Searching, Sorting, and Filtering in Microsoft Outlook 2016 for the Mac

Searching
There are several ways to search in Microsoft Outlook 2016 for the Mac. The following describes the various ways to search, refine your search, and add search tools to the Ribbon to locate any email message you want to find.

Search Tab
Following is a list of search tools available when the Search tab is activated by clicking in the Search Box:

a. Current Folder - Searches messages located only in the current folder (See Figure 1).
b. Subfolders - Searches messages in current folder and subfolders of the current folder, but not all folders in the mailbox (See Figure 1).
c. All Mail - Searches messages located in all folders within the mailbox (See Figure 1).
d. All Items - Searches all items in the mailbox, calendar, tasks, etc. (See Figure 1).
e. From - Search for messages from a particular address or name (See Figure 1).
f. Subject - Search for messages containing a particular subject (See Figure 1).
g. Attachments - Search for messages with attachments (See Figure 1).
h. Sent To - Search for messages by sent to method (e.g., directly to me, cc, not sent directly to me) (See Figure 1).
i. Date Received - Search for messages within a particular period (e.g., Today, This Week, This Month, and After) (See Figure 1).
j. Date Sent - Search for messages within a particular period (e.g., Today, This Week, This Month, and After) (See Figure 1).
k. Important - Search messages marked as high priority (See Figure 1).
l. Unread - Search messages that are marked as unread (See Figure 1).
m. Flagged - Search messages containing a flag for follow-up, review, etc. (See Figure 1).
n. Categories - Search for messages assigned a particular category (See Figure 1).
o. Save Search - Allows you to save search parameters to use again later (See Figure 1).
p. Advanced - Allows you to enter customized search parameters to find exactly what you are looking for (See Figure 1).
q. Close Search - Closes the search and returns the mailbox, which is displayed using your default settings (See Figure 1).
The Search Box

The *Search Box* helps you quickly find items in your mailbox. Click the *Search Box* to view the *Search* tab for search refinements or simply begin typing in what you are looking for. Outlook will display text that matches what you entered. It also displays a drop-down list to allow searching using specific parameters related to your search term.

![Figure 2 - Search Bar](image)

**Note:** The *Search Bar* defaults to searching the current folder; however, you can click any of the buttons in the *Search* tab to change the scope of the search.

The following explains how to search messages using the *Search Bar* and tools:

1. Click the **Search Box**.

![Figure 3 - Search Box](image)

2. The *Search tab* appears with tools to define and/or refine your search.

![Figure 4 - Search Tab](image)
3. You have several options for proceeding with your search:
   a. Begin **typing** in the Search Box. Messages containing the search term appear in the search results.

   ![Figure 5 - Search Term](image)

   b. Click various **buttons** in the Search tab to define your search parameters. In this example, **From** is selected and a specific sender (uitstraining1) entered.

   ![Figure 6 - Search Using Search Refine Tools](image)
c. Use a combination **buttons** in the **Search tab**. In this example, project is the subject and From is selected with a specific sender entered.

![Figure 7 - Search Term & Refine Tool](image)

**Figure 7 - Search Term & Refine Tool**

d. Click one of the items in the suggestions drop-down menu.

![Figure 8 - Suggestions Drop-Down Menu](image)

**Figure 8 - Suggestions Drop-Down Menu**
4. This filters the message list according to the subject:project.

![Figure 9 - Subject:Project Filter](image)

5. When ready to close the search and return to your default message view, click the **exit (x)** button in the **Search Bar**.

![Figure 10 - Close Search in Search Bar](image)

6. You may also click the **Close Search (x)** button in the **Search Tools** contextual tab.

![Figure 11 - Close Search Button](image)
Sorting Messages

Sorting involves rearranging items in a particular view. By default, messages in your inbox and in other folders, are arranged by date in descending order (i.e., the newest message is displayed on top); however, Outlook provides various ways to arrange messages. The following explains how to sort messages in the Microsoft Outlook for the Mac:

Arrange By Options

a. **Account** - Sorts messages by mailbox account if you are managing multiple email accounts (See Figure 12).

b. **Attachments** - Sorts messages based on whether or not the message contains attachments (See Figure 12).

c. **Categories** - Sorts messages by assigned category (See Figure 12).

d. **Conversations** - Allows you to view all messages that share the same subject in a group or collection of messages within one view window (See Figure 12).

e. **Date Received** - Sorts messages by date (and time) received. (Clicking the Reverse Sort button changes the arrangement back and forth between ascending and descending order) (See Figure 12).

f. **Date Sent** - Sorts messages by date (and time) sent. (See Figure 12).

g. **Flag Status** - Sorts messages by flag status (Flagged or No Flag) (See Figure 12).

h. **Folder** - Sorts messages by folder (See Figure 12).

i. **From** - Sorts messages alphabetically by sender (See Figure 12).

j. **Mentions (@)** - Sorts messages in which your email address is mentioned (See Figure 12).

k. **Priority** - Sorts messages based on assigned priority (See Figure 12).

l. **Size** - Sorts messages by size, including attachments (See Figure 12).

m. **Status** - Sorts by read and unread (See Figure 12).

n. **Subject** - Sorts messages alphabetically by subject line (See Figure 12).

o. **To** - Sorts messages alphabetically by recipient (See Figure 12).
Additional Options

You also have options for selecting ascending or descending order, show in groups, expand or collapse groups, and setting default views.

Figure 13 - Order By & Grouping Options

Sorting Using Arrange By Options

1. From within the folder you want to modify, click the Organize tab.
2. Click the Arrange By button (See Figure 14).
3. The sort order is set to date in descending order by default. Click one of the other Arrange By options. For this example, we have selected From (See Figure 14).

Figure 14 – Arrange By Options
4. *Show in Groups* is also selected; therefore, the items are grouped by sender in alphabetical order and sorted within the group by date.

![Figure 15 - Sorted & Grouped by Sender](image)

5. To display in alphabetical order without grouping, or to alter arrangement settings, click the **Arrange By drop-down arrow** above the message list.

![Figure 16 - Arrange By Drop-Down Menu](image)

6. Click on the desired option settings.

![Figure 17 - Arrange By Settings](image)
View Filtering
A view filter involves defining items you want to appear in a particular view to display only items that meet the conditions you specify. For example, when searching for a particular message or group of messages within a folder (e.g., Inbox, Sent Items, Personal Folder, etc.), you may want to use certain criteria such as the sender name to find particular message(s) received from a particular person. The following describes the functionality of pre-defined filter options and how to apply them:

Filter Options
Following is a list of filter options available:

- **Unread** - Displays messages that are marked as unread (See Figure 19).
- **Flagged** - Displays messages containing a flag for follow-up, review, etc. (See Figure 19).
- **Has Attachment** - Displays messages containing attachments (See Figure 19).
- **Date Sent** - Shows time ranges from which to choose (e.g., Today, This Week, and This Month) to display messages for the period selected (See Figure 19).
- **Date Received** - Shows time ranges from which to choose (e.g., Today, This Week, and This Month) to display messages for the period selected (See Figure 19).
- **High Priority** - Displays messages marked as high priority (See Figure 19).
- **Any Recipient is Me** - Displays messages sent to or copied to the user (See Figure 19).
- **Category** - Shows categories from which to choose to display messages for the category selected (See Figure 19).
- **Clear All Filters** – Clears all filters and reverts back to default settings (See Figure 19).
Applying Filters

The following explains how to filter email messages in the Microsoft Outlook for the Mac:

1. On the Home tab, click Filter Emails (See Figure 20).
2. A drop-down menu appears. Click any of the filters (e.g., Flagged, Has Attachments, Date Received, Overdue, Category, etc.) to view only emails that match the criterion selected (See Figure 20).
3. Click the desired filter (in this example, This Week is selected) (See Figure 20).

4. Search results display only items indicated by the defined filter.

![Figure 20 - Select Filter](image)

![Figure 21 - Search Results](image)
5. To clear the search results and view all items in the select folder, click **Filter Emails** (See Figure 22).

6. Click **Clear All Filters** (See Figure 22).

![Figure 22 – Clear Filters](image-url)