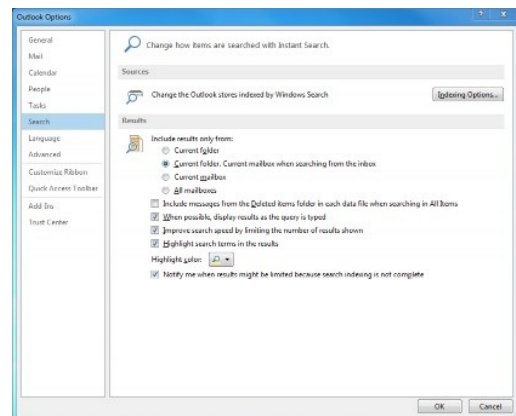


Rebuild the Outlook for Windows Search Index

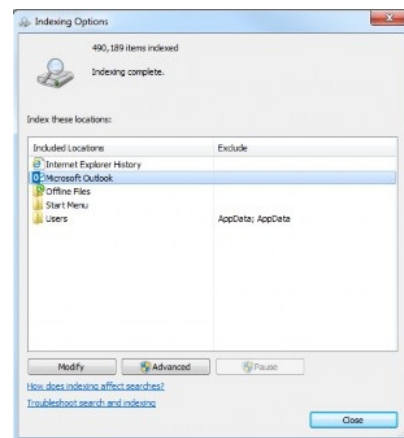
Last Modified on 14/10/2019 6:29 pm BST

In order to quickly return results back for your searches, Outlook maintains an index of all your data. At times, you may find the search results you are looking for are not returned. Rebuilding the index can help in these cases.

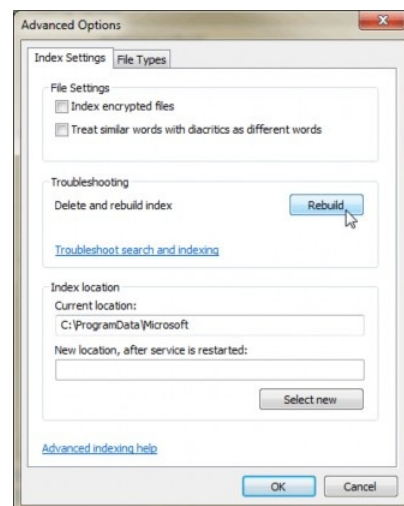
1. Open Outlook
2. Go to 'File > Options'
3. Select Search
4. Select Indexing Options



5. Select Advanced



6. Select Rebuild



Rebuilding the Search Index can take a long time. During this time you may find no results are returned. Please allow time for this process to complete.