

How to use Outlook Search Folders

With the newest versions of Microsoft Outlook, the Search function became much faster. But we're still doing a lot of searches.

While more and more people subscribe to the daily zero inbox goal, most of us are still slogging through a mountain of email to find what we need. And we have folder structures that seem more like an endless maze than a well-organized system for storing and retrieving email.

Microsoft Certified Trainer Melissa Esquibel shows you how to easily search—and locate—the emails you need using Search Folders.