PRODUCTIV**IT**Y

Adding a Search Folder in Mailbox

Outlook has a built-in tool for doing repeated searches with the same criteria. The Search Folder is a virtual folder that provides a view of all email items that match a specific search criteria. For example, if you regularly search for emails that are more than 1 MB, you can create a Search Folder. The next time you want to find those large messages, just open the Search Folder you created.
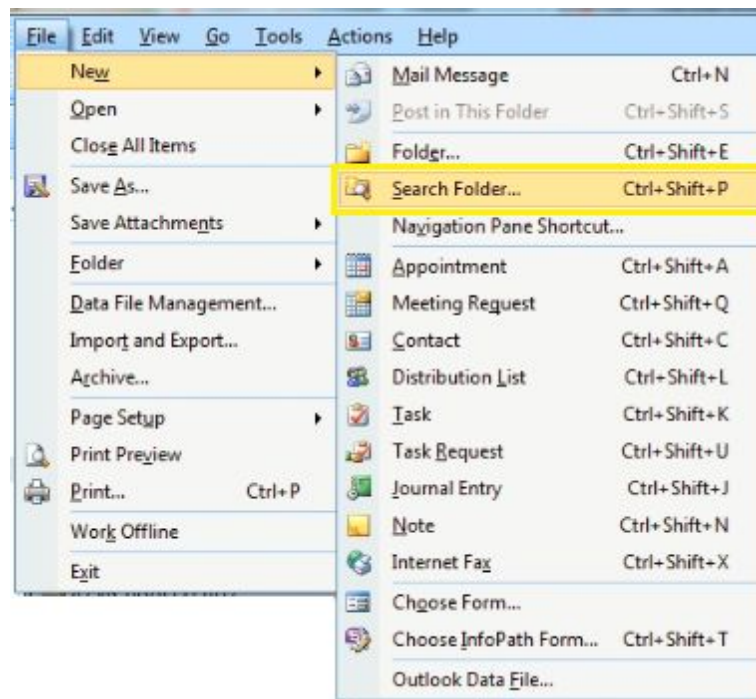
[Click here](#) to learn how to add a search folder.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

1. In Outlook, go to *File* menu, select *New* then click **Search Folder** or simply press *Ctrl+Shift+P*.


2. In the New Search Folder window, select a **search folder** with the criteria of which you want your search folder to have.
3. Select the *Mailbox* where you will add the search folder then click **OK** button.
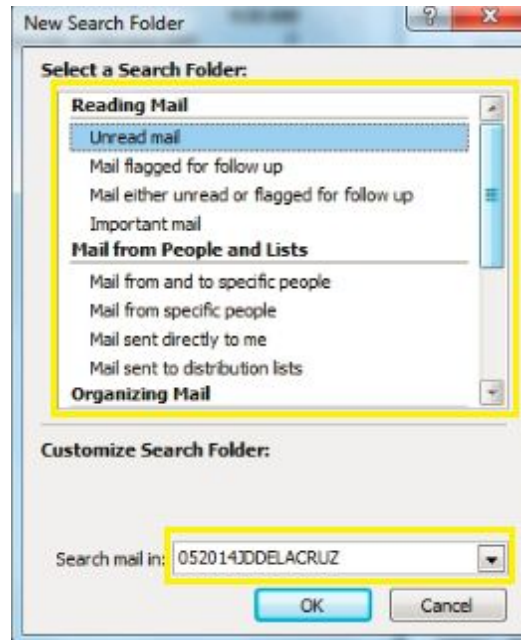
4. In your Outlook Mail Item, the Search Folder should appear within the Mailbox you selected.
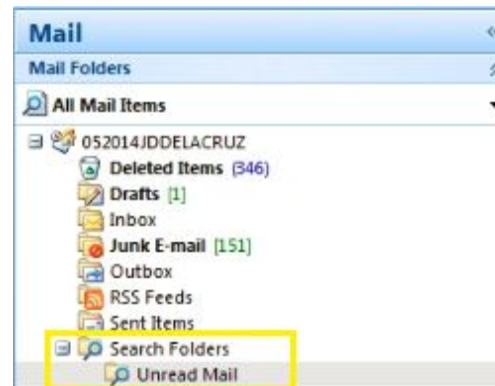
5. To add additional search folder/s, just right click on the Search Folder and click **New Search Folder**, select a New Search Folder criteria and click OK.
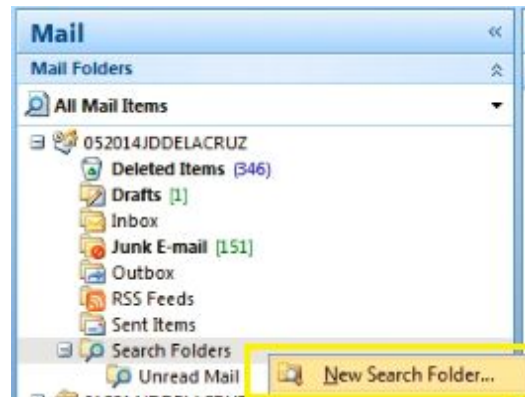
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