



How to make Outlook Activities Work For You

If you would like the Activities function to search more places, for example Archives or Personal folders, follow these steps:

1. Go to the "Folder List" view in Outlook
2. Right click on the "Contacts" Folder
3. Select "Properties"
4. Select the "Activities" tab
5. Select the "Email" folder group and click "Modify"
6. Select all the folders you would like the Activities function to search, including Personal Folders and Archives, and click "OK"
7. Click "OK" and you are ready to search.