A Find Results folder is a folder that displays the results of a query. When the folder is opened, GroupWise searches for everything specified and then displays it in the Item List. The original item remains stored in the folder where the search found it. This means that if you move or delete an item from a Find Results folder, the item is deleted from the Item List, and from the original location.

You can see the folder where each item originated if you open a Find Results folder and look at the columns of information - the Folder column lists where each item is actually stored.

You can create your own Find Results folders and define the search criteria you want, such as all items from a particular address or all items with a certain word in the Subject line.

**Creating a Find Results Folder**

1. In the Folder List, click **File > New > Folder**.
2. Click **Find results folder**.
3. To create a Find Results folder with your own search criteria:
   - click **Custom find results folder** > then click **Next**, OR
   - If you want to use a predefined Find Results folder as a template for creating a custom folder, click **Predefined find results folder**, select the predefined folder you want to base your folder on (for example, **Sent Items**), select **Modify predefined find results folder**, then click **Next**.
4. Type the name and the description for your folder.
5. Click **Up, Down, Right, or Left** to position the folder where you want it in the Folder List > **Next**.
6. Specify the search criteria, find by example criteria, or information for items you want to find > click the Advanced button for more options.
7. If you don’t want the folder to update results each time you open it, deselect **Find new matching items each time the folder is opened**.
8. Click **Next**.
9. Specify any display settings you want for this folder, then click **Finish**.

**How do I display just my unopened items?**

The default Home View includes an Unread Items panel, as described in Understanding the Main GroupWise Window. If you don’t use the Home View, you can create a Find Results folder, as described in Understanding Find Results Folders. Click the Advanced Find button, and set it up so that **Item Status does not include Opened** (or any other status that you do not want listed in the Find Results folder). You can then look in this folder to see all your unopened items as a group.