

OUTLOOK 2010

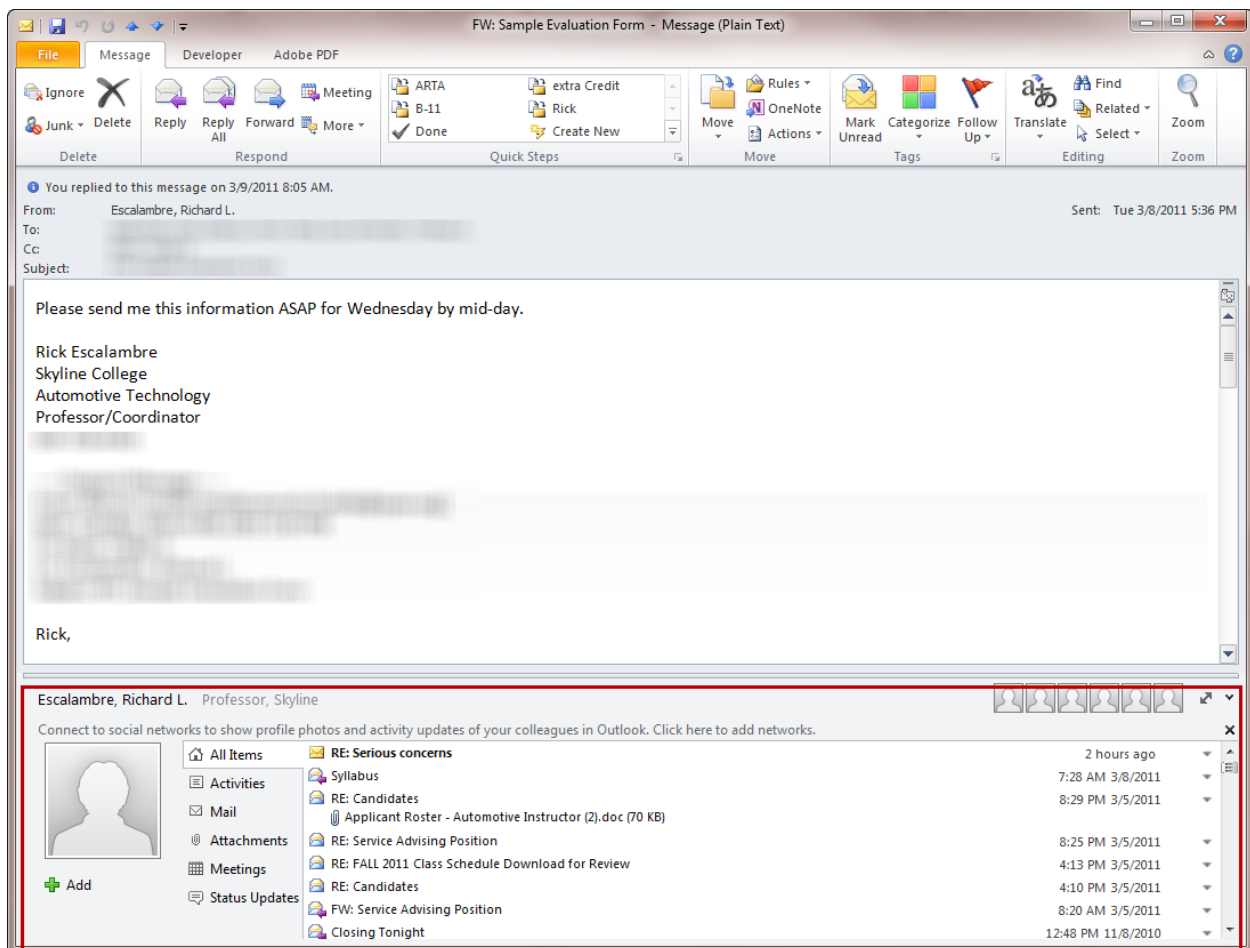
Instructional Steps

Locating or finding e-mails that you have received or sent

There are several ways to do this.

Option 1

Open any e-mail from the person with whom you're trying to locate a specific e-mail from. Outlook 2010 has a new feature that will list all communication from that specific person just below the body of the e-mail that your reading. You can view all items, just mail items, just mail with attachments, and meetings.



Option 2

Click one of the one on the e-mail message from the person to which you would like to find another e-mail message from. Then in the item bar at the top of the preview pane click the mouse in the field labeled "From". This will group all the e-mails from that specific person in one area.

From	Subject	Sent	Size	Categ...
Escalambre, Richard L.	FW: Sample Evaluation Form	Tue 3/8/2011 5:36 PM	13 KB	
Escalambre, Richard L.		Tue 3/8/2011 7:28 AM	8 KB	
Escalambre, Richard L.		Fri 3/4/2011 10:15 AM	76 KB	
Escalambre, Richard L.		Fri 3/4/2011 4:55 AM	9 KB	
Escalambre, Richard L.		Thu 3/3/2011 5:52 PM	15 KB	
Escalambre, Richard L.		Thu 3/3/2011 5:36 PM	12 KB	
Escalambre, Richard L.		Thu 3/3/2011 8:24 AM	11 KB	
Escalambre, Richard L.		Thu 3/3/2011 8:18 AM	12 KB	
Escalambre, Richard L.		Thu 3/3/2011 7:50 AM	9 KB	
Escalambre, Richard L.		Wed 3/2/2011 5:57 AM	10 KB	
Escalambre, Richard L.		Mon 2/28/2011 10:23 ...	8 KB	
Escalambre, Richard L.		Mon 2/28/2011 9:22 AM	14 KB	
Escalambre, Richard L.		Fri 2/25/2011 7:15 PM	637 KB	
Escalambre, Richard L.		Thu 2/24/2011 6:06 PM	11 KB	
Escalambre, Richard L.		Thu 2/24/2011 2:36 PM	19 KB	
Escalambre, Richard L.		Thu 2/24/2011 1:27 PM	14 KB	
Escalambre, Richard L.		Thu 2/24/2011 7:40 AM	14 KB	
Escalambre, Richard L.		Tue 2/22/2011 2:58 PM	14 KB	
Escalambre, Richard L.		Tue 2/22/2011 2:51 PM	14 KB	
Escalambre, Richard L.		Tue 2/22/2011 6:58 AM	132 KB	
Escalambre, Richard L.		Tue 2/22/2011 6:55 AM	48 KB	
Escalambre, Richard L.		Mon 2/21/2011 11:36 ...	1 MB	
Escalambre, Richard L.		Sun 2/20/2011 7:40 AM	14 KB	

To return the order back to normal click in the field labeled "Sent". This should reorder everything from newest at the top the oldest at the bottom. If this is not the way you like it just click one more time in the same area and should reverse the order of sorting.

Option 3

You can use the search box that is located just above your e-mail messages to search for e-mails by a specific person, or something in the subject matter, or something in the body of the message. You can even use an advanced find it is located in the options area under search tools.

