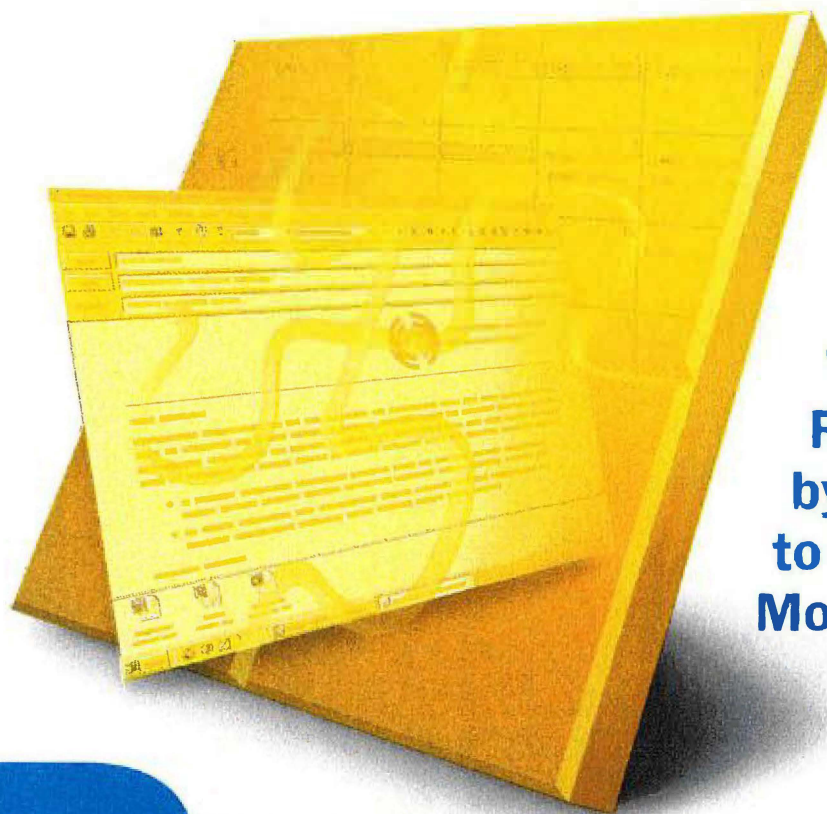


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Alan Neibauer

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Name box. You can select a different disk or select a different folder if you want by using the Save In box.

4 In the Save As Type box, select the format for the file you want to save.

5 Click the Save button.

Saving Message Attachments

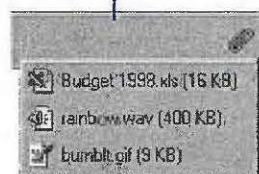
When you receive a message with an attachment that is a file, you might decide that you want to save the attachment. If a message has more than one file attached, you can save one, some, or all of the files. You can open and save attachments from either the message list or from the open message window.

Saving Attachments from the Message List

In the message list, a paper clip displayed next to the message name indicates one or more attachments to the message, and you'll also see the paper clip in the preview pane header, if you have it displayed. Click the icon in the preview pane to see the names and sizes of the attached files.

Preview pane header.

Click here to see
attachments.



Click the filename that you want to open to see the Opening Mail Attachment dialog box, which has two options: Open It and Save It To Disk. This dialog box will not appear, by the way, for some types of files, such as text and audio files—instead the file will be opened immediately.

Click Save It To Disk to store the file in a location of your choice.

> NOTE

Depending on the recipient's mail reader and its settings, the Attachments icon might appear next to messages that contain a graphic, stationery background, or signature, even though these items are displayed by Outlook within the message itself. Even Outlook sometimes displays the Attachment icon for items displayed in the message body.

What happens when you click Open It depends on the type of file you're opening. Files such as Word documents and Excel worksheets are opened in their respective applications. Media files, such as audio and video files, are played. To properly open a file of a given format, you must have the application installed on your system and it must be registered in Windows as associated with the file extension of the file you're opening. For example, to have a .bmp file open in Microsoft Paint, you need to have Paint installed and to have the .bmp extension associated with that application.

You can also choose to save all or some of the files attached to a message using the File menu. With this technique, however, you won't see the Opening Mail Attachment dialog box. Here's how:

- 1** Select the message in the message list. A message with an attachment shows a paper clip on its message line, if you have the Attachment field column turned on.
- 2** Choose Save Attachments from the File menu. The menu that appears lists each of the attachments as well as the option All Attachments.
- 3** Select the attachment you want to save, or choose All Attachment to save them all.
- 4** If you choose to save one attachment, you'll see the Save Attachment dialog box, where you can select the location and filename for the attachment.
- 5** To save additional individual attachments, repeat steps 1 through 4. If you choose to save all attachments, Outlook displays the Save All Attachments dialog box, shown on the following page.



- 6 All the attachments are initially selected. Click any of the attachments that you *do not* want to save to deselect them. Select multiple attachments by holding down the Ctrl key when you click.
- 7 Click OK to display the Save All Attachments dialog box.
- 8 Choose the folder where you want to store the attachments, and then click OK.

Saving Attachments from the Message Window

When you open a message by double-clicking it, attachments included with it are shown as icons below the message text. Depending on the message format, the icons may also appear in the preview pane.

Double-click an icon to display the Opening Mail Attachment dialog box, and then choose to open or save the attachment. If a message has multiple attachments, choose Save Attachments from the File menu to display the Save All Attachments dialog box. Hold down the Ctrl key and deselect any of the attachments that you do not want to save, and then click OK. Next choose the folder where you want to save the attachments, and then click OK.

Managing Junk Mail

As Internet e-mail becomes increasingly popular, you will likely receive a greater amount of junk e-mail, or *spam* as it is often called. Junk e-mail is any unsolicited messages about sales, offers, Web sites, or any other subject that you are not interested in. If left unmanaged, junk e-mail can quickly clog your Inbox.

the information, open the Accounts dialog box, click Add, and choose Directory Service to start the Internet Connection Wizard. Follow the steps in the wizard dialog boxes to complete the installation.

Finding People

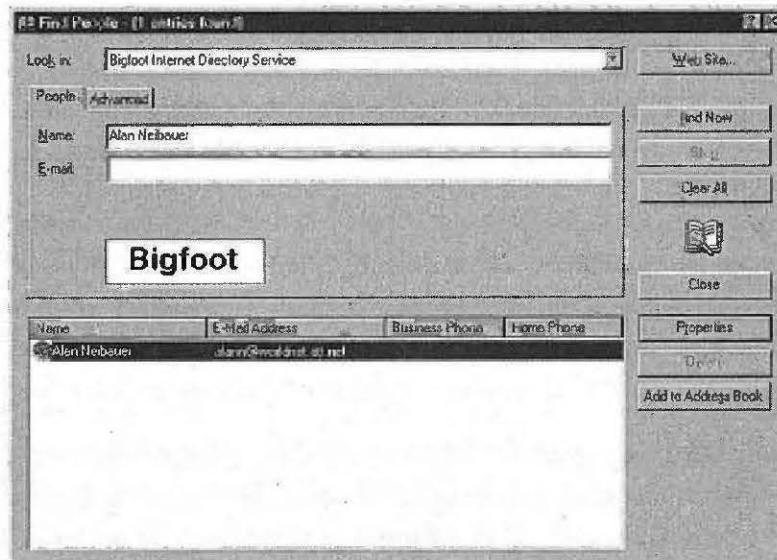
In addition to using the online directories to automatically locate e-mail addresses when composing messages, you can check them anytime you need to look up an e-mail address. You can use any of the following methods to search any directory service listed in Outlook Express, even if you haven't selected the service for automatic e-mail address checking as described above:

- 1 Open the address book and click the Find button on the toolbar to open the Find People dialog box, shown in Figure 7-20.
- 2 Select a service to use for the search in the Look In list box.
- 3 Type the full or partial name of the person you're searching for in the Name box on the People tab. Alternatively, you can type an e-mail address you have to look up the person's name or other information on file. If necessary, you can carry out a more complex search using the Advanced tab.
- 4 Click Find Now to start the search.

Any matches that are found will be displayed in the text box at the bottom of the dialog box, as shown in Figure 7-20. If the first service you use doesn't come up with a match, just switch to another service in the Look In box and search again.

FIGURE 7-20.

The Find People dialog box.



You can also use the Find People dialog box to do the following:

- Click the Properties button to display any other available information about the person, such as address and telephone number.
- Click the Add To Address Book button to insert the name and e-mail address of the person in your address book for future reference.
- Click the Web Site button to open the directory service's Web site on the Internet, where additional options might be available.

When you search your local address book rather than an online directory, the Find People dialog box also lets you search by address, phone number, or any text in the address book listing. When it locates a name, you can also select Delete to remove it from your address book.

Working with Folders

Outlook Express folders serve as storage containers for messages, much like the Windows folders store files. The initial folders provided by Outlook Express serve specific purposes:

- **Inbox.** This folder stores messages that you receive.
- **Outbox.** This folder stores messages ready to be sent.
- **Sent Items.** This folder stores messages that you have sent.
- **Deleted Items.** This folder stores messages you have marked to delete.
- **Drafts.** This folder stores items that you are working on.
- **Junk Mail.** This folder stores mail that Outlook Express has deleted from the Inbox and designated as junk mail.

This arrangement of folders is convenient, but it might not serve all of your purposes. You might need additional folders to store messages for other accounts, for example, or you might want to subdivide a folder and create subfolders to organize messages further. Your Sent Items folder, for example, could contain a subfolder for each of your clients.

Working with folders is very easy. Your folders are organized in a hierarchy much like the directories on your hard disk. At the top of the hierarchy is the Outlook Express folder. All of the other folders are contained within it. Clicking the Outlook Express folder shows the start page.

The Quick Message Search

Much of the time you'll be looking for messages within a single newsgroup, and you'll want to use a fast method to find them. Follow these steps:

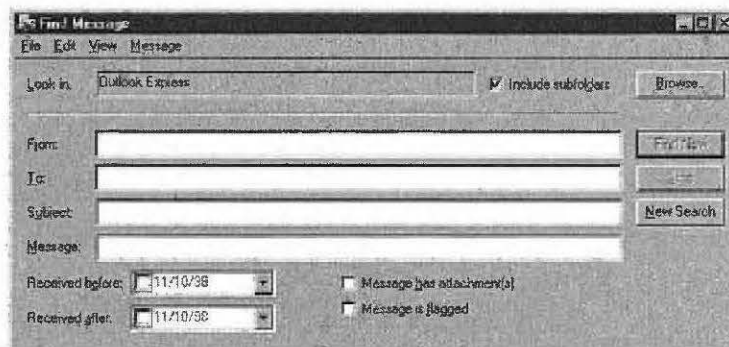
- 1 Select the Newsgroup from the folder list, and allow the message headers to be downloaded.
- 2 Press the F3 shortcut key, or point to Find on the Edit menu and choose Messages In This Folder.
- 3 In the Find dialog box that appears, type the word or phrase in the message header that you want to search for. If you also want to search the contents of messages that have been downloaded, select the Search All The Text In Downloaded Messages check box.
- 4 Click Find Next, and Outlook will move to the first matching message and display it in the preview pane.
- 5 Click the Find Next button or the F3 key to move to each successive matching message.

The Advanced Message Search

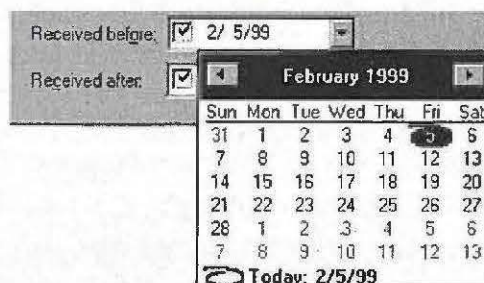
If you want to search in more than one folder, even through all the mail and news folders in Outlook Express, or if you want to search in a more advanced way, follow these steps:

- 1 Point to Find on the Edit menu, and choose Message to see the dialog box shown in Figure 8-5.
- 2 If you don't want to search all your mail and news folders, click Browse to find the folder you want to search; then select Include Subfolders if you also want to search folders within the selected folder.
- 3 Enter as many specifications as needed. You can locate messages based on whom they are from, the text in the subject or body of

FIGURE 8-5.
The Find Message
dialog box.



the message, whether they are flagged, and when they were posted. Choose both a Before and After date to find messages posted during a specific period. Select the appropriate check boxes, and then either enter the date or click the down arrow to choose the date from the calendar that appears.



4 Click Find Now.

Outlook Express will find and display all the messages that meet your criteria. Double-click each message you want to read.

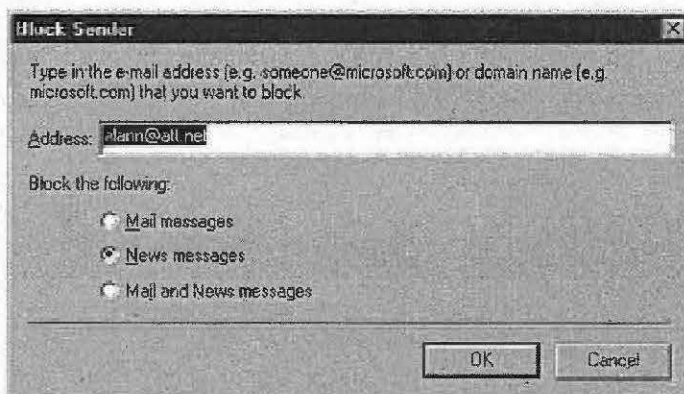
Managing Newsgroup Messages

In Chapter 2, "Discovering Outlook," you learned how to create rules for managing messages in Outlook, and in Chapter 7, "Using Outlook Express," you learned how to filter mail messages in Outlook Express. You can also create rules for newsgroup messages.

The quickest way to filter messages is by the sender. Perhaps there's someone who clutters up the newsgroup with meaningless messages or inappropriate material. Just click a message from that person, and choose Block Sender from the Message menu to display the dialog box shown in Figure 8-6.

Choose to block mail, news messages, or both, and then click OK. You can use the same dialog box to block mail from anyone—even if you

FIGURE 8-6.
The Block Sender
dialog box.

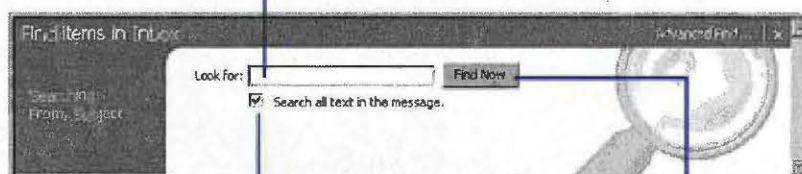


Performing a Simple Search

When you want to locate all folder items that contain a certain word or phrase, follow these steps:

- 1 Click the Find button on the Standard toolbar, or choose Find from the Tools menu.

- 2 Type a word or phrase to search for.



- 3 Clear this check box to search just the messages' subject lines.

- 4 Click here to start the search.

Outlook displays, in list form, all of the folder items containing the text that you entered. To look for something else, enter another search phrase and click Find Now.

NOTE

If you see a Web Folders item in the Items To Synchronize dialog box, it refers to network folders you subscribe to using the Web Folders feature from My Computer.

Conducting an Advanced Search

To conduct a more sophisticated search for items in a folder, you need to use the Advanced Find dialog box, shown in Figure 16-7, on the next page. Open this dialog box using any one of these methods:

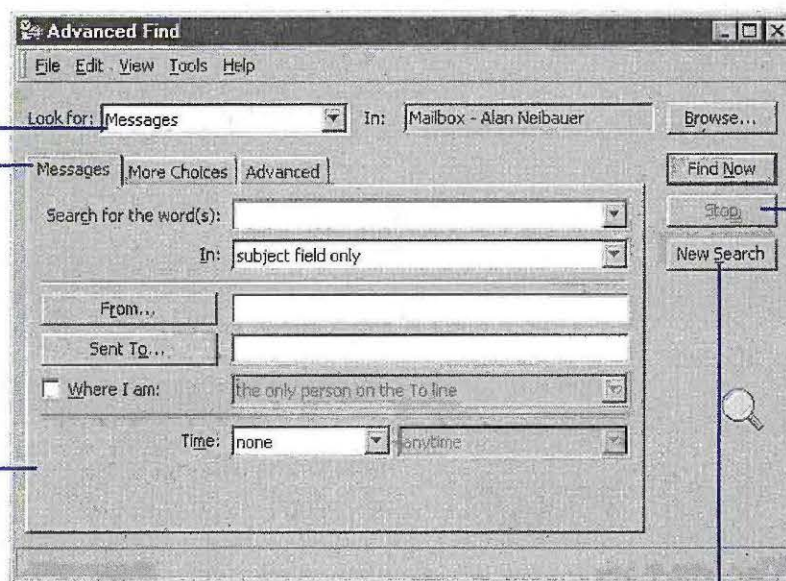
- Choose Advanced Find from the Tools menu. This command is only available in Outlook folders, not disk folders.
- Right-click the folder you want to search, and choose Advanced Find from the shortcut menu. From some folders, the command might appear as Find, but it still opens the Advanced Find dialog box.
- Click Find on the Standard toolbar, and then click Advanced Find.
- Press Ctrl+Shift+F.

FIGURE 16-7.

The Advanced Find dialog box.

Specify the type of folder item here...

...and the tab name, and its contents, change accordingly.



To stop a long search, click Stop.

To clear all search criteria, click New Search.

The entry in the Look For box of the Advanced Find dialog box shows the type of item for the open folder, such as messages for the Inbox folder or journal entries for the Journal folder. To search for a different type of item, select another type from the list. The In box (beside the Look For box) shows the default folder in which Outlook searches for the items.

The first of the three tabs in the Advanced Find dialog box corresponds to the type of folder item you're looking for. As you change the setting in the Look For box, this tab also changes—for example, from the Messages tab to the Journal Entries tab. Although the tabs for different types of folder items vary somewhat, you set them up in similar ways. For instance, on the Messages tab, shown in Figure 16-7, you specify search criteria as follows:

- In the Search For The Word(s) box, type a word or phrase that appears in all the messages you're searching for. (If you want to choose words you used in past searches, you can select them from the list box, where Outlook stores them, by clicking the small down arrow.)
- In the In box, tell Outlook whether to look for the word or phrase only in the Subject line of messages (the subject field), in both the Subject line and the body of messages, or in other text fields.

NOTE

The term *field* simply refers to a location that shows data or to an empty box that you can fill in with details about an item.

To narrow the search even further, you can also set up the following optional criteria:

- Specify messages that were received from or sent to certain people. Type the names of these people in the appropriate boxes, or click the From button or the Sent To button to display the Select Names dialog box, where you can choose names from your address books.
- Tell Outlook to search for messages in which you are the only addressee, messages in which you are the addressee along with others, or messages for which you received copies. To do this, click the Where I Am check box and select from the adjoining list.
- Specify a time. By selecting options in both the Time boxes, you can narrow the search to messages that were, for instance, received or sent within a certain time frame.

When you've set as many search criteria as you need, click the Find Now button to begin the search. The Advanced Find dialog box expands to display the items that match your criteria. If none of the folder items shown fits your needs, click the New Search button and set up different criteria.

NOTE

When you change your selection in the Look For box after a search, Outlook notifies you that the previous search will be cleared. If you want to start a fresh search, click OK. If you want to keep the previous search, click Cancel.

The next several sections take a closer look at some of the features of the Advanced Find dialog box.

TIP

You can open any found item directly from the Advanced Find dialog box by double-clicking the item.

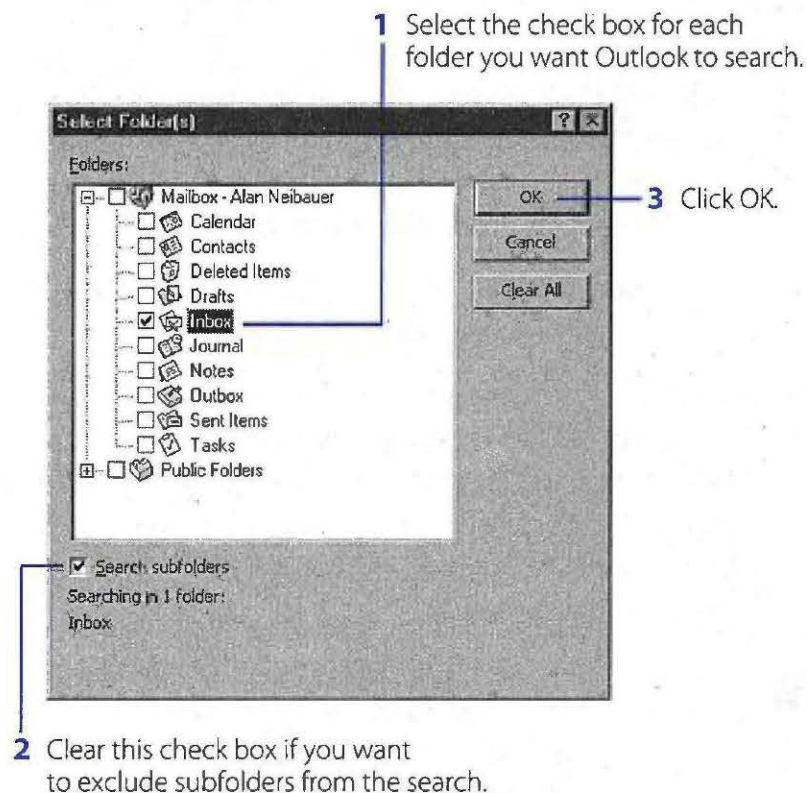
Look For Box

As mentioned earlier, the setting in the Look For box of the Advanced Find dialog box determines where Outlook searches for the items you're seeking and adjusts the first tab of the dialog box to match. The In box next to the Look For box indicates the folder in which Outlook will

search for the folder items you've specified. Table 16-1 summarizes how the setting in the Look For box determines which folder is searched by default and the first tab you see in the Advanced Find dialog box.

Browse Button

If you need to expand your search beyond the folder indicated in the In box, you can specify additional folders that Outlook should search. You can't type directly in the In box, but you can click the Browse button to open the Select Folder(s) dialog box:



After you click OK in the Select Folder(s) dialog box, Outlook adds the folder names you selected to the In box and includes those folders in the search.

NOTE

If you select Files in the Look For box and then click the Browse button, you'll see a Select Folder(s) dialog box that contains a list of all the folders in your file system rather than a list of folders in Outlook.

Files Tab

If you're searching for a file with the Advanced Find dialog box, you'll notice that the tab Outlook displays when you select Files in the Look

TABLE 16-1. Effects of Settings in the Look For Box

Choosing This Setting in the Look For Box	Shows This Default Folder in the In Box to Be Searched	And Displays This Tab for Setting Up the Search
Any Type Of Outlook Item	Personal folders or server mailbox	Any Items
Appointments And Meetings	Calendar	Appointments And Meetings
Contacts	Contacts	Contacts
Files	My Documents	Files
Files (Outlook/Exchange)	Inbox	Files
Journal Entries	Journal	Journal Entries
Messages	Inbox	Messages
Notes	Notes	Notes
Tasks	Tasks	Tasks

For box is a little different from the tabs displayed for other items. In particular, the Named box on the Files tab lets you enter either a filename or a file specification.

To enter a filename, type the complete filename and filename extension. For a file specification, use one of these methods:

- Type an asterisk (*) to include all filenames or extensions—for example, type **.pst* to include all files that have the .pst filename extension.
- Type *word*.** to find all files of any type (any extension) whose filenames start with *word*.
- Type one or more question marks (?) to include files regardless of the character(s) at those locations. For example, type *fig??-01.?if* to include all filenames that start with *fig*, end with *-01*, and whose extensions end with *if*.

If you've looked for files before by typing a filename or a file specification in the Named box, you can retrieve these entries by clicking the down arrow next to the Named box.

If you want to search for all the files of a certain type—for example, all Microsoft Excel workbooks—choose the file type from the Of Type box.

NOTE

When you type a filename or a file specification in the Named box on the Files tab, Outlook's search ignores the selection in the Of Type box.

More Choices Tab and Advanced Tab

The other two tabs in the Advanced Find dialog box, More Choices and Advanced, offer still more options for structuring your search. These two tabs are the same as the More Choices tab and the Advanced tab in the Filter dialog box, discussed in Chapter 20, "Organizing Folder Items." *For information about setting up these tabs, see "Setting Up the More Choices Tab," on page 559, and "Setting Up Advanced Criteria," on page 561.* The next section also provides an example of using the Advanced tab.

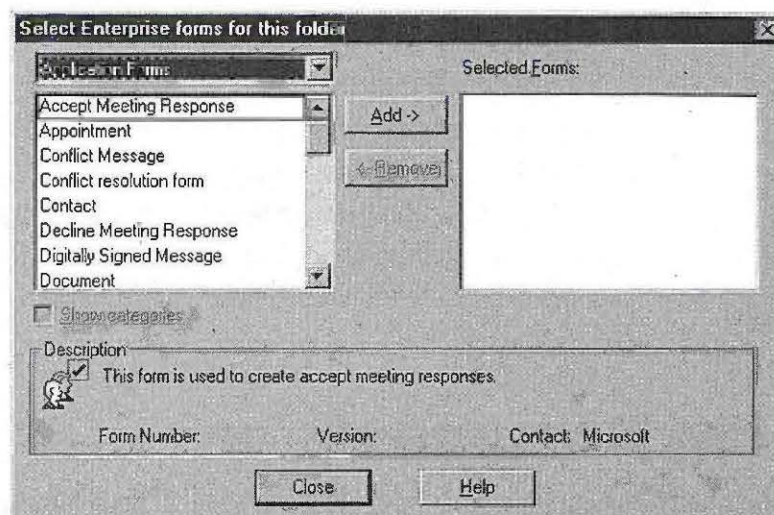
Searching for Items by Fields on a Form

When you're looking for specific folder items, you might consider searching for the individual fields that appear on the various types of forms. As you'll learn in Chapter 22, "Designing and Using Forms," a form is a window that you use or create to display, enter, or edit information. To use a field as a search criterion, you have to first select the form that contains the field. Here's how:

- 1 Choose Advanced Find from the Tools menu to display the Advanced Find dialog box.
- 2 In the Look For box, select the type of folder item you want to find, or select Any Type Of Outlook Item to include all item types in the search.
- 3 If the folder you want to search does not appear in the In box to the right, or if you want to search more than one folder, click Browse to select from a list. In the Select Folder(s) dialog box, select the check boxes next to the folders you want to search, and clear the check boxes next to the folders you don't want to search. Click OK.
- 4 Click the Advanced tab in the Advanced Find dialog box.
- 5 Click the Field button to display the list of fields.
- 6 Click Forms on the list to see the dialog box shown in Figure 16-8.
- 7 Click the down arrow to open the forms list, and then select the forms library you want to use. If you select Application Forms, you'll see a list of Outlook's built-in forms, which you've been using to create and display e-mail and other Outlook items.

FIGURE 16-8.

The Select Enterprise Forms For This Folder dialog box.



- 8** In the left-hand box, click the form containing the field that you want to use in the search criteria.
- 9** Click Add to place the selected form in the Selected Forms right-hand box.
- 10** Click Close.
- 11** In the Advanced Find dialog box, click the Field button again to display the list, and point to the name of the form you selected. On the submenu, click the specific field you want to use in the search criteria. Outlook displays the name of the field in the box under the Field button.
- 12** In the Condition box, you can select a condition to use with the field to set up a specific search criterion.
- 13** If the condition you select requires a value in order to make sense, Outlook activates the Value box, in which you can enter a value to complete the criterion.
- 14** Click the Add To List button and your query is added to the Find Items That Match These Criteria box.
- 15** To use additional fields from the selected form as search criteria, repeat steps 11 through 14.
- 16** Click the Find Now button to conduct the search with the new criteria.

NOTE

When setting search criteria, if you select more than one search criterion, Outlook finds only the items that meet *all* the search criteria. However, if you enter several criteria that search the same field, Outlook finds items that meet any one (or more) of the multiple criteria you entered. For instance, if you define one criterion to search the subject field for the word *Budget* and enter a second criterion to search the subject field for *Board meeting*, items that contain either or both of these terms will be listed.

Opening Documents or Starting Programs from Outlook

Because you can show any disk folder on the Outlook Bar and, more important, because you can display the Folder List, which can show all the folders on all the disks connected to your computer, it's relatively easy to open any document or start any program from within Outlook.

All you need to do is switch to the Other Shortcuts group on the Outlook Bar and open the folder that contains the document you want to open or the program you want to start. (If the folder does not have an icon on the Outlook Bar, display the Folder List, and click the icon for the folder there.) Then simply double-click the icon for the document or program file.

What's a Forms Library?

A forms library is where Outlook stores published forms. If you have a custom form that you've designed and you want to share it with others, you publish it in one of the three types of forms libraries: a personal forms library, a folder forms library, or an organizational forms library. *Forms libraries are discussed in detail in Chapter 22, "Designing and Using Forms."*

Forwarding Folder Items

You can send any Outlook folder item to someone else—you just forward the item. Here's how to send a folder item to someone else:

- 1 Open the folder, and select the folder item you want to send to someone else. (To select more than one item, hold down the Ctrl key as you click each item. To select several consecutive folder items, click the first item, and then hold down the Shift key while

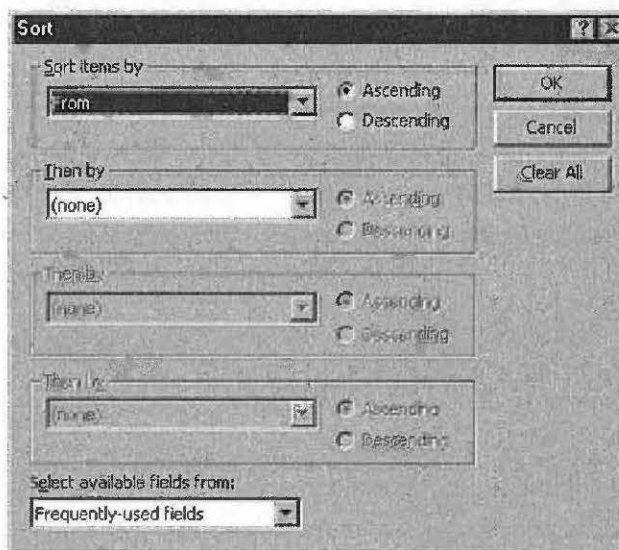
you want to sort tasks first by subject, followed by priority, and then by the due date, click the Due Date heading first, then the Priority heading, and then the Subject heading.

Sorting with the Sort Dialog Box

The Sort dialog box gives you more options for sorting than you have using the mouse, such as sorting on a field that is not visible in the current view of the folder. You can also use the dialog box to sort in card and icon views in addition to table views.

To sort folder items using the Sort dialog box, follow these steps:

- 1 Open a folder, and select a table, card, or icon view.
- 2 Point to Current View on the View menu, and then choose Customize Current View from the submenu to display the View Summary dialog box.
- 3 Click the Sort button to display the Sort dialog box.



- 4 In the Select Available Fields From list at the bottom of the dialog box, select the field set containing the fields that you want to use for sorting. If you sort by more than one field, you can select the fields from more than one set.
- 5 Select the first sorting field in the Sort Items By list, and choose either Ascending or Descending order.
- 6 Use the Then By list boxes to select a second, third, and fourth sort level, as desired, and their sort order.

7 Click OK.

If you select a field for sorting that isn't displayed in the current view of the folder, Outlook asks whether you want to display that field. Click Yes to display the field for each item in the view. (If you are using a table view, for instance, this can be a handy way of adding a column to the view.) Click No to keep the current folder view, without displaying the additional field. Whichever choice you make, Outlook can sort items by the fields you choose, whether the fields are visible or not.

NOTE

If you select (None) as a sorting key in any box in the Sort dialog box, all the boxes below it automatically revert to (None), the same as if you click the Clear All button in the Sort dialog box. The sort order will remain in the order you last set.

Filtering

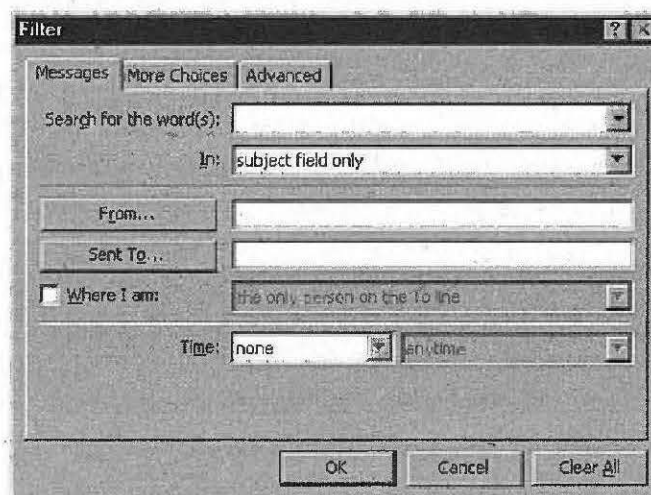
A filter lets you temporarily hide items that you are not interested in seeing. This limited view makes it easier to analyze certain folder items without interference from irrelevant items and the information they contain. When you remove the filter, you can see all the items again.

To set up and apply a filter for the current view, display the Filter dialog box, shown in Figure 20-6, by following these steps:

- 1 Open the folder.
- 2 Point to Current View on the View menu, and then choose Customize Current View from the submenu to display the View Summary dialog box.
- 3 Click the Filter button.

FIGURE 20-6.

The Filter dialog box for the Inbox folder showing the Messages tab.



You can use all three of the tabs in this dialog box to set up criteria for a filter. As you might notice, the Filter dialog box resembles the Find dialog box, discussed in Chapter 16, “Managing Folder Contents.” See “*Searching Folder Contents*,” on page 470, for more information. The processes of setting up a search and setting up a filter are similar in many ways.

For example, you could use the Filter dialog box to just display all Inbox messages sent by Jane Doe pertaining to a networking project in which your organization is involved by following these steps:

- 1** Open your Inbox folder.
- 2** Open the Filter dialog box.
- 3** On the Messages tab of the Filter dialog box, type the word *networking* in the Search For The Word(s) box.
- 4** Select Subject Field And Message Body from the In list.
- 5** In the From box, type *Jane Doe*.
- 6** Click OK to close the Filter dialog box.
- 7** Click OK again to close the View Summary dialog box and apply the filter.

Your Inbox folder would now display only messages sent by Jane Doe that contain the word *networking* in either the Subject line or the body of the message. Notice that Outlook adds the words *Filter Applied* to the status bar (in the lower left corner of the folder window) and to the right of the folder window's title.

If you want to narrow your filter even further, you can set additional filter criteria on the Messages tab—specifying messages sent during a certain time range, for example—or on either of the two other tabs in the Filter dialog box. See “*Setting Up the More Choices Tab*,” on page 559, and “*Setting Up Advanced Criteria*,” on page 561, for information about the second and third tabs. A folder item must meet all of the criteria specified on all of the tabs in order to appear in the filtered view of the folder.

The first of the three tabs in the Filter dialog box varies according to the type of folder that is currently open. For instance, you'll see the Messages tab shown in Figure 20-6 if you are setting up a filter for a folder that contains message items. If you open a different type of folder to set up a filter, Outlook changes not only the name of the first

tab in the Filter dialog box but also the options it contains. Table 20-1 describes the options available on this tab for each type of folder.

 TIP

You don't have to fill out all the tabs of the Filter dialog box. You can set conditions on any tabs you want and ignore those you don't need.

TABLE 20-1. Options on the Filter Dialog Box's First Tab

Folder	First Tab Name	Available Filters
Inbox	Message	Search For The Word(s), In, From, Sent To, Where I Am, Time
Calendar	Appointments And Meetings	Search For The Word(s), In, Organized By, Attendees, Time
Contacts	Contacts	Search For The Word(s), In, E-mail, Time
Tasks	Tasks	Search For The Word(s), In, Status, From, Sent To, Time
Journal	Journal Entries	Search For The Word(s), In, Journal Entry Type, Contact, Time
Notes	Notes	Search For The Word(s), In, Time
Disk Files	Files	Named, Of Type, Search For The Word(s), In, Time

Setting Up the More Choices Tab

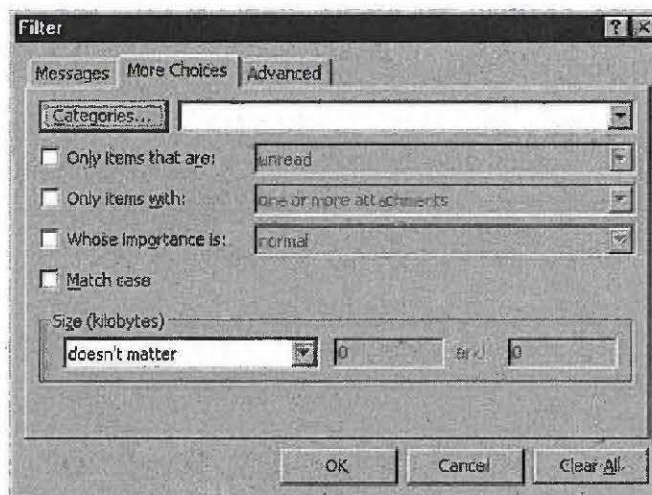
The More Choices tab of the Filter dialog box, shown in Figure 20-7, on the following page, is the same for most types of folders, except some options are unavailable for a few types, as noted in the following summary.

Here's a brief summary of the options on the More Choices tab and how to set them up as filter criteria:

Categories. When you use categories as filter criteria, Outlook displays folder items that have been assigned to the categories you list. Type the category names, separated by a comma, or click the Categories button to select category names in the Categories dialog box. (If you want to specify categories you used in a previous filter, select them from the list, where Outlook stores them.)

FIGURE 20-7.

The More Choices tab of the Filter dialog box.



Only Items That Are. Select this check box, and then select either Read (for folder items that you have already read) or Unread (for folder items that you haven't yet read).

Only Items With. Select this check box, and then select One Or More Attachments (to filter for folder items that contain attachments) or No Attachments (to filter for items that have no attachments). This option is unavailable for the Notes folder.

Whose Importance Is. This option filters for folder items that have the specified level of importance: High, Normal, or Low. Select this check box, and then select a level from the list. This option is not available for folders that contain contact items, note items, or journal entries.

Match Case. Select this check box to display only those folder items whose capitalization exactly matches that of the characters you type in the Search For The Word(s) box on the first tab.

Size. You can use this option to restrict the filter to only those folder items whose size, in kilobytes, matches a specified size range. Select Doesn't Matter from the list if you don't want to filter for a particular size. If you select Equals (Approximately), Less Than, or Greater Than, Outlook activates the first box to the right, and you must enter a specific size value. If you select Between, Outlook activates both boxes to the right, and you must enter the upper and lower end of a size range.

When you set up a filter for a folder that contains disk files, the More Choices tab offers only three options: Match Case, Match All Word Forms, and Size. You can set up the Match Case and Size options exactly as you do for other types of folders. If you choose the Match All Word Forms option, you are in effect widening the scope of your

filter criteria to include all files that contain variations of the words you typed in the Search For The Word(s) box on the first tab. For instance, if you've set up the word *write* as a filter criterion in the Search For The Word(s) box, choosing Match All Word Forms means that files containing the text *write*, *writes*, *wrote*, *written*, and so on will be displayed in the filtered view.

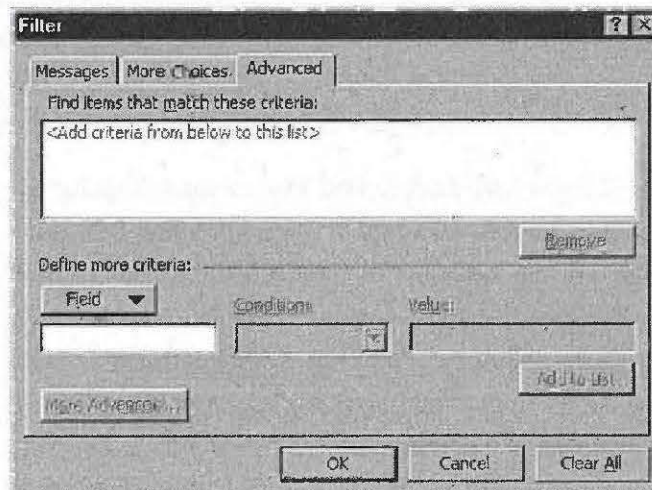
Setting Up Advanced Criteria

If you need to refine the filter for your folder view beyond the settings available on the first two tabs of the Filter dialog box, you can click the Advanced tab, shown in Figure 20-8. On this tab, you can select a field, specify a condition and a value for the field, and then have Outlook filter folder items according to this criteria. This tab is the same for all types of folders, including folders that contain disk files.

The following steps show you how to set up advanced criteria, using a simple example:

- 1 In the Filter dialog box, click the Advanced tab.
- 2 Click the Field button to open a menu of the available field sets.
- 3 Point to a field set to display a submenu containing all the specific fields on that list that are available for the open folder. As an example, let's say that you want to set up a filter for your Contacts folder that will display all contacts whose business address is in Seattle. In that case, you'd point to the Address Fields list.
- 4 Click the field you want to use—for this example, click Business Address City. Outlook adds the field name to the box under the Field button and activates the Condition box and the Value box.

FIGURE 20-8.
The Advanced tab of
the Filter dialog box.



- 5 Choose a condition from the list in the Condition box. (The set of conditions available in this box depends on the specific field you selected.) For this example, choose Contains.
- 6 In the Value box, type a value—in this case, type *Seattle*. Outlook activates the Add To List button.
- 7 Click the Add To List button. Outlook adds the criterion to the Find Items That Match These Criteria box.
- 8 If you want to add additional criteria, repeat steps 2 through 7. (Remember that when you set up multiple criteria, a folder item must meet *all* the criteria in order to appear in the filtered view.) If you change your mind about including a criterion, select it in the Find Items That Match These Criteria box and click the Remove button.

**TIP**

You can enter multiple values in the Value box. For text fields, use the word *and*, an ampersand (&), or a blank space to filter items whose field contents match both values. For instance, to display messages that you've assigned to *both* the categories Key Customer and International, type *Key Customer and International* in the Value box. To display messages that you've assigned to *either* category, use the word *or*, a comma, or a semicolon. For date fields—used most often with the conditions On, On Or After, and On Or Before—you can use AutoDate to describe the value. For example, you can assign Birthday for the Field contents, On Or Before as the Condition, and for the value you can type *two days*. The Filter will show only those Contacts whose birthday is on or before today's date.

- 9 Click OK to close the Filter dialog box and click OK again to close the View Summary dialog box. The folder now appears with its contents filtered. For the example described here, your Contacts folder displays a filtered view of all contact entries whose Business Address City field contains the word *Seattle*.
- 10 Not all fields and conditions require a value (step 6). If a condition requires a value, Outlook activates the Value box and does not activate the Add To List button until you've entered the value.

Turning Off a Filter

To turn off a filter, take these steps:

- 1 Open the folder.

- 2** Point to Current View on the View menu, and then choose Customize Current View from the submenu to display the View Summary box.
- 3** Click the Filter button.
- 4** In the Filter dialog box, click the Clear All button.
- 5** Click OK in the two dialog boxes to return to the unfiltered folder.

Working with Custom Fields

Outlook lets you create your own fields when you cannot find a built-in field that serves your needs. Use the field to display information, to perform calculations, or to group items in the folder.

TIP

When you create a custom field, it is only available to the folder in which you created it. The custom field name appears in the User-Defined Fields In Folder in the Sort, Filter (Advanced Fields), and Group By dialog boxes. Custom fields automatically appear in table views to which you add them; but, to display the new field in a built-in form, such as a message or appointment window, you have to customize the form to add the field to it, as covered in Chapter 22, "Designing and Using Forms."

You can create three kinds of custom fields: simple, combination, and formula.

- Use a simple field to add a basic piece of information to folder items such as a column in a table view or a row on a card view. For example, you might add a field called Summary Report Submitted in your Tasks folder, to record the date you wrote and submitted a summary of a completed project. You then add this field as a column in Detailed List view or Completed Tasks view.
- In a combination field, you can combine existing fields to appear in a single column or a single row in a folder. For example, you might create an Attendees field for your Calendar folder that combines the Optional Attendees and Required Attendees fields, if the distinction between optional and required attendance isn't important or practical in your organization. You could then display the Attendees column in, for instance, Active Appointments view or Recurring Appointments view.

- With a formula field, you perform a calculation that involves the information contained in other fields. You might create a formula field for messages, for instance, that shows the number of days since each message was received and its importance icon with any due dates that might occur for the task associated with the message.

Each new custom field must be based on a specific data type—that is, the field must be able to contain the appropriate kind of data: text, numbers, dates, or other data. The basic steps for creating all three types of custom fields are the same, although combination and formula fields involve a few additional steps.

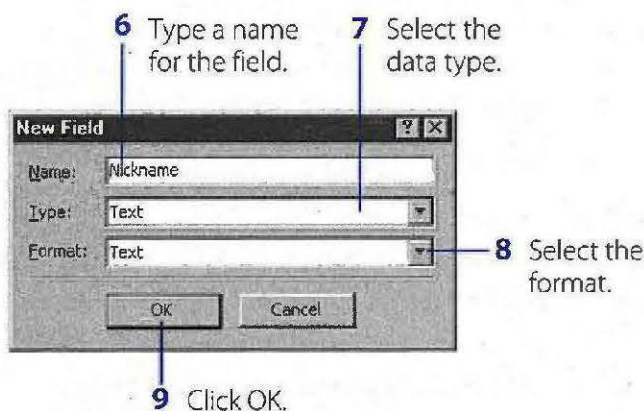
 NOTE

You can create custom fields only for table views and card views—not for timeline, day/week/month, note, or icon views.

Creating a Simple Custom Field

To create a simple custom field for a folder, follow these steps:

- 1 Open the folder for which you want to create a custom field.
- 2 Select a table view or a card view.
- 3 Point to Current View on the View menu, and then choose Customize Current View from the submenu to display the View Summary dialog box.
- 4 Click the Fields button.
- 5 In the Show Fields dialog box, click the New Field button.



- 10 In the Show Fields dialog box, you can click the Move Up button to change the position of the field.

- 11** Click OK in the Show Fields dialog box, and then click OK in the View Summary dialog box.

TIP

In the Contacts folder there is another way to create a new field. Double-click the item, click the All Fields tab in the item's window, and then click the New button.

When you create a custom field, you select a data type in the Type box of the New Field dialog box. The data type determines the kind of information you'll be storing in the field. Table 20-2, on page 567, lists the data types you can choose.

For each data type except combination and formula, you can also choose a format in which the information will appear. Table 20-3, on page 568, lists these standard formats.

TIP

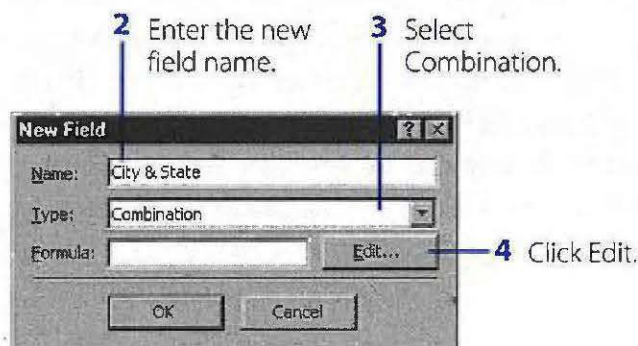
To quickly change a field's format from within the folder window, right-click a column heading and choose Format Columns from the shortcut menu. In the Available Fields box, select the field, and then select a format in the Format box.

Creating a Combination Field

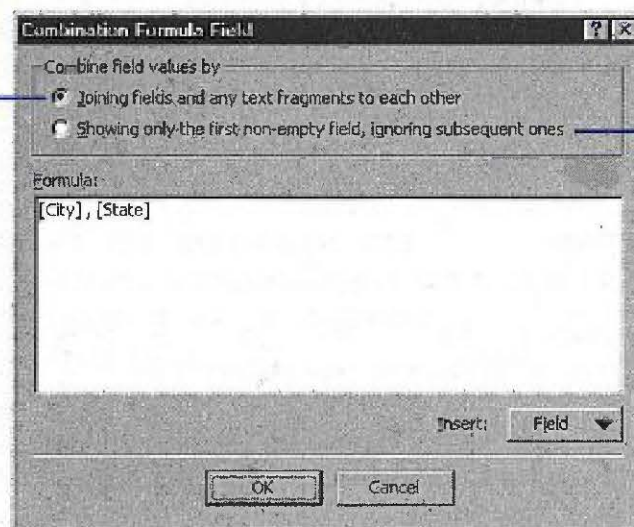
You can combine simple fields (both built-in fields and custom fields) in a single column or row—the result is called a combination field. For example, you can create a column that combines the City and State fields in an address list to save space. *For more examples, see Table 20-4, on page 571.*

To create a combination field, follow these steps:

- 1 Open the New Field dialog box, as explained in "Creating a Simple Custom Field," on page 564 (steps 1 through 4).



- 5 Click here to join fields together, or



...click here to show only the first field that has data and to ignore subsequent fields.

- 6 Click the Field button, point to the field set containing the first field you want to combine, and then click the field. Repeat for each field you want to combine.
- 7 In the Formula text box you can type additional material around the fields. For instance, if you combine City and State, you could type a comma and a space after the City field and before the State field.
- 8 When you've inserted all the fields, click OK in the Combination Formula Field dialog box and again in the New Field dialog box.
- 9 In the Show Fields dialog box, you can click Move Up to move your new field up the list if you want to adjust the position in which the field will be displayed in the folder window.
- 10 Click OK in the Show Fields dialog box.

To add or change the information in a combination field, you must add or change the information in the simple fields that make up the combination. For example, if you create a combination field consisting of city and state names, you need to add or change the city name in the simple City field and the state name in the simple State field. You can't directly edit the information in a combination field. As with all new fields, you have to customize an existing form to add the combination field to it, as covered in Chapter 22, "Designing and Using Forms."

TABLE 20-2. Data Types for Custom Fields

Data Type	Use For
Combination	Combinations of fields and text in a column (table view) or row (card view). You can show each field of the combination or show the first field containing data.
Currency	Numbers shown as currency; calculations of money amounts.
Date/Time	Dates and times.
Duration	Numbers. You can enter a duration using a standard format based on a 24-hour day or based on Work Time, the number of hours per day you work. (From the Other tab in the Options dialog box, click Advanced Options to set the length of your working day.) For example, if you have set 10 hours as a work day in the Advanced Options dialog box, entering 15 hours in the duration field shows as 1.5 days.
Formula	Calculations using data contained in any field. Use appropriate functions and operators to set up a formula.
Integer	Nondecimal numbers.
Keywords	User-defined fields that you can use to group and find related items, in much the same way you use the Categories field. If the text contains multiple values, you must separate them with commas. Each value can be grouped individually in a view.
Number	Numbers; mathematical calculations except those involving money amounts. (Use the Currency data type for money.)
Percent	Numbers as a percentage.
Text	Text or combinations of text and numbers (as many as 255 characters), such as addresses and phone numbers.
Yes/No	Data that can be only one of two values, such as Yes/No, True/False, or On/Off. (For example, the Do Not AutoArchive field uses a Yes/No data type.) A Yes/No field can also be displayed as an empty box or a box with a check mark.

Combination fields use the default format of the data type on which they are based. To display a data type with a custom format, you must create a formula field and use the Format function, as explained in the next section.

NOTE

You cannot sort, group, or filter the contents of a combination field.

TABLE 20-3. Some Standard Formats for Data Types

Data Type	Standard Formats
Currency	\$12,345.60 or (\$12,345.60) \$12,346 or (\$12,346)
Date/Time	Monday, March 1, 1999 8:15 PM March 1, 1999 8:15 PM (plus 13 other formats)
Duration	12h or 12 hours (assumes a 24-hour day) 12h (Work Time) or 12 hours (Work Time) To set the length of your workday, click the Other tab in the Options dialog box, and then click the Advanced Options button.
Integer	1,234 Computer: -640 K; 2,300 K; 3,100,000 K Computer -640 K; 2.3 M; 3.1 G Computer -640 K; 2.3 MB; 3.1 GB
Keywords	Text
Number	All Digits: 1,234.567 or -1,234.567 Truncated: 1,235 or -1,235 1 Decimal: 1,234.6 or -1,234.6 2 Decimal: 1,234.57 or -1,234.57 Scientific: 1235E+03 or -1235E+03 Computer 64 K or 128 K or 65,536 K Computer: 64 K or 128 M or 1 G Computer 64 KB or 256 MB or 2 GB Raw: 12345.67 or -12345.67
Percent	All Digits: 65.4321% Rounded: 65% or -65% 1 Decimal: 64.4% or -64.4% 2 Decimal: 65.43% or -65.43%
Text	Text
Yes/No	Yes or No On or Off True or False Icon—Empty box or box with a check mark

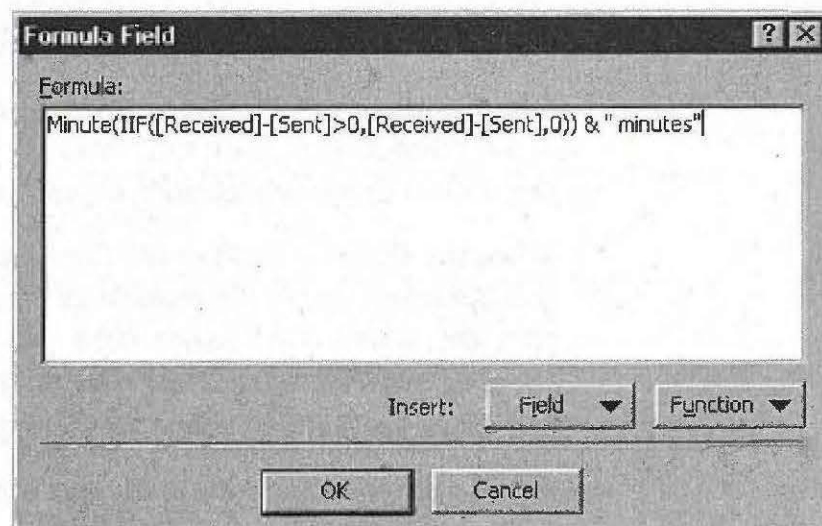
Creating a Formula Field

You use a formula field to perform a calculation that involves the information contained in other fields. Formula fields combine functions, operators, and fields to perform the calculation. *To see some examples of formula fields, see Table 20-4, on page 571.*

To create a formula field, follow these steps:

- 1** Open the New Field dialog box, as explained in "Creating a Simple Custom Field," on page 564 (steps 1 through 4).
- 2** Enter a new name for the formula field in the Name box.
- 3** Select Formula in the Type box.
- 4** Click Edit to open the Formula Field box, as shown in Figure 20-9.
- 5** Insert the fields, functions, and operators needed to create the calculation.
 - To insert a function, click the Function button, point to the category containing the function you want, and then click the function. The function appears in the Formula box with the names of any arguments it requires.
 - To insert a field, click the Field button, point to the field set, and click the field. To insert a field inside a function argument, select the function argument in the Formula box and then choose the field. The field will be inserted in place of the argument you selected.
 - Type any operators or literal information, such as text and numbers, that are needed to complete the calculation.
- 6** Click OK in the Formula Field dialog box, and then click OK in the New Field dialog box.
- 7** In the Show Fields dialog box, click the Move Up button if you want to adjust the position of the field in the list.

FIGURE 20-9.
The Formula Field
dialog box.



- 8 Click OK in the Show Fields dialog box.

If you need to add or change the information contained in a formula field, you must add or change the information in the simple fields that make up the formula. You can't directly edit the information in a formula field.

Formula fields are recalculated any time you change a view, such as when you change the width of a column.

**NOTE**

You cannot sort, group, or filter the contents of a formula field.

Examples of Formula and Combination Fields

Formula and combination fields can be a little tricky, but they can also be extremely useful. Table 20-4 offers a few examples of such custom fields, showing you what the formulas and combinations look like and providing some sample results for each field.

Changing a Custom Field

You can change the format, formula, or label of a custom field. But if you want to change a custom field's data type or field name, you'll have to delete the custom field and create a new one (see "Deleting a Custom Field," on page 572).

Here's how to change the format, label, or formula for a custom field:

- 1 Locate the field in a folder view and right-click the column heading.
- 2 Select Format Columns from the menu that appears.
- 3 With the custom field already selected and the formula displayed in the Formula box, click the button to its right labeled with an ellipsis (...) to modify the field's formula or combination.
- 4 When the Formula Field or the Combination Formula Field dialog box appears, modify the formula or create a new one, and then click OK. (For a combination field, you can't change the option of showing all fields or showing only the first field with data. To do that you'll just have to delete the field and start over.)
- 5 If you want to change the label that appears for the field in your folder view, type the new label in the Label box.

TABLE 20-4. Examples of Formula and Combination Fields

For the Field to Show This:	Enter This Specification:	To Show This Result:
Formula Fields		
Number of days since an item was received	DateValue (Now())-DateValue ([Received]) & "Day(s)"	6 Day(s) (If 6 days have elapsed since the date the message was received)
Description of a meeting in your calendar	"This meeting occurs" & [Recurrence Pattern] & "in" & [Location]	This meeting occurs every day from 12:00 AM to 1:30 AM in room 10b
Amount charged for a phone call recorded in the Journal at \$.75 a minute	IIF ([Entry Type] = "Phone call", Format ([Duration] *.75, "Currency"), "None")	\$1.50 (if the duration of the call was 2 minutes)
Description of a message flag	IIF ([Flag Status] = "2" [Message Flag] & " " & [Due By], "")	Follow up 10/5/98 10:00:00 AM
Combination Fields		
The first phone number recorded for a contact, in order of appearance in the formula	[Business Phone] [Business Phone 2] [Home Phone] [Car Phone]	(555) 555-1234 (only the first phone field with an entry appears)
A description of a field combined with the field itself	Task Due: [Due Date]	Task Due: 10/5/98 10:00:00 AM

6 If you want to change the format of the field, such as its width or alignment, modify the appropriate settings in the Format Columns dialog box.

7 Click OK to close the Format Columns dialog box.

NOTE

You can't edit Outlook's built-in fields.

V

Bending Folders to Your Will