1. You can easily search for e-mails inside of a folder by clicking on the specific folder you would like to search in, and either hitting the “Ctrl” and “E” keys together, or clicking in the “Search” field above the folder’s contents. Simply type the words you would like to search for and the view will automatically filter the searched contents for you to browse.

2. You can also open an “Advanced Find” window which is more powerful and can have more precise results by clicking on the “Search Tools” option in the Outlook 2010 ribbon, and selecting “Advanced Find” from the drop-down menu.
3. In the “Advanced Find” window you can search for emails by words, senders, recipients, or quite a few other options. Simply type in your search parameters, and click the “Find Now” button to begin the search.