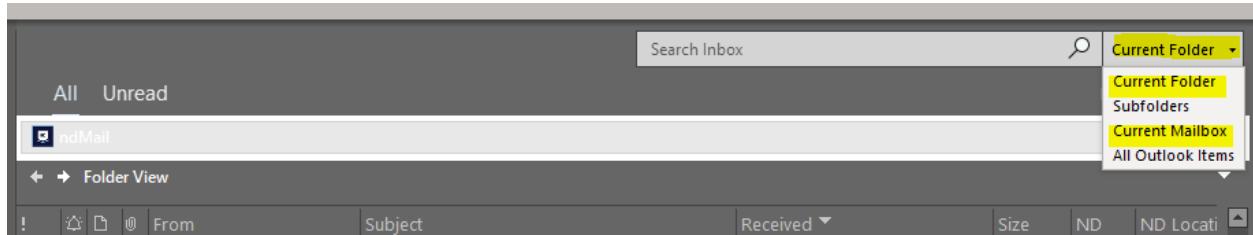


SEARCH FOR EMAIL IN OUTLOOK

When searching for email in Outlook, remember to select an option from the drop-down box in the Search field, if necessary. See below:



At times you may want to search the **Current Folder** or the **Current Mailbox** to search all folders in your Mailbox. If you are searching the Inbox, your option may be defaulted to **Current Mailbox** and you may wish to change it to **Current Folder**.

To change the default settings:

Select **File | Options | Search** in Outlook and change the option in the **Results** section.

