use Outlook's "**Find**" features which makes locating items that contain specific text quick and easy.

The Find Bar is a group of buttons and commands that allows you to search for items in Outlook. See below for the **Find Bar** and also its **Components**..

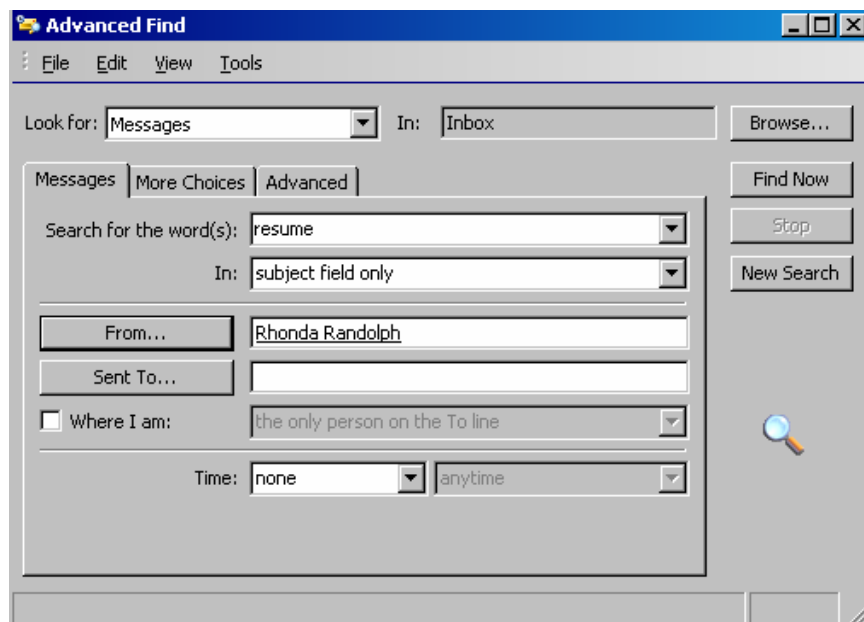
Component	Description
Look For	Type the word or phrase you want to search for.
Search In	Select the folders you want to search in.
Find Now	Start the search.
Clear	Clear the search items and return to the active folder display.
Options	Access advanced find options.
X	Close the Find bar.

To search for an item containing a specific word or phrase:

1. On the standard toolbar, click the **Find** button to display the Find Bar.
2. In the **Look for** text box, enter the search item.
3. From the **Search In** drop-down list, select the folder(s) to be searched.
4. Click **Find Now** to display any matches in the list.
5. Click **Clear** to clear the search information and return to the folder list.

## Find Messages using Advance Dialog Box

The advanced find dialog box is used to locate items that meet multiple levels of criteria that can be based on almost any field in any Outlook folder. Found items are displayed at the bottom of the dialog box rather than in the folder contents.



To find items using multiple criteria:

1. Open the **Advanced Find** dialog box:
  - From the menu bar, choose **Tools** → **Find** → **Advanced Find**.
  - Or, with the Find Bar displayed, click **Options** and choose **Advanced Find**.
2. If necessary, from the **Look For** drop-down list, select the item you want to look for.
3. If the appropriate folder does not appear in the **In** text box, click **Browse** to select from the **Select Folders** dialog box.
4. Use the selected Item, More Choices, and Advanced tabs to choose or set the desired search options.
5. Click **Find Now**. Items matching the criteria are displayed at the bottom of the Advanced Find dialog box.
6. To end the search, close the dialog box. To continue to collect items that fit the search criteria, leave the dialog box open.

**Note:** Outlook offers two additional find options available under the **Tools** menu: Find Related Messages and Messages from Sender. Both choices will open the Advanced Find dialog box and automatically populate some of the fields necessary for the find operation.

### **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:

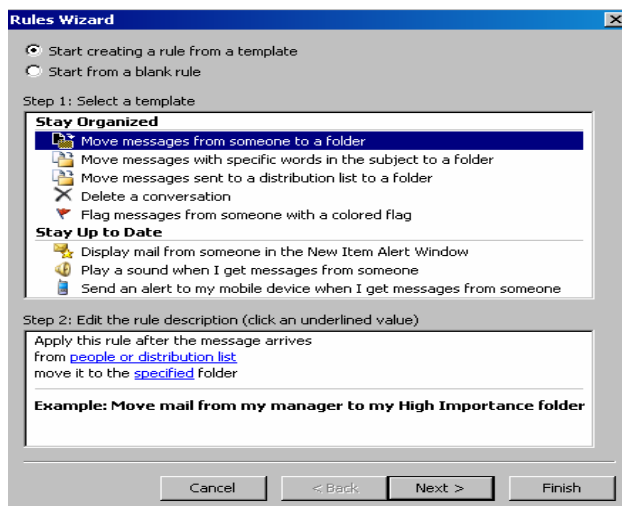
1. Display the Folder who has the filter that you want to clear.
2. Display the Customize View dialog box:
  - Choose **View** → **Arrange By** → **Custom**.
  - Or, right-click a column heading and choose Customize Current View.
3. In the View summary dialog box, click **Filter** to open the filter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

## Organize Messages

Outlook allows you to organize your messages in various ways. The **Ways To Organize Panel** provides access to some frequently used rules for organizing your Outlook items using folders, colors or views. The **Ways to Organize Inbox** panel is shown below:



The **Rules Wizard** is a series of dialog boxes that takes you step-by-step through the process of creating a rule. Rules created with the Rules Wizard contain a condition and an action, and may also contain an exception. Outlook has an assortment of rule templates predefined rules that can be used as the basis for creating your own rules. Or, you can start with a blank rule and compose your own criteria. The first step of the Rules Wizard is displayed below:



To organize message using color:

1. Display the folder that contains messages you want to organize.
2. Choose **Tools** → **Organize** to display the Ways to Organize Panel.
3. In the Ways to Organize Panel, click the **Using Colors** link.
4. From the Color Messages drop-down list, select either **From** or **Sent To**.
5. In the Color Messages text box, enter the user name of the person whose messages you want to display in color.
6. From the color drop-down list, select a color.

**Note:** For more detailed formatting options, click **Automatic Formatting**.

7. Click **Apply Color**. The specified messages are displayed in the selected color. Any incoming messages that meet the conditions will be displayed in color also.

To organize messages using a rules template:

1. Display the folder that contains messages you want to organize.
2. Display the **Rules and Alerts** dialog box:
  - Choose **Tools** → **Rules and Alerts**.
  - Or, in the **Ways to Organize** panel, click the Using Folders link and then click Rules and Alerts.
3. In the Rules and Alerts dialog box, click **New Rule** to launch the Rules Wizard.
4. Select the **Start Creating A Rule** from the template option.
5. From the template list, select the template and click **Next**.
6. From the **Which Condition(s) Do You Want To Check** list box, check the condition(s).
7. In the **Edit The Rule** description box, click any underlined value, edit it, and click **Next**.
8. In the **What Do You Want To Do With The Message** list box, check the desired options.
9. If necessary, in the **Edit The Rule Description** box, edit any underlined values and click **Next**.
10. If desired, in the **Add Any Exceptions** list box, check the desired exceptions, and click **Next**.
11. In the **Specify A Name For This Rule** text box, type a name for the rule.
12. If desired, set up a rule option.
13. Click **Finish** to create the rule and close the Rules Wizard.
14. In the Rule list, select the rule and click **OK** to apply the rule and close the Rules and Alerts dialog box.

### **Manage Junk Email**

Outlook provides help by offering options that allow you to set a level of junk email protection or add names to a trusted sender list. To manage junk email:

1. Choose **Tools** → **Options** to display the options dialog box.
2. On the **Preferences** tab, in the Email section, click **Junk E-mail** to display the dialog box.
3. Customize the Junk email options:
  - Use the Options tab to select the level of junk email protection you want and whether or not you want the junk mail deleted or moved to your Junk E-mail folder, Low, which moves the most obvious junk email to the Junk E-mail folder, is the default setting.
  - Use the Safe Senders tab to add, edit, remove, import or export mail addresses or domain names to ensure that email messages that you receive from these addresses will never be treated as junk email.

**Note:** All of your contacts are automatically trusted and all your messages from within MUSC will never be treated as junk email.

- Use the Safe Recipients tab to add, edit, remove, import or export email addresses or domain names to ensure that email messages that you send to these addresses will never be treated as junk email.
- Use the Blocked Senders tab to add, edit, remove, import or export email addresses or domain names to ensure that email messages sent by these addresses will always be treated as junk email.

4. Click **OK** to close the Junk E-mail options and options dialog boxes.

**Note:** Electronic junk email or spam is usually unsolicited email advertising for some product sent to a mailing list or newsgroup. It not only wastes people's time, it also takes up a lot of network space. Just as it is impossible to prevent junk email from arriving in your physical mailbox, it is difficult to totally prevent electronic junk email.