

Outlook Guide: View All Emails in One Folder

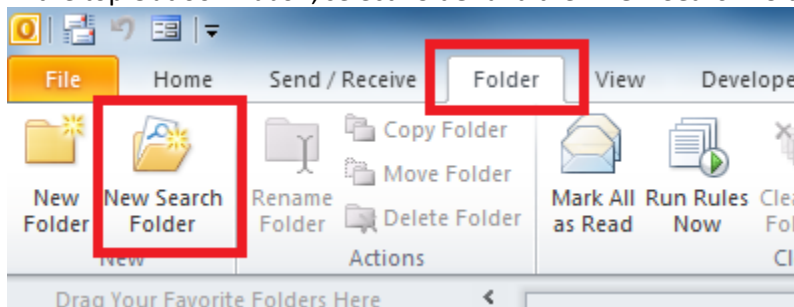
Folders in Outlook are often used to organize emails according to subjects and categories that make sense to individual users. This can be good practice for managing active records, especially if the folders are created in accordance with guidance on File Plans provided by the Records Management Program. Ideally, the folders in each user's Outlook account should also mirror folders in KC ERMS which helps to ensure that filing from Outlook to KC ERMS is a seamless process.

Filing to KC ERMS requires that each Outlook folder is opened individually and actions are taken to that particular folder's contents. It is **not** possible to file the contents of multiple folders (or subfolders) at the same time. This can be burdensome, especially if the user's Outlook folders are complicated or do not align with a KC ERMS folder structure.

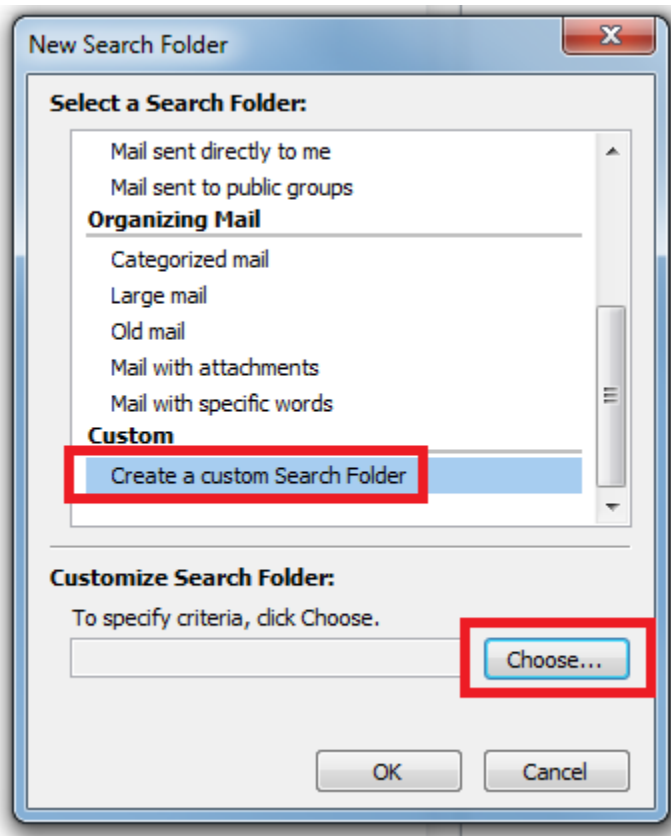
This guide explains how to flatten a folder structure so that **all** emails in a user's email account (or in a PST file) can be viewed (and acted on) in a single folder in Outlook by creating a "search folder".

Please follow the steps below.

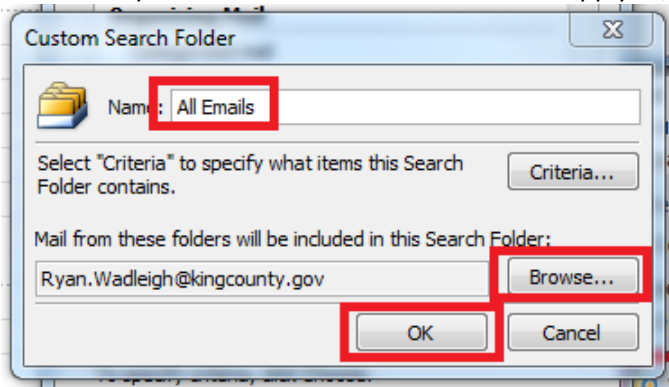
1. In the top Outlook ribbon, select **Folder** and then **New Search Folder**



2. Select **Create a custom Search Folder** and then **Choose**

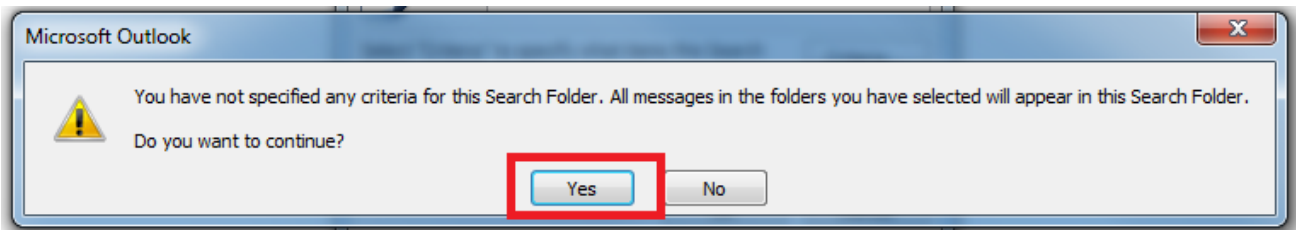


3. Type a **Name** for the Search Folder [this can be whatever you want], then select **Browse** to select the PST, email account or particular folder that the action will apply to, then select **OK**.

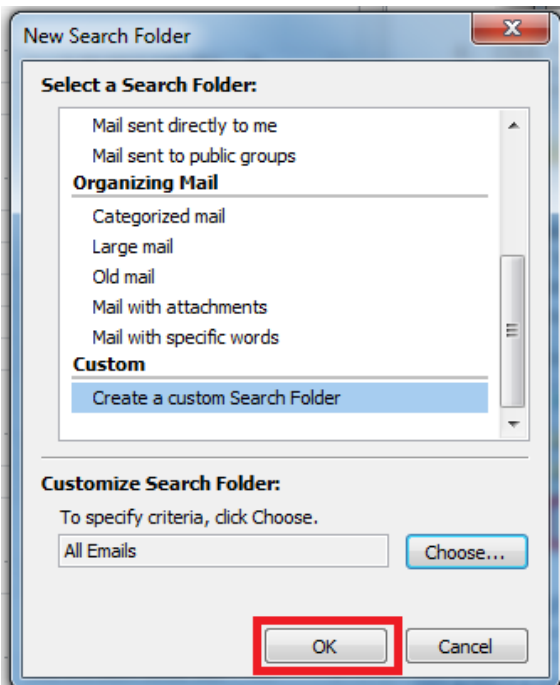


Note: you can alternately use the “Criteria” button to select certain emails (such as those in a date range, or to/from a particular email address) that will be populated in the Search Folder, if you do not want **all** emails.

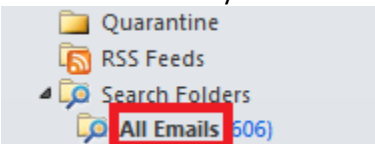
4. Click **Yes**



5. Click **Ok**



6. The new folder you created will now appear in the left column of Outlook under “Search Folders”. From there, click on the folder you created and the entire contents will appear in the Outlook viewing pane.



Note: Once you have a Search Folder created, you can open it to review, analyze or take action on any or all of emails at one time. The emails will also remain in their original folders, unless you move them, delete or them, or file them *from* the Search Folder. You can use any KC ERMS filing option (*except* Declare Folder) to declare records from the Search Folder.