

REMINDER: Emailed to a group account. Do NOT reply using the email group account.

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WHAT's New?



Counting Emails in Outlook

If you want to know the number of emails received within a period of time, what you would normally do is count the emails by hand. This is not a good solution especially if there are many emails to count, plus it will take time to finish.

Follow these simple steps that will help you count emails using Outlook Search Folders.

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OK Cancel

Counting Emails in Outlook

Using Outlook Search Folders, you can count the number of emails received regardless of what folder they reside.

To create the “counting” Outlook Search Folder, go to *Search Folders*.
Right click and select *New Search Folder...* .



When **New Search Folder** window appears, select *Create a custom Search Folder* and click the *Choose...* button.



When **Custom Search Folder** window appears, click *Browse...* button to limit the search to specific folders.



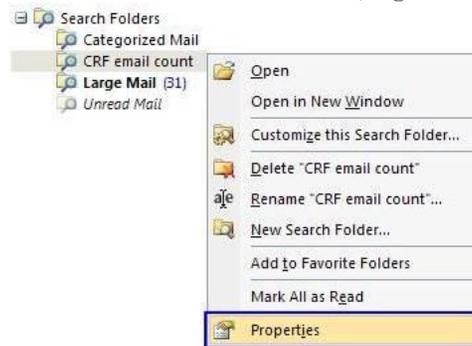
Check the corresponding folder to be included, and then click *OK*.



To specify the criteria for counting, click the *Criteria* button from **Custom Search Folder** window.
Set the criteria by supplying the fields, and then click *OK* when done.



After customizing, go to the created Search Folder, right click and select *Properties*.



When **Properties Window** appears, tick the *Show total number of items* and then click *OK*.
The number beside the folder is the message count.



You can also get the message count at the status bar.

