Outlook 2013 Advance Search/Find and Categorizing your emails

First I will show you how to categorize your emails so that you can easily find them later. Open Outlook and right click on the email you want to categorize. A menu will appear and you will go to “Categorize” and choose the color category.

Then you can change the color to a name that makes sense to you. In this case I clicked on “Red category” and the box below popped up. I changed the Name from “Red category” to “ITS Help Desk.”
Once you do that you can easily categorize your email:

To do an advanced search click in the search bar to open the search tab.
Then go to the Search Tools and click Advanced Find.

This will open the “Advance Find” dialog box:

Use the Look to select the type of Outlook items for which you are looking for.
You can also use the Browse button to open the “Select Folders” dialog box. This is where you can choose which folders you want to look within. After choosing the folder(s) click OK to return back to search. In our demonstration we are using the “Inbox” folder.

Next you will use the tabs “Messages”, “More Choices”, and “Advance” to narrow down what you are searching for.
We are going to use the more choices and choose a category to find all the emails from the library:
Once in the “More Choices” tab, you will locate the Categories button and click that:

![Advanced Find interface with Categories highlighted]

The Categories will appear and you will be able to choose what you are looking for and then click OK:

![Color Categories dialog box]

- Green category
- ITS Help Desk
- Library
- Purple category
- Student Communications
- Yellow category

Click OK to apply the selected categories.
Once you have put in all your parameters, click the “Find Now” button on the right hand side and then you will see your results listed below.

You can then double click the email you want and they will open just like they would in your inbox folder.
When you are done, just double click the “X” in the right hand corner to exit out of the email and do the same to exit the advanced search tool.