

# How to Search for an Email in Outlook 2010

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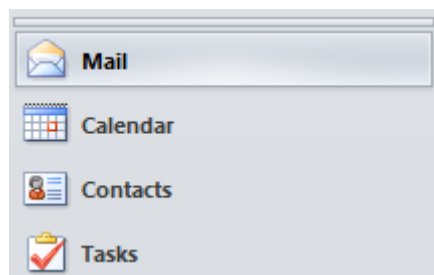
With 80% of corporate users receiving on average 99 emails a day in 2010, and that number only set to increase exponentially in the future, it is hard for users to stay organised or find a specific email. Even harder still if you received the email several days or weeks ago.

Microsoft Outlook 2010 contains an excellent quick search function, which allows users to search each folder by either:

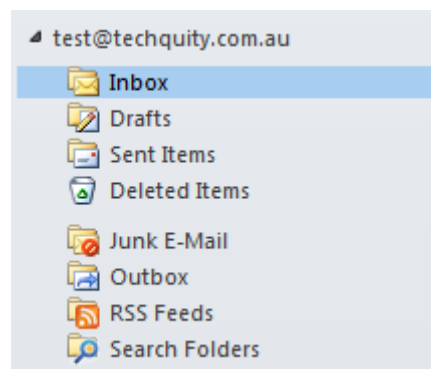
- Keywords (located in the email subject title, or in the content)
- To (correspondence that you have sent)
- From (correspondence that you have received)

To perform a quick search:

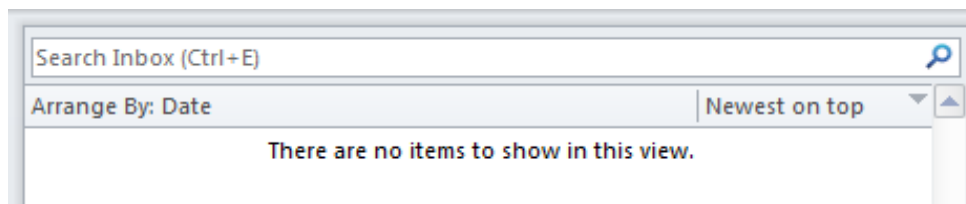
1. Ensure you are in your “Mail” tab.



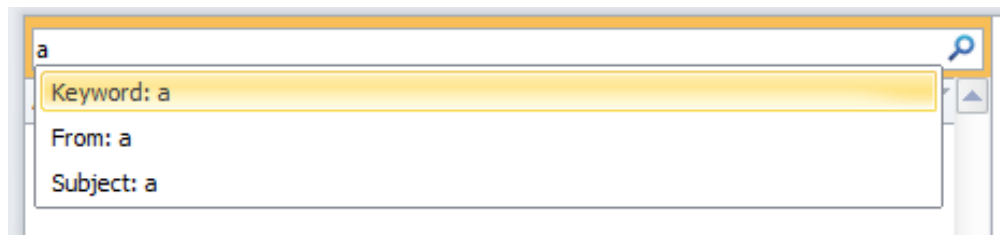
2. Select the mailbox you wish to search:



3. At the top of the folder window there is a search box:



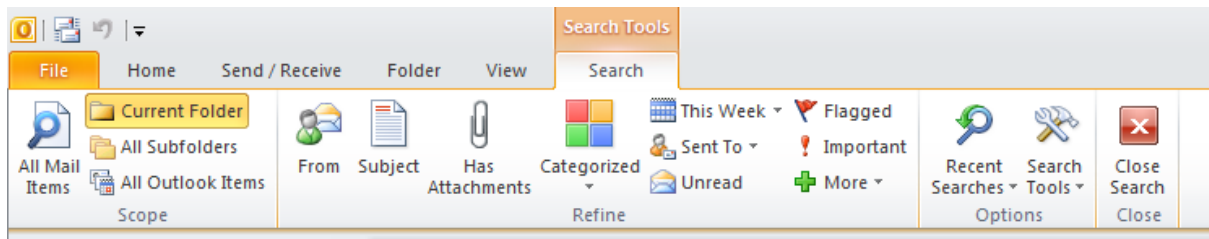
You will need to enter text in this field, searching by "keyword", "to", or "from":



This will return results that match your search in the window below.

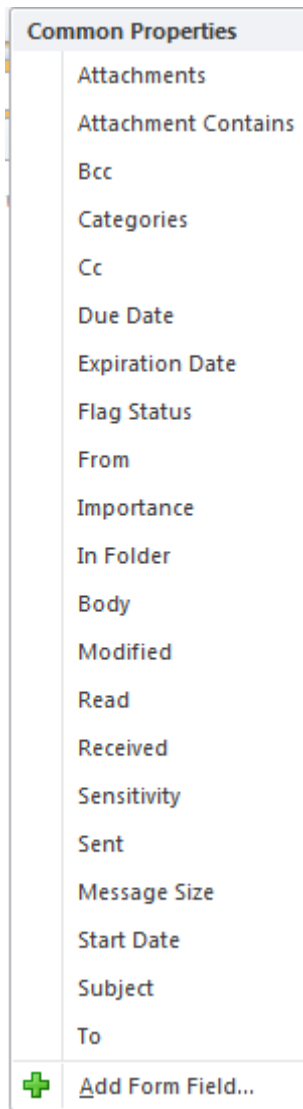
Microsoft Outlook 2010 also has a dedicated search function. To access these functions:

1. Click the “Search” tab in your “mail” window, which will open you into a search tab.



Each of the functions allows you to refine your search further, however if you wish to narrow your search further:

- Select the major search field (From, Subject, Attachments, etc)
- Click “More”. This will bring up a list of additional searches. So then your search will look for the major search (ie: user) and then sort those results by the secondary conditions (ie: attachments, etc)



In the example below the primary search condition was "From" to which was added "Attachments" and "received".

