

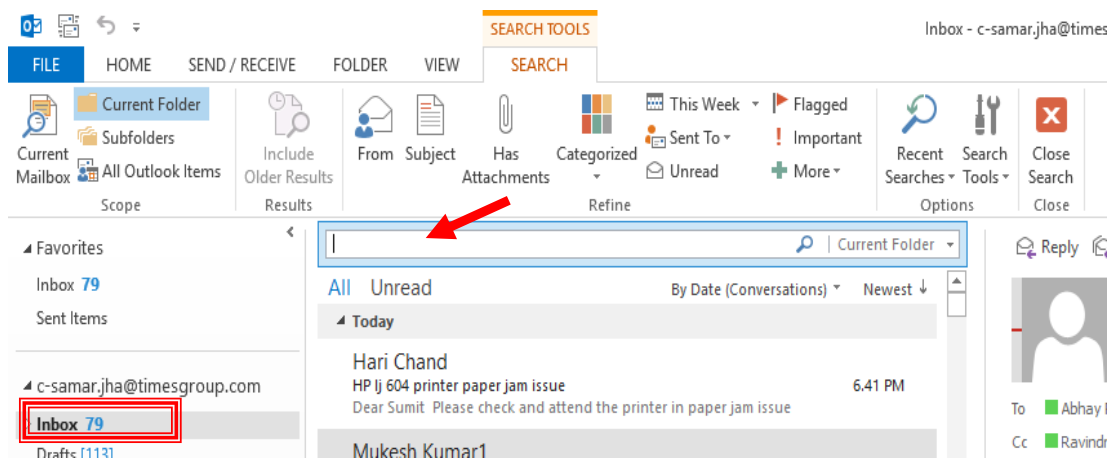
DO YOU KNOW

How to List All Emails With Attachments By Search?

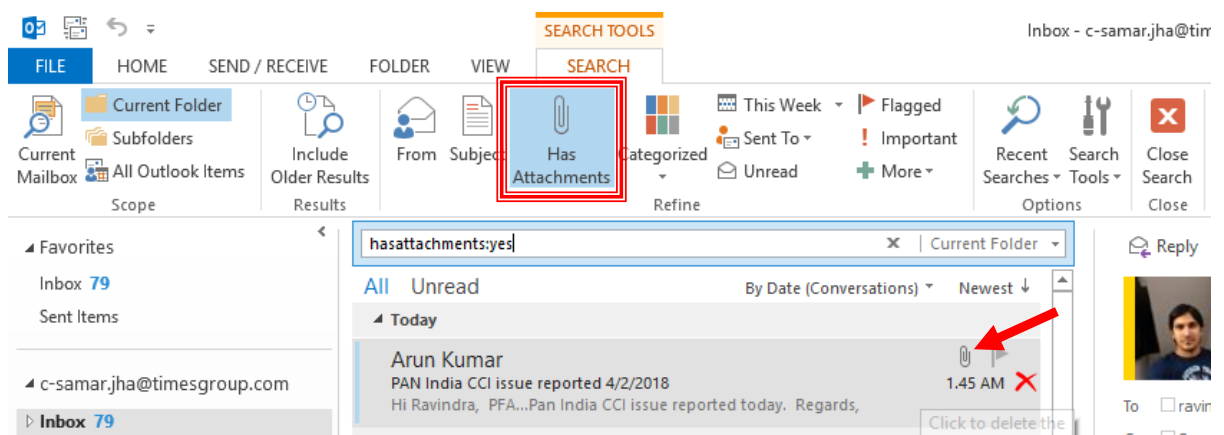
Description:

In Outlook, the Search utility can list all emails with attachments for you.

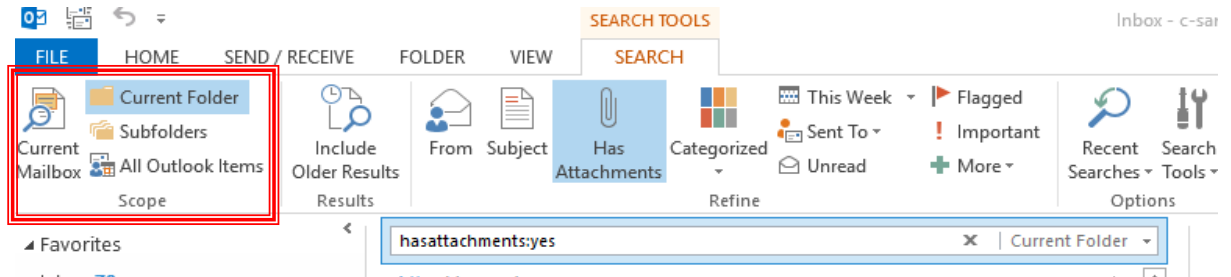
1. Click on **one folder** that you want to list the emails which include **attachments** and click on the **Instant Search box**. See screenshot:



2. Then under the **Search tab**, click **Has Attachments**, then all emails with attachments in the folder have been listed.



3. Note: If you want to list all emails with an attachment from different folders, please click to select **the search scope** in the **Scope group** on the Search tab. See screenshot:



THANK YOU

