Outlook Email Searching Instructions

In Outlook there are several options to search for emails. The easiest one is by sorting email using the "From" field in the Inbox or the "To" field in the Sent Items.

In order to save emails to a folder for later reference or for exporting, first create a folder to put them in.

Creating a Folder in Outlook

Right click on your Inbox and select New Folder:

Inhov	00 ! \$ D H
mbox	t= Ones in New Window
Drafts	Open in New <u>w</u> indow
Sent Items	New Folder

Give the Folder a name:



The folder is created and appears in your folder list under your inbox:

∨Inbox	98
How To Organize Emails	

Now you can work on sorting your email to select the ones you want to move into the folder.

Sorting Emails in Outlook

Sorting Emails by the "From" field or "Sent" field

To find emails **received** from someone select your **"Inbox"** and then follow the instructions below.

To find emails you **sent** to someone, select your **"Sent Items"** and then follow the instructions below.

After selecting either Inbox or Sent Items do the following.

Click on the drop-down arrow where it says Date:

All Unread			By Date <mark></mark>	Ť
! 🍄 🗅 🔘 From	Subject	Received 🔻	S	

Select "From" if you are looking for emails received from someone Inbox. Select "To" if you are looking for emails you sent to someone in your Sent Items.

Received - Inbox	Sent – Sent Items
By From 🗸	By To 🗸
Filter	Filter
✓ All <u>M</u> ail	✓ All <u>M</u> ail
Un <u>r</u> ead Mail	Un <u>r</u> ead Mail
Fl <u>agg</u> ed Mail	Fl <u>agg</u> ed Mail
M <u>e</u> ntioned Mail	M <u>e</u> ntioned Mail
Arrange by	Arrange by
Date	Date
From	<u>F</u> rom
	✓ Io

Your email will now be sorted by who it was from or sent to.

Scroll through the email until you find the person you are looking for.

Select an individual email by clicking on it so it is highlighted.

Caspio: 8 item(s)

Caspio	New Features from Caspio	Tue 5/4/2021 1:19 PM	6 PD
Caspio	Launch an online store with this step-by-step guide	Wed 12/2/2020 9:35 AM	1

Or select a group of emails by clicking on the first one, hold down the shift key and click on the last one you want to select.

✓ Caspio:	8 item(s)		
	Caspio	New Features from Caspio Tue 5/4/2021 1:19 PM	6
	Caspio	Launch an online store with this step-by-step guide Wed 12/2/2020 9:35 AM	1
	Caspio	Ready-made IT helpdesk app to help you manage tick Tue 8/11/2020 9:35 AM	1
	Caspio	All Caspio plans upgraded with unlimited app creators Tue 7/28/2020 9:35 AM	1
	Caspio	New Features from Caspio Mon 5/11/2020 1:09 PM	6
	Caspio	Advanced Notification of Caspio 21.0 Release Mon 1/27/2020 5:27 PM	5

You can then move the selected emails into the new folder you created by either dragging them to the folder or by right clicking on them and selecting "Other Folder"



And then selecting the new folder you created and clicking "OK"

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Inbox (99)
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How To Organize Emails

The selected emails are now available in the new folder.

Exporting Emails in Outlook

There are two methods to export emails from Outlook. The first option is to create a PST file which can then be copied to a flash drive and imported to another Outlook account.

The second option is to export all of the selected emails as a PDF file

Option 1 - Creating a PDF of the Outlook Folder

Right Click on the folder you want to export and select "Convert "Your Folder Name" to Adobe PDF.

∨ Inbox		100
How To Organ		n Ci-
Drafts		Open in New <u>W</u> indow
Sent Items		<u>N</u> ew Folder
Deleted Items	C1	<u>R</u> ename Folder
Archive	F	Copy Folder
> Conversation Hi	P	Move Folder
Junk Email		
LogInsight	×	<u>D</u> elete Folder
> Outbox	Ô	Mark All as R <u>e</u> ad
Preservation Ho	Ľ ∕	Clean Up Folder
Proofpoint	Ņ	Delete <u>A</u> ll
RSS Subscription	I €−	Add to Favorites
Security	A 1	Add to <u>r</u> avolites
> Search Folders	ź↓	Sort Subfolders A to <u>Z</u>
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> Personal Fold	\sim	Move D <u>o</u> wn
	0- 0-	Properties
> IAMUG AGG	5	Convert "How To Organize Emails" to Ado <u>b</u> e PDF

A window will open asking for the location where you would like to save the PDF. Select your desired location on your PC and click save. The process may take a few minutes depending on how many emails are in the folder.

Save Adobe PDF File As
\leftrightarrow \rightarrow \checkmark \bigstar This PC \Rightarrow Desktop \Rightarrow
Organize 🔻 New folder
Public ^
 OneDrive - Texas A&M University Budget Share IT Desktop Documents Documents - Team - Test Shared Library
E Pictures
Syncplicity
💻 This PC
3D Objects
Desktop
Documents
Downloads
J Music
Pictures
Videos
🎬 Local Disk (C:)
👝 Google Drive (D:)
DATAPART1 (E:)
2 2 2 3
← Toshiha Canvio Hard Drive (H:)
File name: How To Organize Emails.pdf
Save as type: PDF files (*.pdf)

Once you click save the conversion process will start.

🔁 Creating Adobe PDF		_		\times
Conversion Progress				
Saving Adobe PDF				
Completed: 2	Remaining: 0			
			Can	cel

Once completed the file will open in Adobe and it will list all of the emails in the file, and you can select each one to view them.

A How To Organize Emails.pdf - Adobe Acrobat Pro DC (32-bit)				
File Edit View E-Sign Window Help				
Home Tools How To O	rganize E ×			
🖺 🏠 주 🖶				
From	Subject	Date	Attachments	Size
🚡 Caspio	New Features from Caspio	5/4/2021 1:18:33 PM		149.96 KB
🛵 Caspio	Launch an online store with this step-by-step guide	12/2/2020 9:34:45 AM		160.59 KB

Option 2 – Save as a PST File

A PST file is a data file that can be imported into Outlook. Once imported it will appear as a normal email folder in the persons Outlook.

To start the export process, click on "File" within Outlook

File	Home	Send /	Receive f
M			
New Email	New Items ~	Schedule a Meeting ~	Start Instant Meeting ~
N	ew	Zo	om

Then click on "Open & Export"



Then select "Import/Export"



Select "Export to a File" and then "Next"

Import and Export Wiza	rd Choose an action to perform:
	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Export Outlook information to a file for use in other programs.
	< Back Next > Cancel

Then select "Outlook Data File"

Export to a File	
	Create a file of type: Comma Separated Values Outlook Data File (.pst)
	< Back Next > Cancel

Then select the Folder you want to export and click "Next"

Export Outlook Data File		×
	Select the folder to export from:	
	✓ ■ quiggt@tamug.edu ✓ ☐ Inbox (114)	^
	How To Organize Emails	
	Drafts [10]	
	Deleted Items (39)	
	> 🖧 Calendar	
	> A Contacts	
	Journal	~
	✓ Include subfolders Filter	
	< Back Next > Cance	el

The next box asks where you want to save the PST file. Click on Browse and select a location on your PC.

Export Outlook Data File		\times
	Save exported file as: Documents\Outlook Files\backup.pst Browse Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items	
	< Back Finish Cancel	

You may want to rename the file to something more meaningful and click "OK"

File name:	backup.pst	\sim
Save as type:	Outlook data files (*.pst)	\sim
Hide Folders	Tools 🔻 OK Cancel	

Export Outlook Data File	Save exported file as: C:\Users\quiggt\OneDrive - Texas A&A Options © Replace duplicates with items exported O Allow duplicate items to be created O Do not export duplicate items	×
	< Back Finish Cancel	

You may be prompted to password protect the file. If you do not wish to do so you must click "OK"

Create Outlook Data File		х
Add optional password		
Verify Password:		
Save this password in your password list		
C	OK Cancel	

The new file will appear in the selected location



That file can then be: Emailed as an attachment Copied to a flash drive for distribution to others