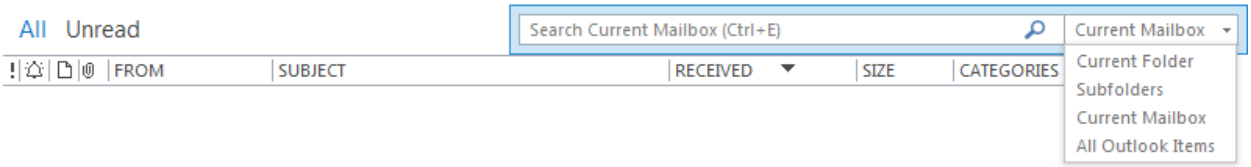
# Search and Filter Email

**Search email**

1. From your **Inbox** - or any other email folder – find the **Search** box at the top of your messages.
2. To find a word that you know is in a message, or a message from a particular person, type the word or person's name in the **Search** box. Messages that contain the word or name you specified appear with the search text highlighted in the results.

**Narrow your search results**

1. In the **Scope** group on the ribbon, choose where you want to search from – **All Mailboxes**, **Current Mailbox**,**Current Folder**, **Subfolder**, or **All Outlook Items**.
2. In the **Refine** group on the ribbon, choose whether you are searching by who sent you the message or by subject.
3. You can further filter search results by selecting:
    - **Has Attachments** – to find only emails with attachments
    - **Categorized** – to find emails that have been assigned a specific category
    - **This Week** – to search by when the email was received. There are several time periods you can choose from (Today, Yesterday, Last Month, etc.)
    - **Sent To** – to find emails sent to you, not sent directly to you, or sent by another recipient
    - **Flagged** – to find only emails flagged by you
    - **Important** – to find only emails labeled as important