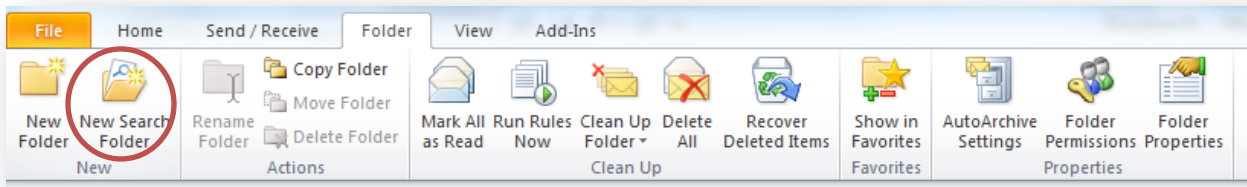
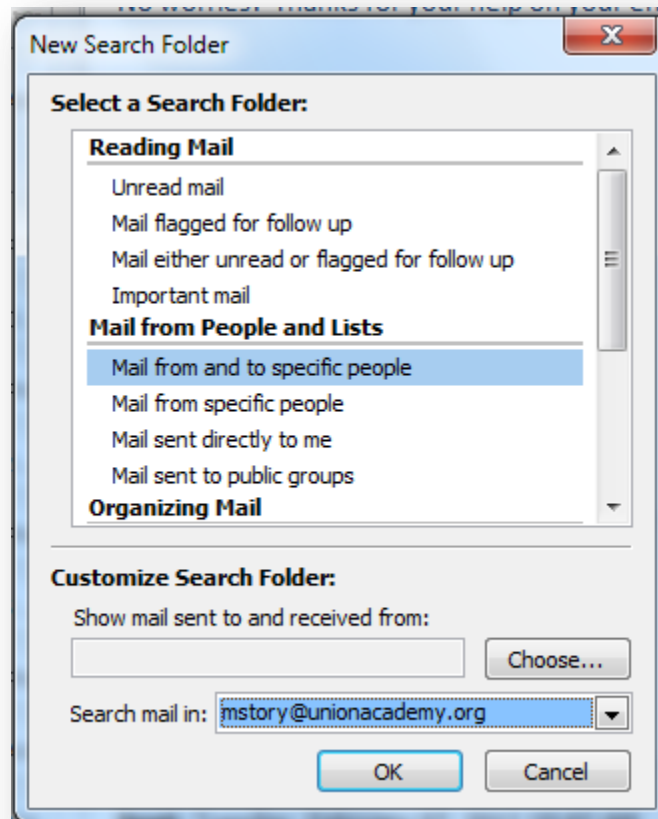


CREATING A SEARCH IN OUTLOOK 2010

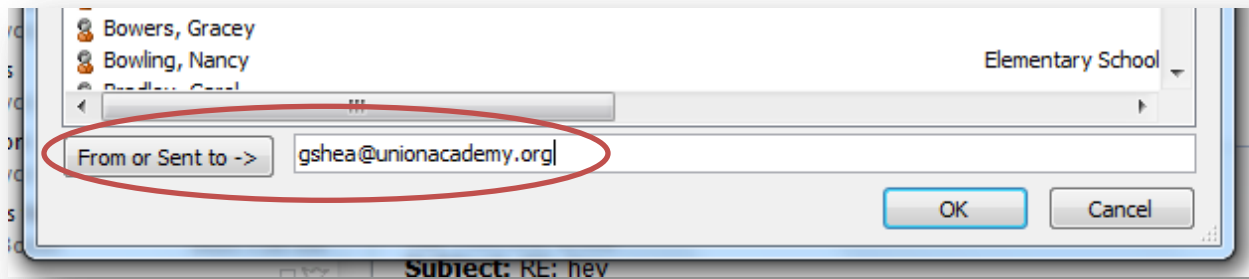
In Outlook, click on the Folder tab, and click the New Search Folder button.



If you want to look for emails between you and a specific person, click on “Mail from and to specific people.” Then click Choose.



The Address List will come up. You can pick someone from it, or type in their email address at the bottom.



Click OK on both the address List and the Search box. On the left side, a new search folder will appear containing your search criteria.

