Outlook 2013: Search Folders

Search Folders

In Outlook 2013 you can create a folder that searches your emails for specific words or people and displays them in one location.

Create Search Folders

1. Look in the folder list on the left near the bottom for **Search Folders**.

2. Right-click on Search Folders and select **New Search Folder**.

3. Select the criteria for the search folder or create a custom search.

4. Select **OK**.

5. The folder will now appear in the Search Folder list and emails that match the criteria will display in the folder.

   **Note:** To see which folder the email is stored in, hover over the email with your mouse pointer and a pop-up window will show.

Delete Search Folders

To delete a Search Folder, right-click **Search Folder** and select **Delete Folder**.