



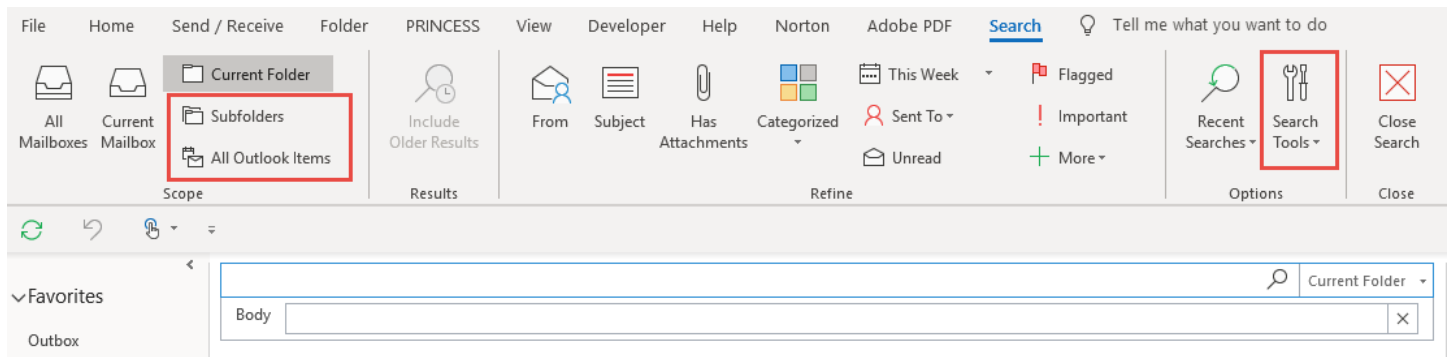
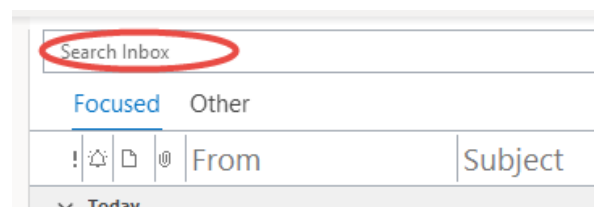
Outlook: A More Comprehensive Inbox Search

The SEARCH function in all components (mail, calendar, contacts) of Outlook has dramatically improved.

However, when you want to search your Inbox for a particular person or word – only the Inbox (not sub-folders) are searched. This is the default setting.

If you like your email organized into sub-folders – you might appreciate the odd search that *includes* your sub-folders in its scope:

1. Click inside the SEARCH INBOX box located at the top of your Inbox. This will cause the SEARCH TOOLS contextual SEARCH tab to appear.
2. In the SCOPE section – click either SUBFOLDERS or ALL OUTLOOK ITEMS (depending on how deep you want your



search).