

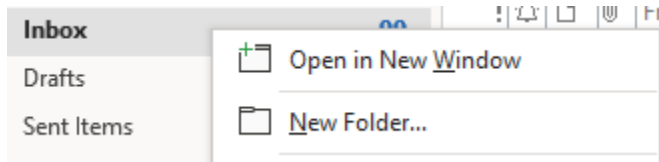
## Outlook Email Searching Instructions

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.

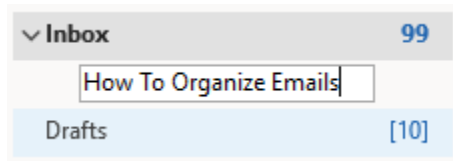
In order to save emails to a folder for later reference or for exporting, first create a folder to put them in.

### Creating a Folder in Outlook

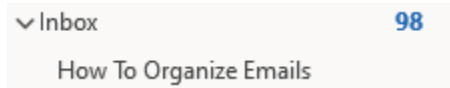
Right click on your Inbox and select New Folder:



Give the Folder a name:



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



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

### Sorting Emails in Outlook

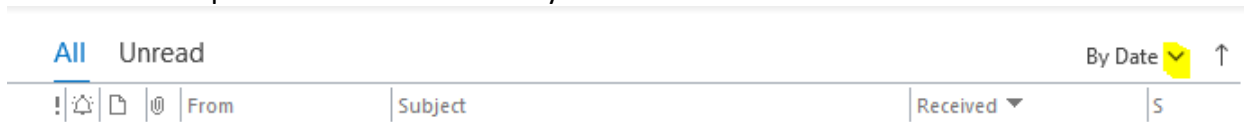
Sorting Emails by the “From” field or “Sent” field

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

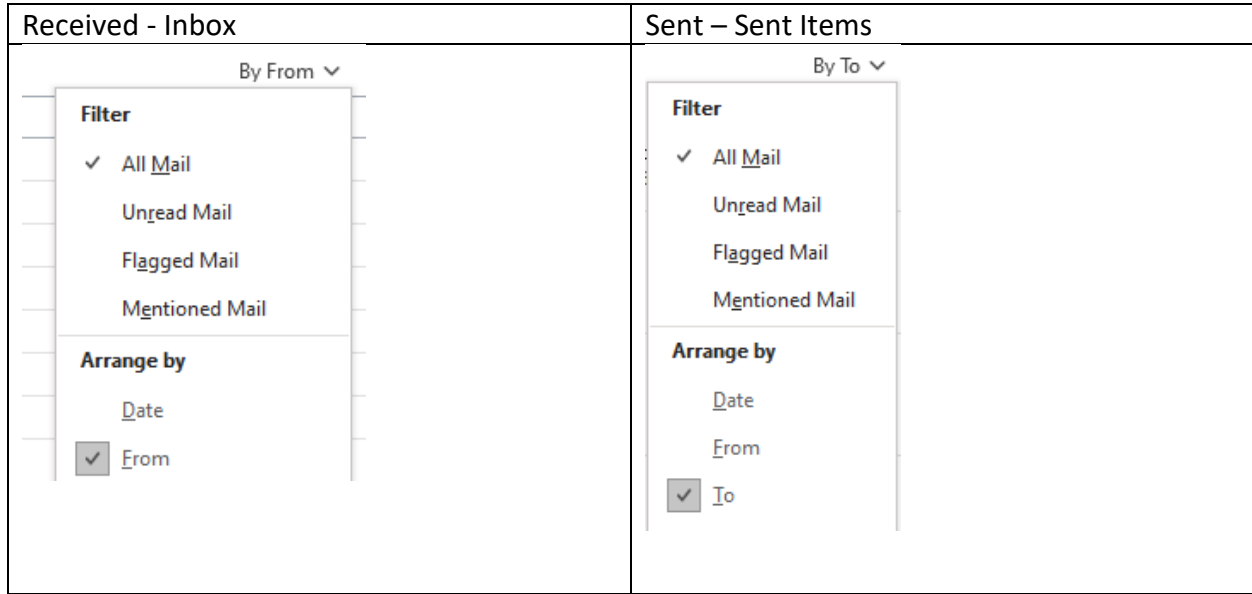
To find emails you **sent** to someone, select your “**Sent Items**” and then follow the instructions below.

After selecting either Inbox or Sent Items do the following.

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



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



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)

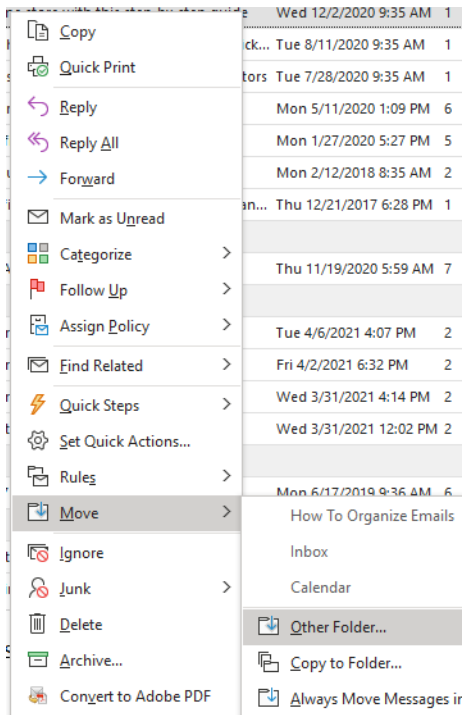
Caspio	New Features from Caspio	Tue 5/4/2021 1:19 PM	6
Caspio	Launch an online store with this step-by-step guide	Wed 12/2/2020 9:35 AM	1

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.

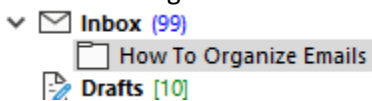
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Caspio	New Features from Caspio	Tue 5/4/2021 1:19 PM	6
Caspio	Launch an online store with this step-by-step guide	Wed 12/2/2020 9:35 AM	1
Caspio	Ready-made IT helpdesk app to help you manage tick...	Tue 8/11/2020 9:35 AM	1
Caspio	All Caspio plans upgraded 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”



The selected emails are now available in the new folder.

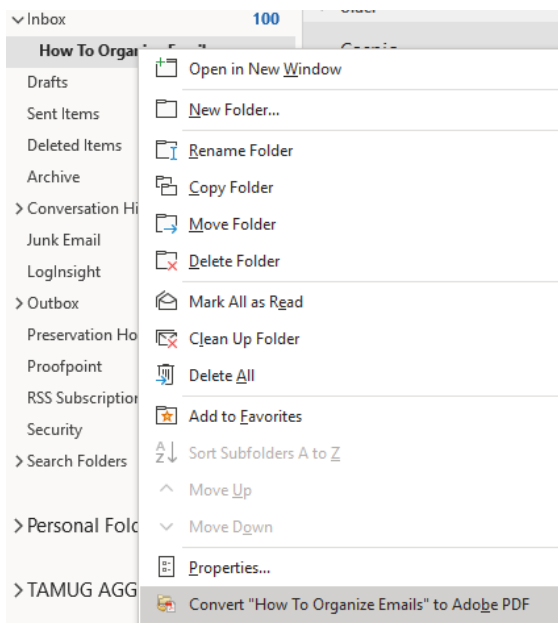
## Exporting Emails in Outlook

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.

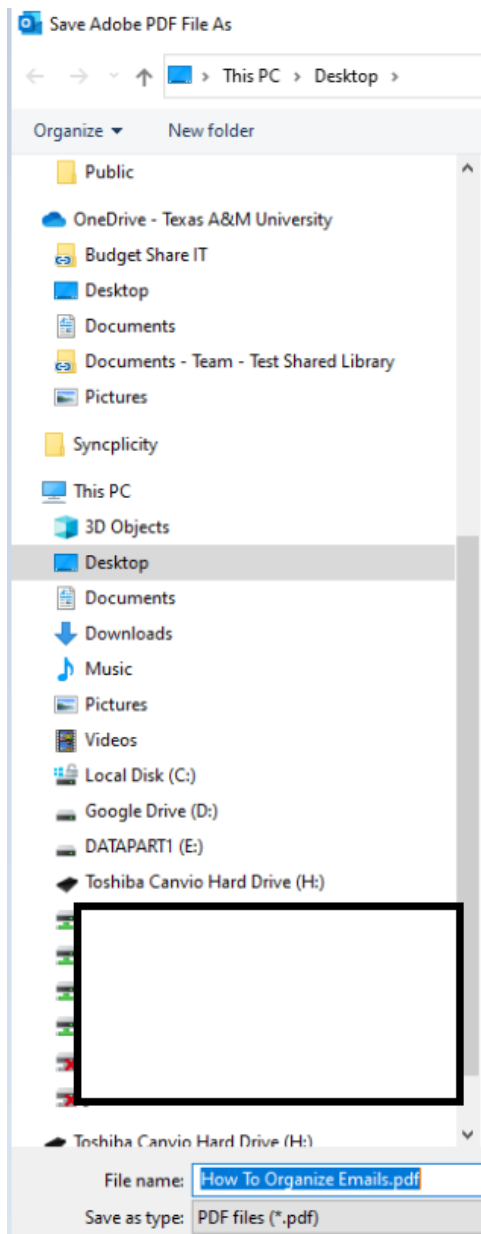
The second option is to export all of the selected emails as a PDF file

### Option 1 - Creating a PDF of the Outlook Folder

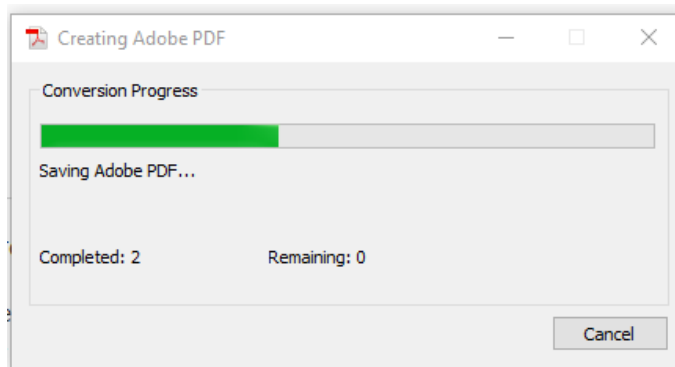
Right Click on the folder you want to export and select “Convert “Your Folder Name” to Adobe PDF.



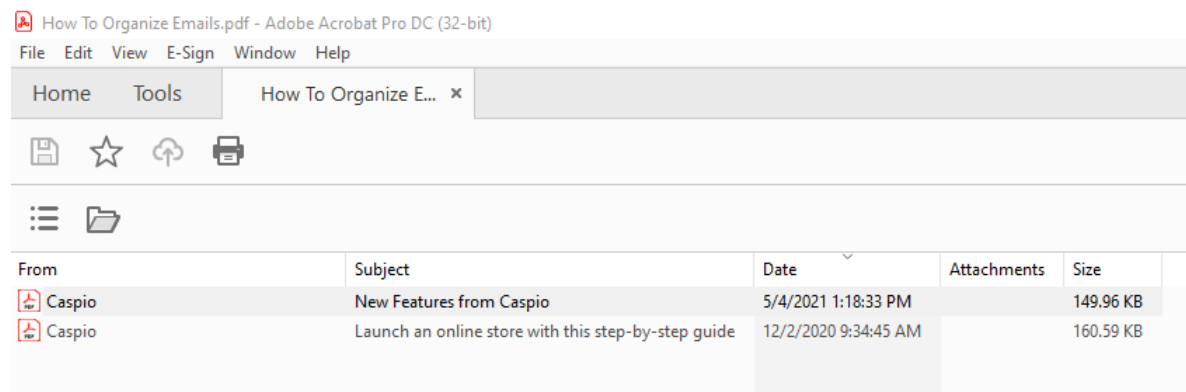
A window will open asking for the location where you would like to save the PDF. Select your desired location on your PC and click save. The process may take a few minutes depending on how many emails are in the folder.



Once you click save the conversion process will start.



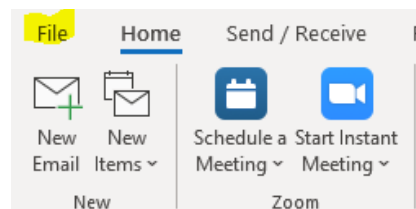
Once completed the file will open in Adobe and it will list all of the emails in the file, and you can select each one to view them.



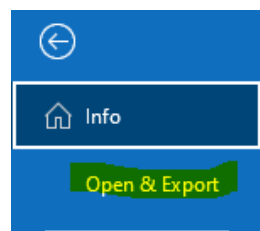
### Option 2 – Save as a PST File

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.

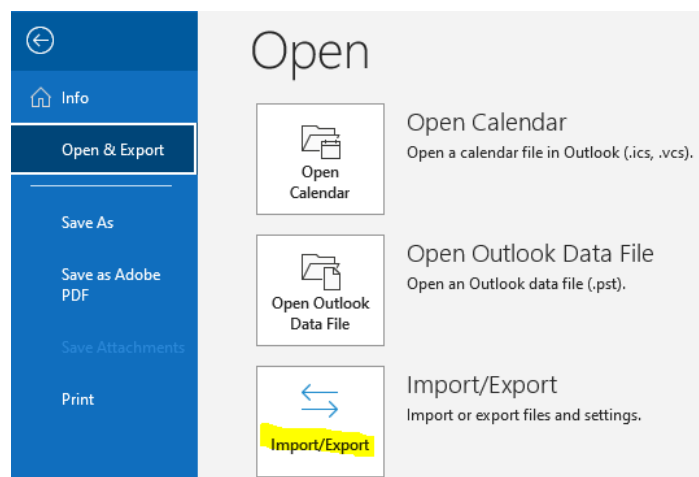
To start the export process, click on “File” within Outlook



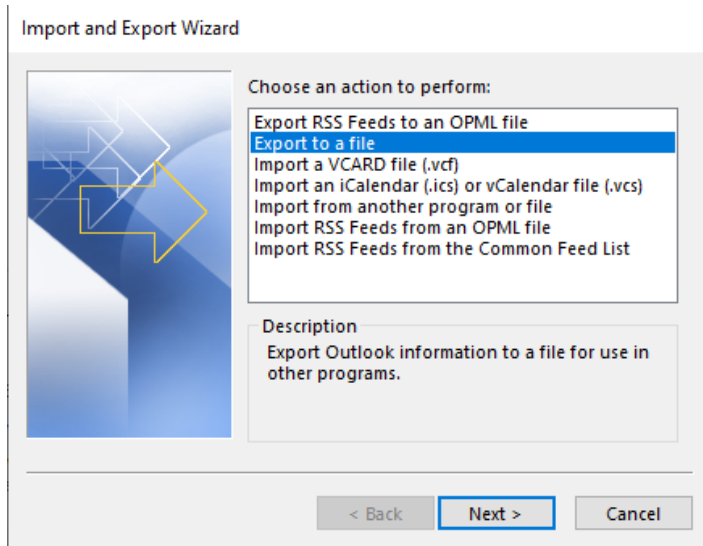
Then click on “Open & Export”



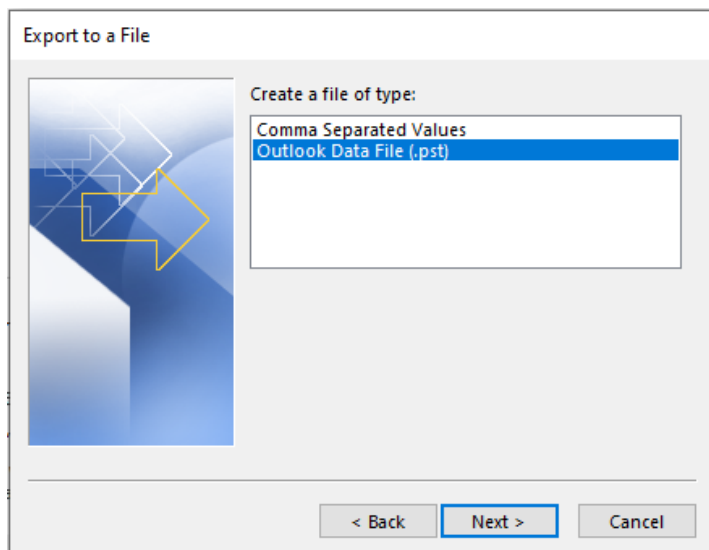
Then select “Import/Export”



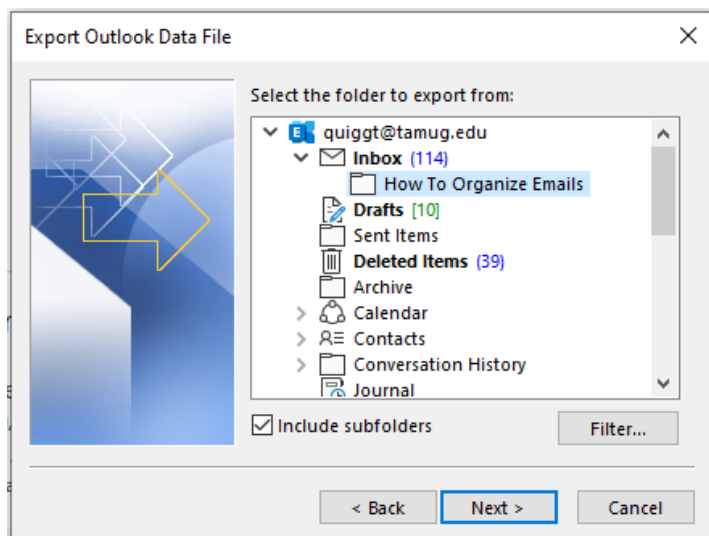
Select “Export to a File” and then “Next”



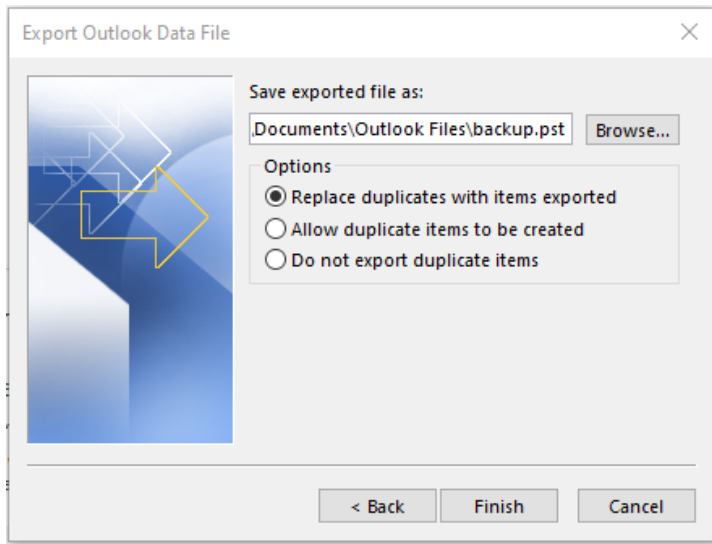
Then select "Outlook Data File"



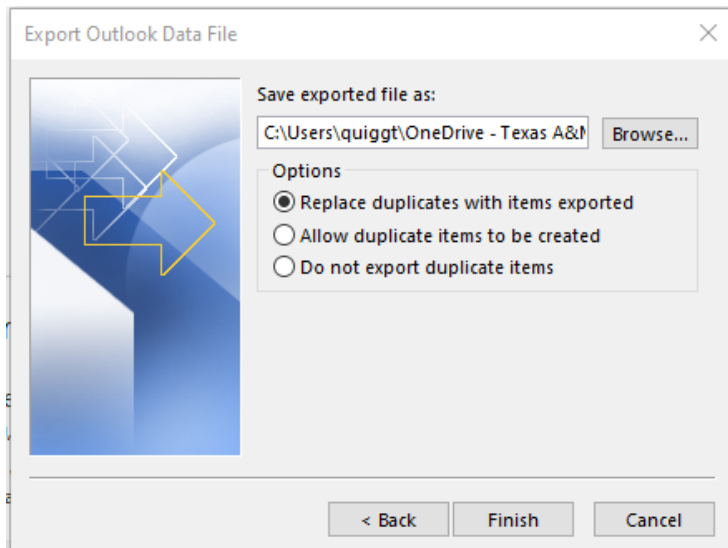
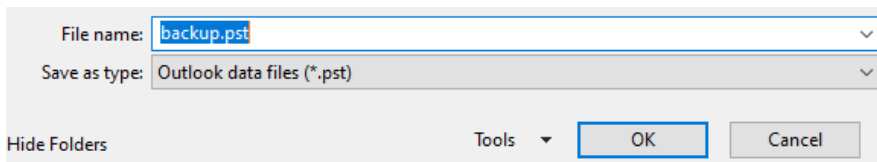
Then select the Folder you want to export and click "Next"



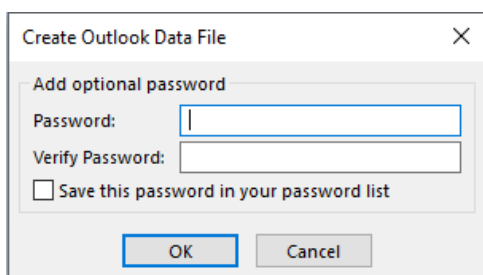
The next box asks where you want to save the PST file. Click on Browse and select a location on your PC.



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



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



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