

# Mastodon Bytes

*With the new switch to Outlook as our primary mailing service, things can get a little confusing.*



## Tip #7: How to search for mail through Outlook.

Sometimes, navigating through the caverns of old mail can be daunting. More importantly, it's annoying. So we here at the Help Desk thought it would be a good idea for our next tip to be about looking through the mail, how to find an E-mail a student *swears* he sent to you six months ago.

## Searching In Outlook

Enter what you want to search for in the search box.

Press **Enter** or select the search icon .

Refine your search by selecting one of the filters below the search box: **All**, **Unread**, **To me**, or **Flagged**. The default filter is **All**.

To clear your search results, select the discard icon  next to the search box.

As soon as you start typing, Outlook will show possible options to search for. Your previous searches will affect what appears in the suggestions box. Enter your search and then select **Enter** to begin. To use the suggestions, select a suggestion or use the arrow keys, and then press **Enter** to choose which search to use.

You can also use Advanced Query Search, or AQS, to refine your searches. To use AQS, type a Keyword followed by a colon, and then what to search for in the search box. For example, to Find any message with a subject that contains "tomorrow", enter **subject:tomorrow** in the **Search** box.

## Nifty Keywords

KEYWORD	DESCRIPTION
From	Searches for the <b>From</b> field.
To	Searches for the <b>To</b> field.
Cc	Searches for the <b>Cc</b> field.
Bcc	Searches for the <b>Bcc</b> field.
Participants	Searches for the <b>To</b> , <b>Cc</b> , and <b>Bcc</b> fields.
Subject	Searches the subject.
Body or Content	Searches the message body.

- Sent** Searches the date sent. You can search for a specific date or a range of dates separated by two dots (..). You can also search for relative dates: Today, tomorrow, yesterday, this week, next month, last week, past month. You can search for the day of the week or month of the year.
- Received** Searches for the date received. You can use the same search terms as for **Sent**.
- Category** Searches for the **Category** field.
- Attachment** Searches for the specified attachment by title. For example, **attachment:letter.doc** will find any message with an attachment named letter.doc.
- Has** Use **has:flag** to find items that are flagged.  
Use **has:attachment** to find items that have one or more attachments.  
When you use AQS, you can search on multiple search terms. When you enter multiple search terms, you can search on any, all, or an exact phrase.

**Subject: product plan** will find any message with “product” or “plan” in the subject.

**Subject: (product plan)** will find any message with both “product” and “plan” in the subject.

**Subject: “product plan”** will find any message with the phrase “product plan” in the subject.