Outlook Account – Searching in Calendar

To **search** for an **appointment** in calendar, follow these steps:

1) Open Outlook, click on Calendar. With the Outlook Calendar page open, click on **Find** on the toolbar or go to **Tools** on the toolbar and scroll down to **Find** to display the **search** menu.

2) Type the keywords to the space labeled **Look for**. You also have the ability to select the **Search** in field. These options are to search in the calendar, all mail folders, mail I received, and mail I sent. The other option under search in is choose folders, which gives you the option of selecting the folder or folders to search in.

3) You can also do an advanced search. This can be accomplished by click the Options button on the search toolbar and selecting Advanced Find. This will display the Advanced Find page with the following options:
    - **Look for**: This option gives the user the ability to search through any Outlook item, appointments and meetings, contacts, files, journal entries, messages, notes, or tasks in the Calendar folder.
    - **Browse**: This gives the user the option of selecting the folder or folders to search in.
    - **Search for the word(s):** Enter the text that you are searching for.
    - **In**: This gives the user the options to search in subject fields only, subjects and note fields, or frequently-used text fields.
    - **Time**: This gives the user options to search when the appointment starts, ends, created, or modified.
4) After you have filled in the options you wish to search for, click **Find Now** to beginning searching the folders.