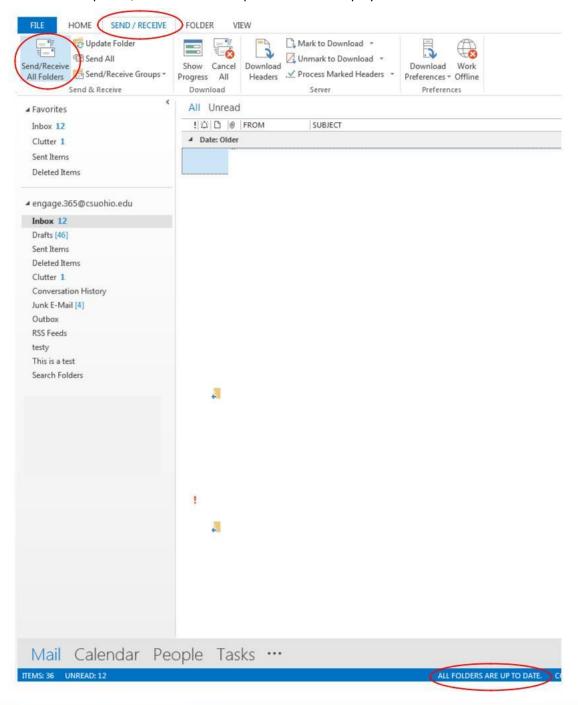


Search While Signed in Via an Outlook Client

Please note, before performing a search, verify that the client has recently synced with the mailbox on the server. To perform this task, select the "Send / Receive" tab and then "Send/Receive All Folders". Once completed, "All Folders Are Up To Date" will display at the bottom.





In the upper right corner locate the search box

OneNote	Unread/ Categorize Follo Read - Up v Tags	Filter Fire all		~
Search	Current Mailbox (Ctrl+E)		🔎 Current Mailbox	•
	RECEIVED	SIZE CATE	GORIES 1	-

Enter the search criteria to perform the search for, next to the search box is a drop down box to refine where the search is to occur, in this example we selected "Current Mailbox". Select the search icon to perform the search

Close Search Close			~
email.admin	strator	P	Current Mailbox 🔻
	RECEIVED 🔻 SIZE	CATEGORIES	Subfolders
ige Calendar.	Tue 12/15/2015 8:40 24 KB		Current Mailbox All Outlook Items
ilendar.	Tue 12/15/2015 8:36 22 KB		►



The results will be displayed.

ly Forward I More *	Move to: ? G To Manager Team Email Done Reply & Delete Create New Quick Steps Move	IneNote Unread/ Categorize Follow Read - Up - Tags	Search People Address Book Filter Email * Find	
nread		email.administrator	x	Current Mailbox
) @ FROM	SUBJECT	RECEIVED	SIZE CATEGORIES	P
Older email.administrat	email.administrator has shared 'ProPlus (Office)'	Tue 7/7/2015 10:5	5 16 KB	
	nat email.administrator shared with you. Go to ProPlus (Office) <end></end>		5 10 KD	~
Here's the folder the	nat email.administrator shared with you. Go to ProPlus (Office) < end> email.administrator has shared 'End user check or deactivate MS Office nt that email.administrator shared with you. Open End user check or dea	licenses' Tue 7/7/2015 10:5	4 17 KB	× ×
Here's the folder the	email.administrator has shared 'End user check or deactivate MS Office	licenses' Tue 7/7/2015 10:5	4 17 KB	> > ⊾
Here's the folder the	email.administrator has shared 'End user check or deactivate MS Office	licenses' Tue 7/7/2015 10:5 activate MS Office licenses.docx Follow Tue 2/3/2015 3:02 Fri 1/16/2015 2:32	4 17 KB this document to get PM 59 KB	~