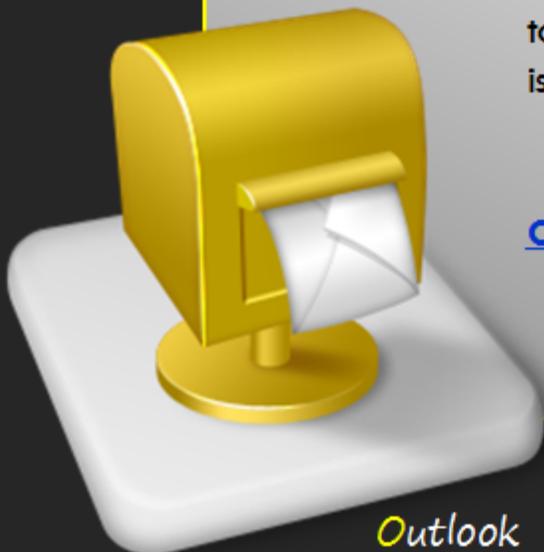# PRODUCTIV**IT**Y

## 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.

**Click here** to learn how to customize your search folder.

Outlook

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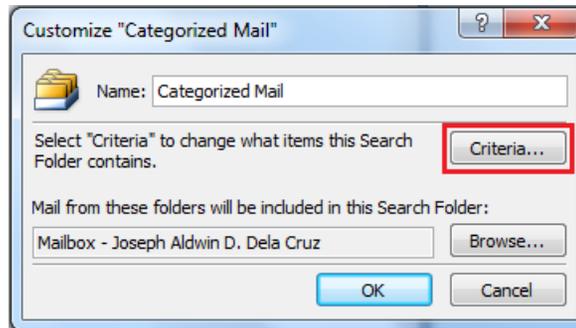
Customizing Search Folder in Mailbox

1. In Outlook, go to *your Mailbox* and select a **Search Folder** you want to customize.
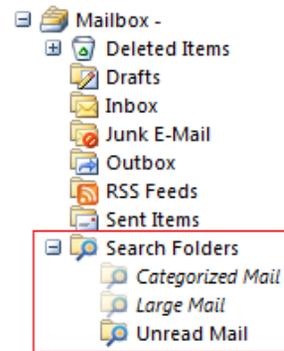
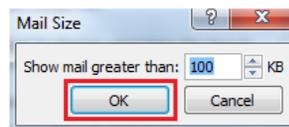2. Right click on your selected Search Folder and select **Customize this Search Folder…**
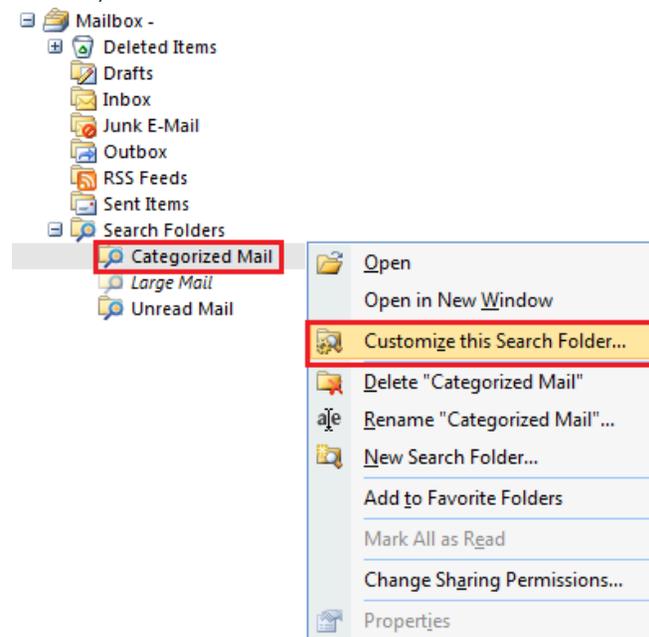
3. On the Customization window, click the **Criteria…** button.

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**.
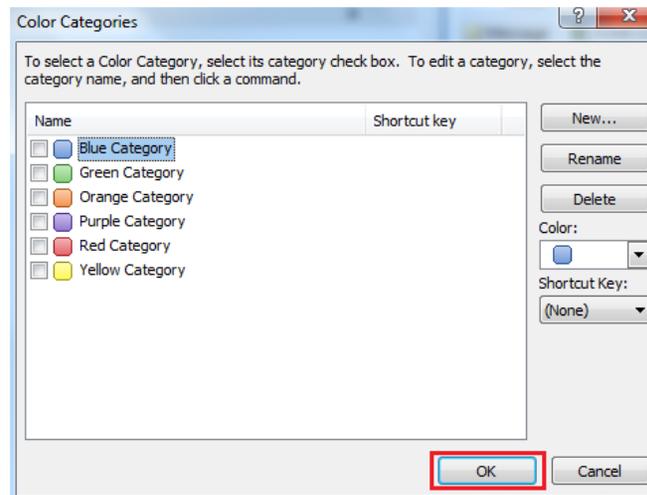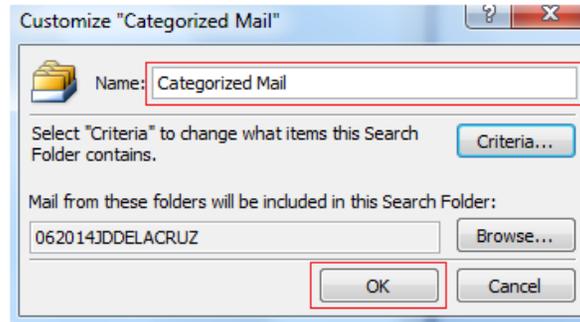

SAMPLE: Criteria for Categorized Mail

SAMPLE: Criteria for Large Mail

5. Click **OK** button to apply the changes.
Note: You can also rename the **Search Folder** name.

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