



MS Office

Outlook

Email: Search

You can use the search bar at the top of the page of your email to search for messages from specific people.

Find an email by searching by the sender's name, a word in the subject line, or even a word or phrase in the message or in an attachment. **Try out these steps to easily find an email you're searching for.**

1. At the top of your window, above the ribbon, locate the **Search** box.
2. Type in the person's first or last name of the email you are trying to find. You get results with any email that has that person's name in it.
3. You can narrow your search by looking through various folders.
4. To the right of the search edit field, there is a drop-down list of various folders to search through, including Current Mailbox, Subfolders,

and All Outlook Items. The default search folder is Current Mailbox.

5. Once you find the email you are searching for, select it to respond to the person.

So how did it go? Did you try searching for an email you were looking for? There are more workshops exploring email features. Try them out to see which ones work best for you!