**DID YOU KNOW?**

# How to narrow your search criteria for better searches in Outlook

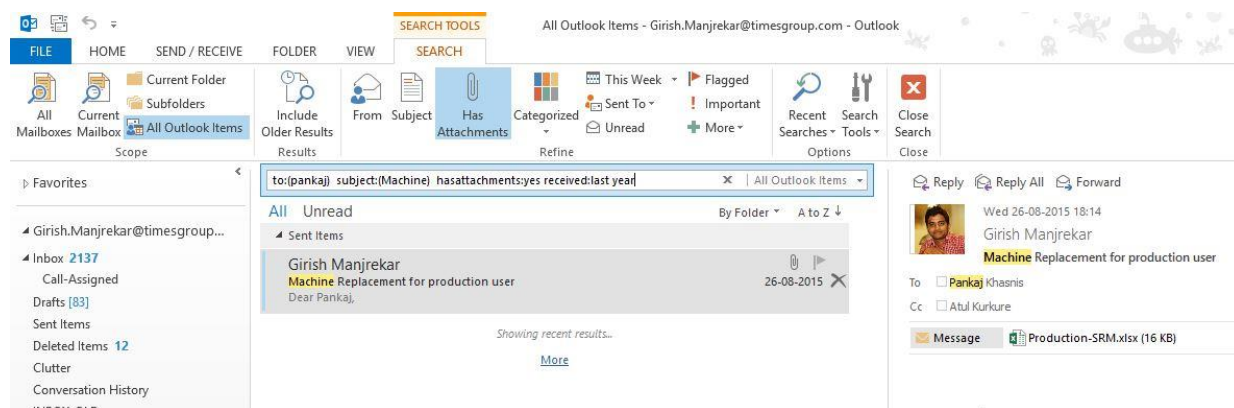1)  Open your Outlook Account and go to the search box.



2)  When you click the search box, you can select a scope option on the left side of the Ribbon.



3)  Once you decide your scope, you can then refine your search further by selecting an option such as the subject line or the sender.

Let us take an example: We want to search for all the messages Sent to "Pankaj" that you mailed last year, with the keyword "New machine" in the subject line and has attachments.

- Select **All Outlook Items** in the Scope group.
- Click **Sent to** and type Pankaj to replace the highlighted text in the search box.
- Click **Subject** and type machine to replace the highlighted text in the search box
- Click **Has Attachment**
- From the drop-down menu next to **This Week**, select Last year





**THANK YOU**