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Launch Tip of the Month
September 2021

Most of us spend a lot of time looking for emails in Microsoft Outlook. You'll find them a lot faster if you know how to use search operators.

Search operators are terms that can be typed in the Search box at the top of the screen to narrow the results to mail that meets certain conditions.
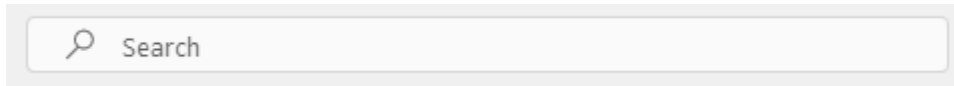
For example, if you type the word "from" followed by a colon and then type the name of the sender of the email, the search will only return email sent from that person!
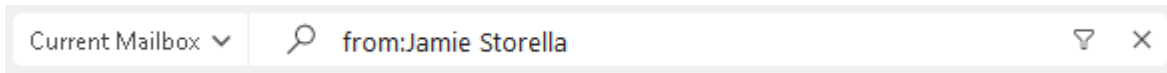
There are a number of search terms that you can use. Some of my favorites include:

Operator	What it Does	Example
subject:	Finds emails with a specific word in the subject	subject:deposit
to:	Finds emails addressed to a specific recipient	to:jdunn@gmail.com
cc:	Finds emails where a specific recipient is in the Cc lin	cc:barbara.nova@gmail.com
folder:	Finds emails in the specified folder	folder:invoices
received:	Finds emails received on a specific date	Received:=1/10/2021
AND	Combines terms in the search so that both must be present.	sotware AND license
OR	Finds emails where either word is present.	VGA OR HDMI

The best part is that you can string these search phrases together to narrow down the search to exactly what you want!
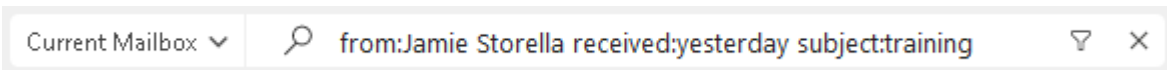
Want to learn more about Microsoft Outlook? Launch offers two classes: Getting Started with Microsoft Outlook and Useful Features in Microsoft Outlook.

Featured Course: Getting Started with Microsoft Outlook
- Marking messages as read or unread
- Filtering for unread messages
- Searching mail
- Sorting messages
- Working with folders
- Searching for files, appointments, meetings, notes, contacts and tasks
- Creating a message
- Working with attachments
- Working with categories
- Working with the calendar
- Creating a contact card
- Creating tasks
- Creating notes
- Using and modifying Outlook Today

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