Using the Search Bar (Instant Search) in Outlook Web App

Objective

This document provides instructions on how to use Instant Search in the Outlook Web App (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. Sign in to your Office 365 account at http://mailbox.lausd.net with your email address and password.

2. In the Mail view, find the **search Mail and People** box at the top of your message list.
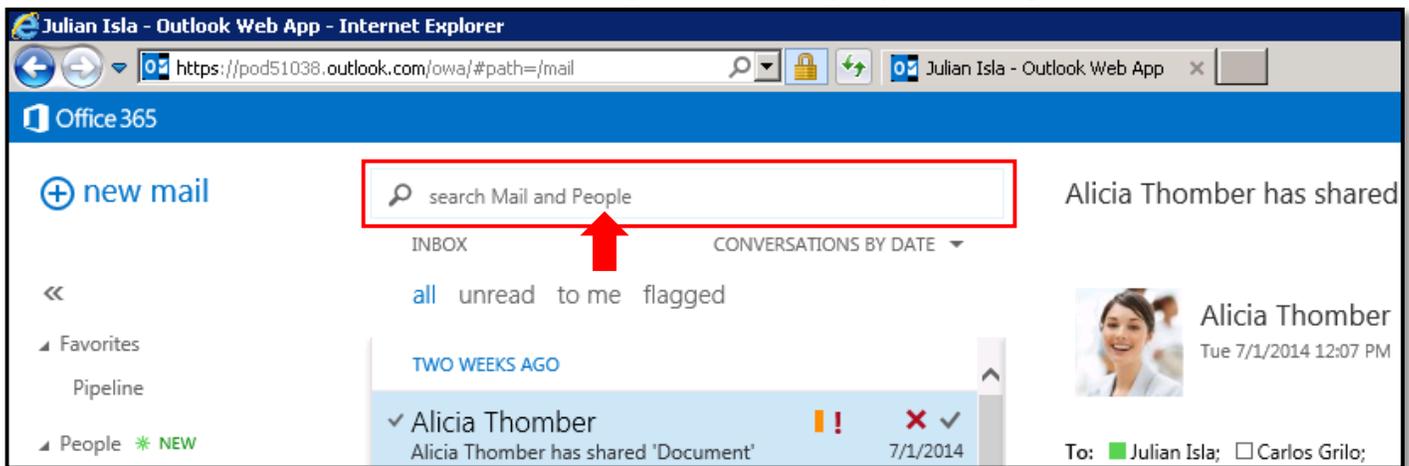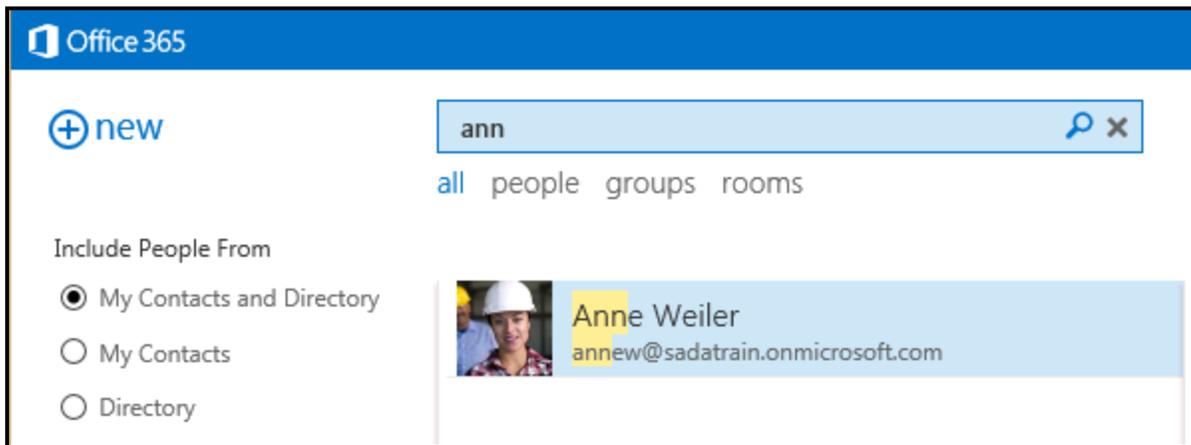

3. To find a word that you know is in a message, or a message from a particular person, type the word or person's name (you can use first, last, and partial names) in the search box.
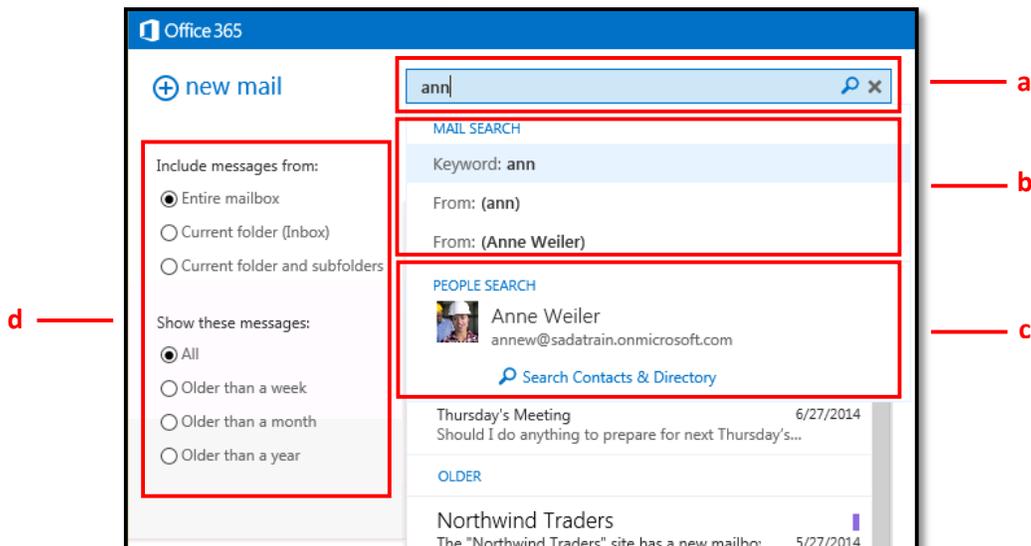
a. Your query in the search box

b. Mail Search: This returns messages that contain your query as a keyword or a sender's name
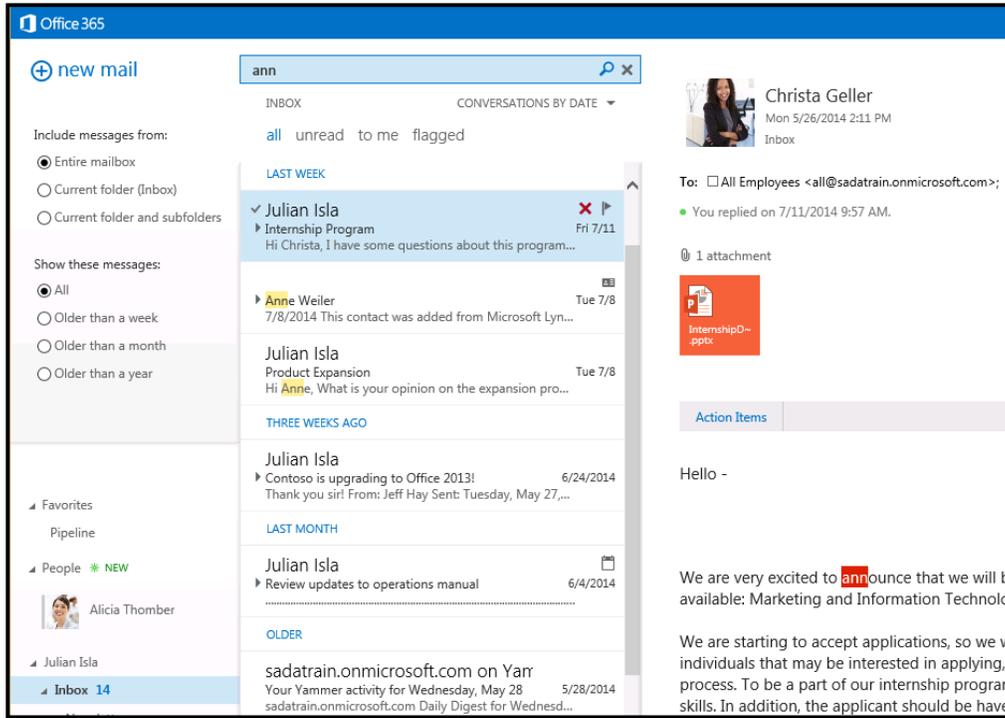
c. People Search: This returns contacts that match your query

d. Mail Search Filters: These constrain the Mail Search to the folder or date range you select

4. When you're finished, click the **X** in the search box to clear the search.


Part 2 – Boolean Searches
You can narrow your results even further by changing your search query. Here are some common examples.

a. Type **"keyword phrase"** (including the quotes) to find messages containing the exact keyword phrase.

b. 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.

c. Type **first keyword OR second keyword** ("OR" needs to be in all caps) to find messages containing either the first keyword or the second.

d. 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.
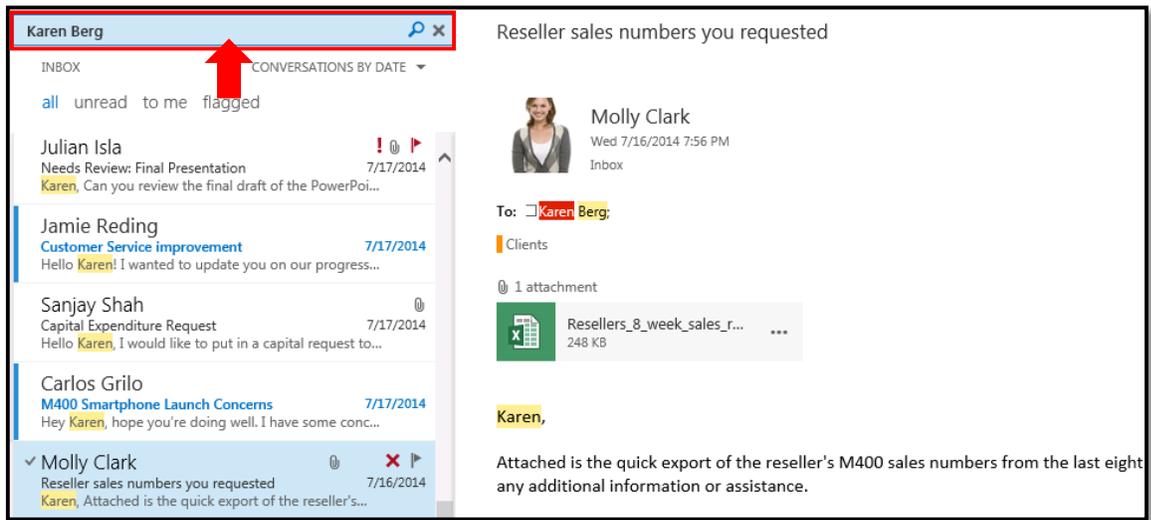
Example a. "Karen Berg"
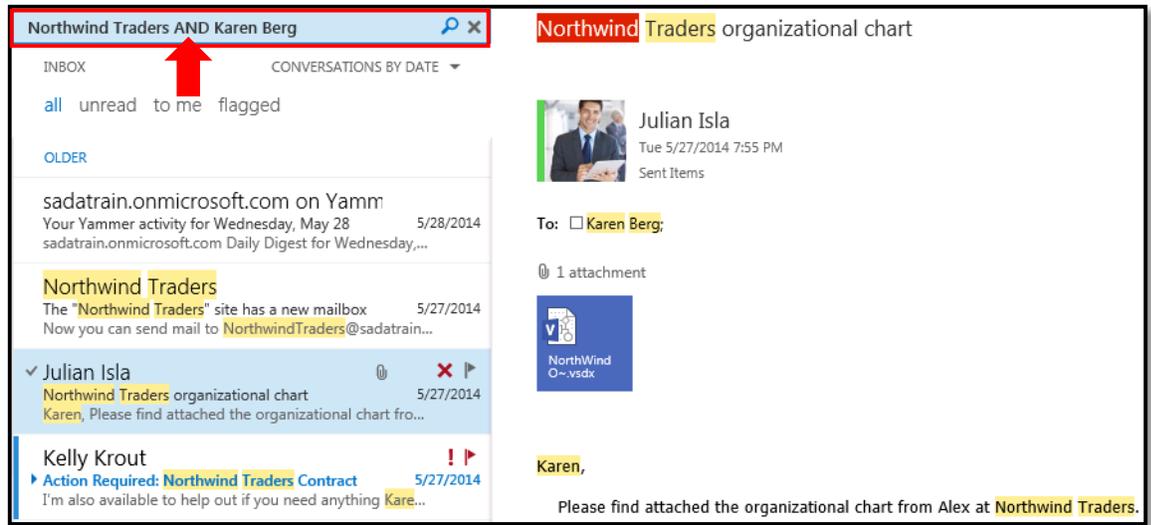
Example b. "Northwind Traders AND Karen Berg"

Example c. "Northwind Traders OR Karen Berg"

Example d. "Northwind Traders NOT Karen Berg"