PRODUCTIV Y

For Internal Use Only

Customizing Search Folder in Mailbox

If ever you have created a Search Folder in Outlook and you wanted to change some of its criteria, you don't need to recreate or delete the Search Folder. All you need to do is customize it.

<u>Click here</u> to learn how to customize your search folder.

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

Customizing Search Folder in Mailbox

Outlook

1. In Outlook, go to your Mailbox and select a Search Folder you want to customize.



2. Right click on your selected Search Folder and select Customize this Search Folder...



3. On the Customization window, click the **Criteria...** button.

Customize "Categorized Mail"	? <mark>x</mark>		
Name: Categorized Mail			
Select "Criteria" to change what items this Search Folder contains.	Criteria		
Mail from these folders will be included in this Search Folder:			
Mailbox - Joseph Aldwin D. Dela Cruz	Browse		
ОК	Cancel		

4. A window will appear with the criteria applicable for the selected Search Folder and select whichever setting/s you want to apply then click OK.

Color Categories
To select a Color Category, select its category check box. To edit a category, select the category name, and then click a command.
Name Shortcut key New
Rename Rename
Green Category
Purple Category Color:
Red Category
Shortcut Key:
(None) -
OK Cancel
SAMPLE: Criteria for Categorized Mail
Mail Size
Show well greater three 100
OK Cancel
SAMPLE: Criteria for Large Mail
.
5. Click OK button to apply the changes.
Note: You can also rename the Search Folder name.

.....

Customize "Categorized Mail"	
Name: Categorized Mail	
Select "Criteria" to change what items this Search Criteria	
Mail from these folders will be included in this Search Folder:	
062014JDDELACRUZ Browse	
OK Cancel	

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the **"Serbisyong Bida"** online survey form. You may also email your comments and suggestions to ict-process@pjlhuillier.com. **Click here** for back issues of ProductivI.T.y in MyLink.