



Using the Search Bar (Instant Search)

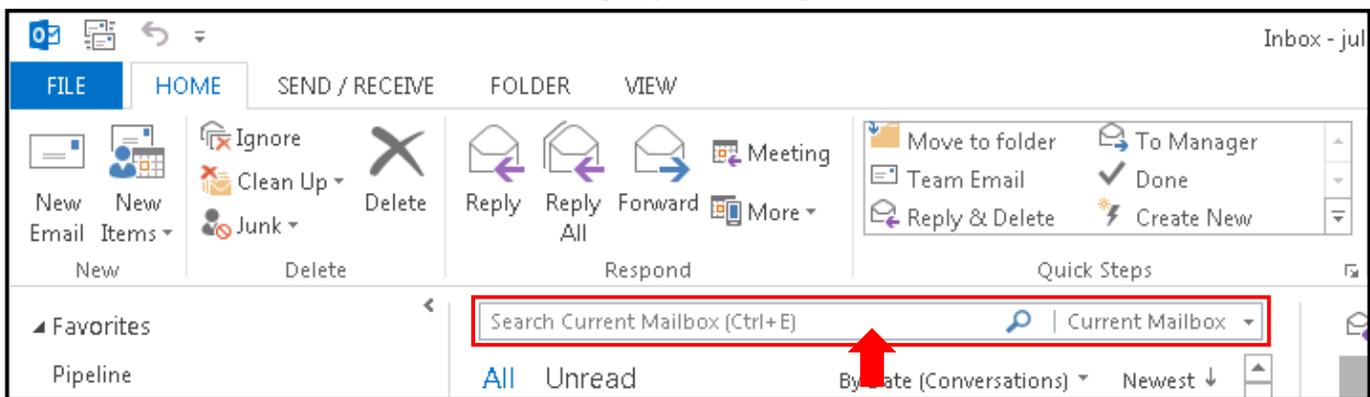
Objective

This document provides instructions on how to use Instant Search in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

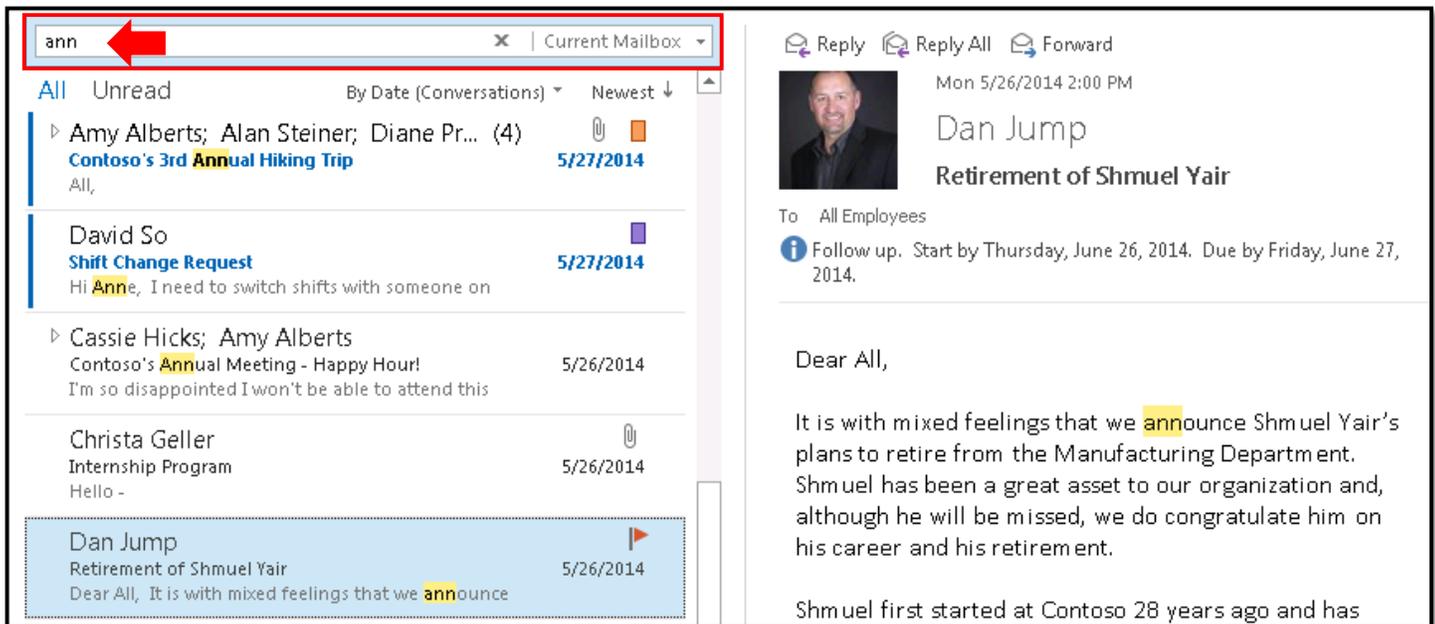
Need to find an important message in your crowded inbox or folder? Maybe you remember who sent it, or a word or phrase it contains. But who wants to scroll through pages of mail, looking for that message? Use Instant Search to find it quickly.

Part 1 – Simple Searches

1. In the Mail view, find the search box at the top of your message list.



2. To find a word that you know is in a message, or a message from a particular person, type the word or person's name (you can use first, last, and partial names) in the search box. Messages that contain the word or name you specified appear with the search text highlighted in the results.

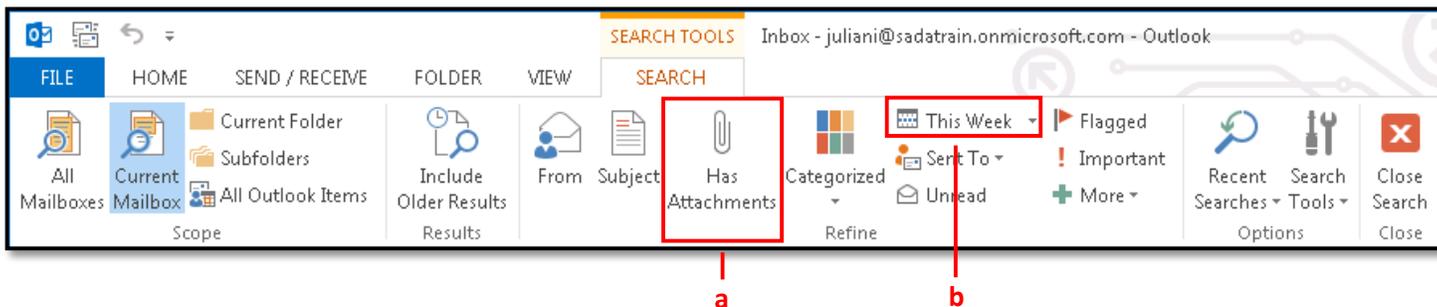


3. When you're finished, click the  in the search box to clear the search filter.

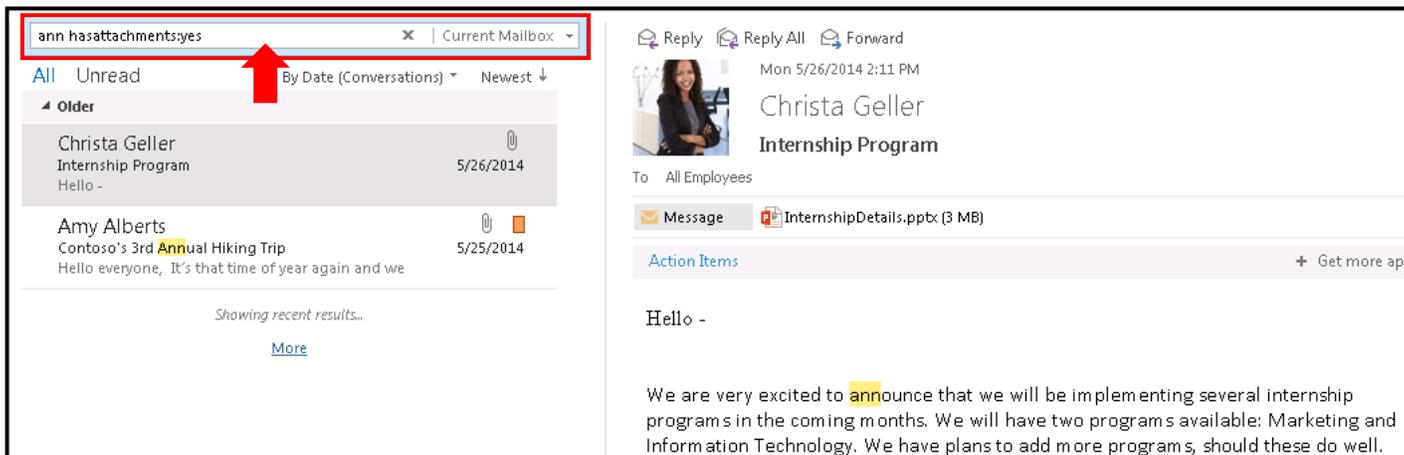


Part 2 - Advanced Searches

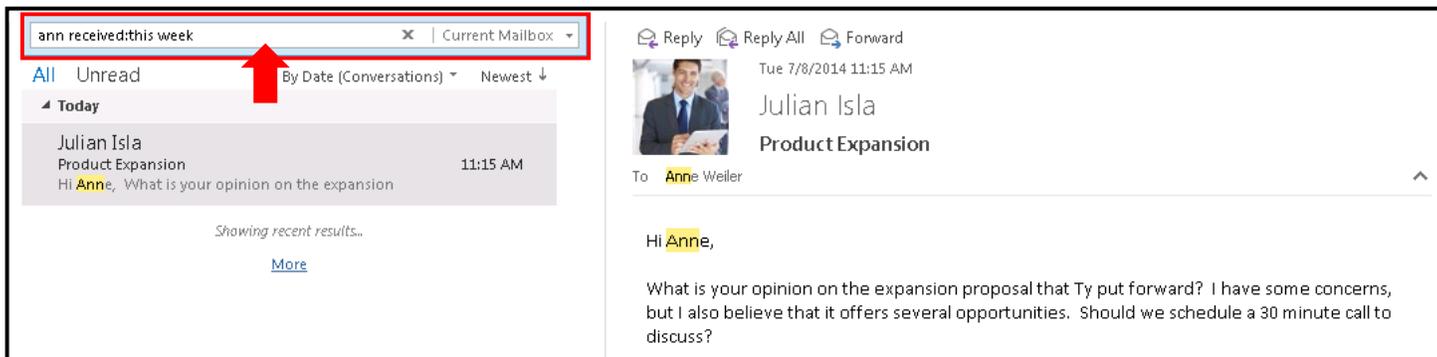
When you run an Instant Search, the **Search** tab appears above to help you quickly refine your search. Each button adds a filter for one or more attributes. These filters are cumulative.



a. To filter for messages with attachments, click **Has Attachments**. The function "hasattachments:yes" is added to the query.



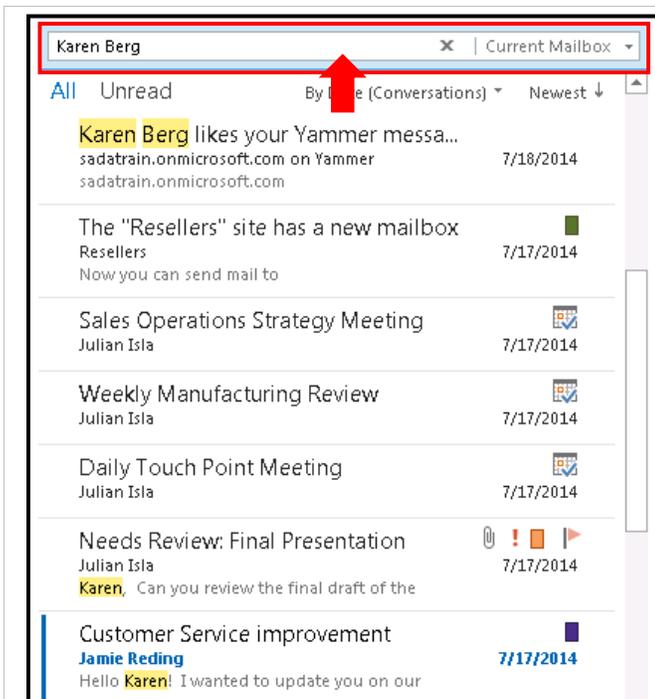
b. To filter for messages received during the current week, click **This Week**. The function "received:this week" is added to the query.



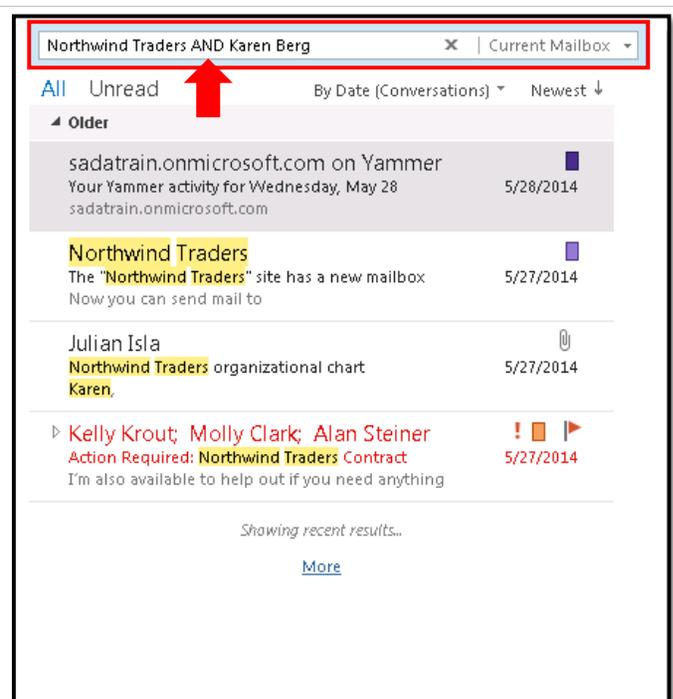
Part 3 – Boolean Searches

You can narrow your results even further by changing your search query. Here are some common examples.

- Type **"keyword phrase"** (including the quotes) to find messages containing the exact keyword phrase.
- Type **first keyword AND second keyword** ("AND" needs to be in all caps) to find messages containing both keywords, but not necessarily in that order.
- Type **first keyword OR second keyword** ("OR" needs to be in all caps) to find messages containing either the first keyword or the second.
- Type **first keyword NOT second keyword** ("NOT" needs to be in all caps) to find messages containing the first keyword but not the second keyword.



Example a. "Karen Berg"



Example b. "Northwind Traders AND Karen Berg"

Northwind Traders OR Karen Berg x | Current Mailbox

All Unread By Date (Conversations) Newest

Julian Isla
Conversation with Cassie Hicks, Greg Winston, Kare... 5/30/2014
Julian Isla [5:04 PM]: hi gre, busy?

Julian Isla
Conversation with Cassie Hicks, Karen Berg, Molly C... 5/30/2014
Julian Isla [11:25 AM]: have tuime to meet?

Julian Isla
Work on Pipeline 5/30/2014

Julian Isla
July Forecasting 5/28/2014

sadatrain.onmicrosoft.com on Yammer
Your Yammer activity for Wednesday, May 28 5/28/2014
sadatrain.onmicrosoft.com

Northwind Traders
The "Northwind Traders" site has a new mailbox 5/27/2014
Now you can send mail to

Julian Isla
Northwind Traders organizational chart 5/27/2014

Example c. "Northwind Traders OR Karen Berg"

Northwind Traders NOT Karen Berg x | Current Mailbox

All Unread By Date (Conversations) Newest

We couldn't find what you were looking for.

Example d. "Northwind Traders NOT Karen Berg"