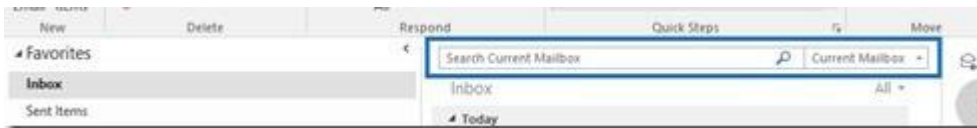


## DO YOU KNOW

# How to use Search Tools Tab in Outlook 365?

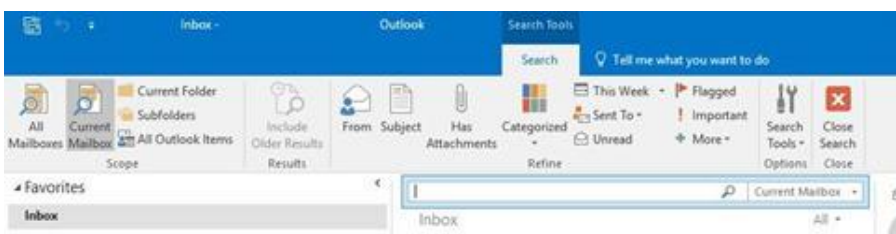
How we are able to Modify the Search Options in Outlook 365 in order to Search and Locate a certain Message. We can use the Search feature in Outlook, so we can locate specific terms in any Outlook item. The Search feature can locate search terms in a message or in a file attached to a message. When we enter a search term in the Search box located at the top of the content area, Outlook will filter the items, so it will only display the items that contain the search term and highlight the search term in the list of results.

The Search tool tab will appear when we activate the Search Box in Outlook, as shown in the image below. We can enter search terms into the Search Box and refine our Search by using the commands on the Search tool tab, commands that will be described below.

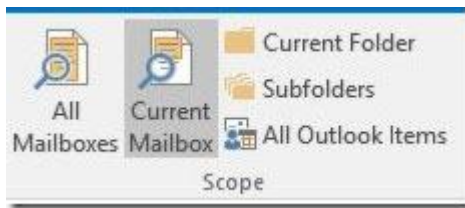


In the image below, we can see the Main Search Tools tab, with the Search tab activated. The Search tab is separated from the following areas and which will be described below:

- ) Scope: The Scope area offers the options for our search to be based on the current folder, all subfolders, all folders of the current type and all Outlook Items.
- ) Results: The Results area display the items based on our criteria.
- ) Refine: With the Refine area changes reflect common properties of items stored in the current folder.
- ) Options: With the Search Tools area, we can check the indexing status or our Outlook items, select which data files to search, or to access other advanced search options.
- ) Close:



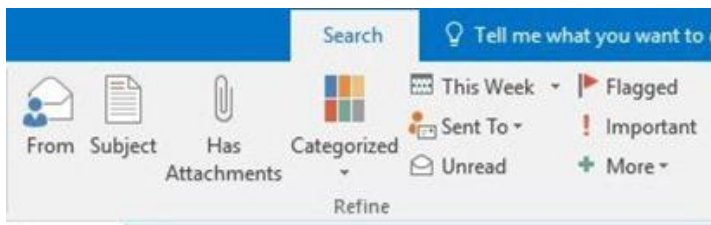
The Scope area contains the following commands:



- ) All Mailboxes: We can expand our search so we can include all mail folders in all mailboxes.
  - ) Current Mailbox: We can expand our search so we can include all mail folders in this mailbox.
  - ) Current Folder: We can only search within the current folder.
  - ) Subfolders: We can expand our search to include all subfolders of the current folder.
  - ) All Outlook Items: We can expand our search to include all Outlook items.
- The Results area contains only the following command:
- ) Include Older Results: Once our search is completed the Include Older Results button is activated, where we can select it, in order for older results to be displayed.



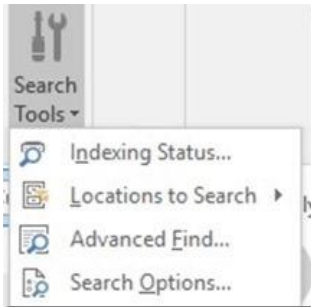
The Refine area contains the following commands:



- ) From: By using this command we can Filter our search results to only show mail messages from a specific person.
- ) Subject: By using this command we can Filter our search results based on the subject of the item.
- ) Has Attachments: By using this command we can Filter our search results to only show items that have attachments.
- ) Categorized: By using this command we can Filter our search results based on the category of the item.
- ) This Week: By using this command we can Filter our search results based on when the mail message was received.
- ) Sent To: By using this command we can Filter our search results to show items where our name appears in the To line of the mail message
- ) Unread: By using this command we can Filter our search results to show mail messages that are marked as unread.

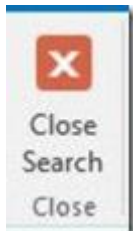
- ) Flagged: By using this command we can Filter our search results to only show items that are flagged.
- ) Important: By using this command we can Filter our search results to only show mail messages that are marked with high importance.
- ) More: By using this command we can Filter our search results based on more advanced criteria, such as the Cc line on mail messages or location on calendar items.

The Search Tools area contains the following commands:



- ) Indexing Status: We can check the number of items remaining to be indexed.
- ) Locations To Search: We can define the locations where we want the search to be done.
- ) Advanced Find: We can create a search based on advanced criteria.
- ) Search Options: We can manage our search options. Selecting this command will open the Outlook Options dialog box and the Search category activated.

The Close area contains only the following command:



Close Search: We close the current search and return to our normal Outlook Mailbox.

Searching for Outlook items, is a very quickly, easy and efficient procedure. In a matter of moments, the item that we are looking for will be displayed.

**THANK YOU**

