

★ What Search Folders are

Search Folders are **saved searches** that behave like folders.

They show messages that match your criteria, such as:

- Mail from a specific person
- Mail with attachments
- Unread mail
- Mail older than X days
- Mail with certain words
- Mail sent to a group
- Mail flagged or categorised



They update **automatically** — no dragging, no filing.

★ Why they're useful

Search Folders give you:

- Instant access to important categories of mail
- A way to avoid dozens of subfolders
- A consistent view across all desktop Outlook apps
- A “smart inbox” without moving anything
- A way to group mail by *meaning*, not by *location*

They're perfect for people who want organisation without manual filing.

★ Where they live

In the folder pane (left side), scroll to the bottom:

Search Folders → Right-click → **New Search Folder**

★ Popular built-in Search Folders

- Unread Mail
- Mail from Specific People
- Old Mail
- Mail with Attachments
- Categorised Mail
- Mail flagged for follow-up
- Large Mail

These are one-click to create.

★ Custom Search Folders

This is where the power is.

You can build your own using:

- From / To
- Subject

- Words in the message
- Categories
- Flags
- Size
- Date ranges
- Importance
- Sensitivity
- Has attachments
- Sent only to me
- And/or combinations of all of the above

This is Outlook's most flexible organisation tool.

★ How to create one

1. Right-click **Search Folders**
2. Choose **New Search Folder**
3. Scroll to the bottom → **Create a custom Search Folder**
4. Click **Choose...**
5. Click **Criteria...**
6. Build your rules
7. OK → OK → OK. Done.

★ How they behave

- They **do not move** your mail
- They **do not duplicate** your mail
- They are **views**, not folders
- Deleting a message from a Search Folder deletes it from the mailbox
- They sync across all desktop Outlook apps
- They appear (read-only) in Outlook on the Web
- They do **not** sync to mobile apps

★ When to use Search Folders

Use them when you want:

- A “folder” for a person without moving their mail
- A place to see all unread mail
- A place to see all attachments
- A place to see all mail from committees or roles
- A place to see all mail with “Minutes” or “Agenda”
- A place to see all mail older than 1 year
- A place to see all mail you've flagged

They're brilliant for U3A roles where messages come from many places but relate to one topic.

★ Club-friendly explanation

“Search Folders are smart folders that show messages matching your rules. They update automatically and save you from filing everything into subfolders.”