

## 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**..

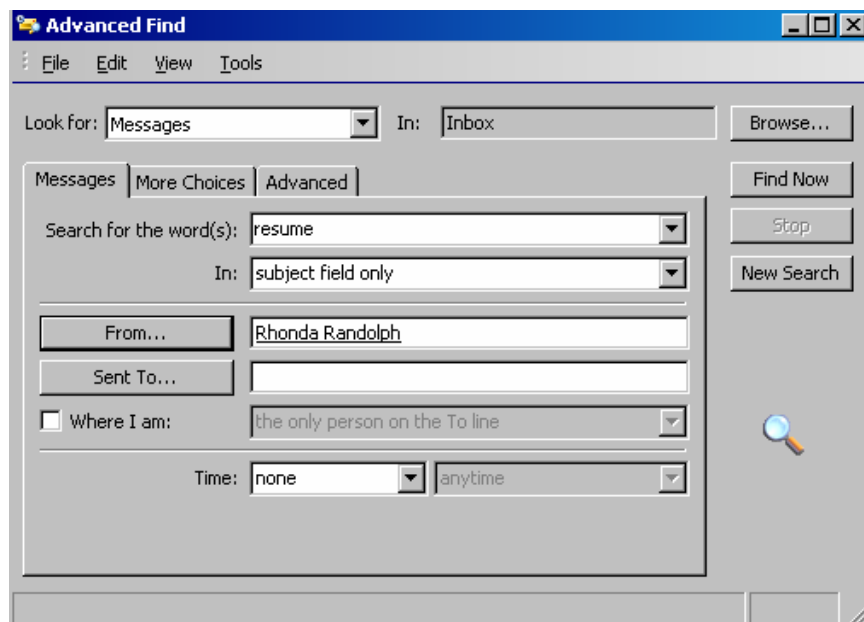
Component	Description
Look For	Type the word or phrase you want to search for.
Search In	Select the folders you want to search in.
Find Now	Start the search.
Clear	Clear the search items and return to the active folder display.
Options	Access advanced find options.
X	Close the Find bar.

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.