

How to search for a folder in Outlook

I support users who can have hundreds of folders in Outlook. Outlook doesn't let you search for a folder but this simple script will enable that ability.

In Outlook, press Alt + F11 to open Microsoft Visual Basic for Applications.

Go to Project1 > Microsoft Outlook Object > ThisOutlookSession to open the Project1 - ThisOutlookSession window.

Copy [this code](#) into the Project1 - ThisOutlookSession window

Change the value of `Private Const StopAtFirstMatch As Boolean = True` to False so the script continues searching after the first result. Save and close.

To run the script, press Alt + F8. If the searched for folder is found it will be highlighted in the folder pane.

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