How to Search your Calendar

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For more information about the ECS project and to provide your feedback, please contact ecstrair@uvic.ca.
One of the most powerful features of Outlook 2007 is its search feature. Not only can you search through mail folders, but you can search through calendar folders as well. This is especially useful for cluttered calendars where some appointments and meetings are difficult to locate using the default or custom views, or for searching through delegated calendars where you have little familiarity with its content.

1. When in Calendar view, enter the text to look for in the calendar’s Search box.

Outlook displays the search results in a formatted table with the most common fields showing.
2. To format the table into a view that is best suited for you, right click on any column heading and select **Format Columns** from the context sensitive menu.

From the **Format Columns** dialog box you can control the appearance of fields and columns in your search results.

3. Make the necessary adjustments and click **OK**.
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Outlook 2007

Advanced Search

Not only can you search through your calendar and mail folders, but you can also perform an **Advanced Search** to include your Desktop and SharePoint lists.

1. Click on the down arrow beside the **Search** box and select **Search options** from the list provided.
Not only is your mailbox searchable, but so are the SharePoint lists to which you subscribe.

2. After you have browsed through the options and have selected your settings, click OK to close the dialog box.
3. You can also click on the up/down arrows beside the Search box to open the Advanced Search pane. From here you can add a variety of criteria to search for and help eliminate unwanted results.

**Note:**
The Search function acts on letters that also contain numbers. If you are simply searching for a number such as 123456, Outlook may not be able to locate that value when searching. However, if the number has a letter prefix such as XYZ123456, Outlook will locate the instances and display them in the search results window.
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