Outlook Office 365 Search

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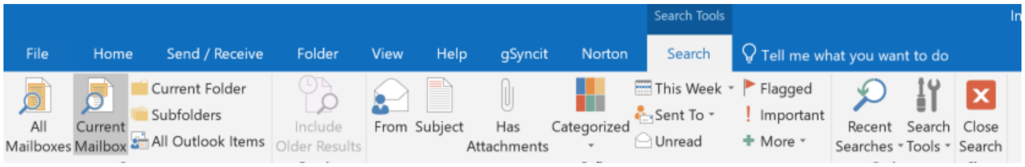
Version 07082019_0400

Searching in Outlook Office 365

Outlook Office 365 makes searching your mailbox faster with two new features:

- Search Contextual Tab in the Ribbon
- Search Suggestion List.

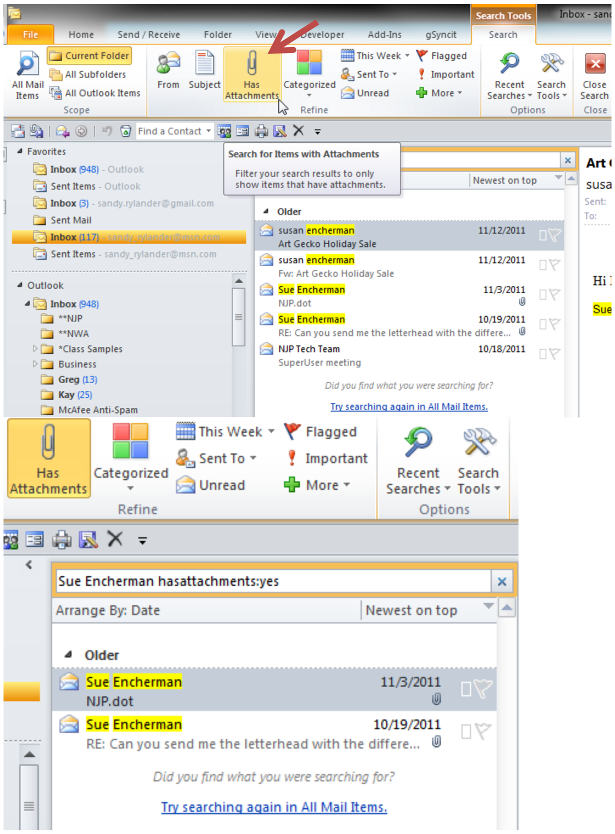
Search Contextual Tab


Search Tools
File
Home
Send / Receive
Folder
View
Help
gSyncit
Norton
Search
Tell me what you want to do
All Mailboxes
Current Mailbox
Current Folder
Subfolders
All Outlook Items
Include Older Results
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Recent Searches
Search Tools
Close Search

The Search Contextual Tab is displayed each time you click in the search box. It allows you to filter your search results using a variety of parameters, including:

· Sender’s name
· Subject keywords
· Presence of attachments
· Categories
· Sent date
· Flagged messages
· The recipient’s name in the TO or CC fields
· Importance
· Read/unread status

Use this tab to help you find messages quickly and easily. For example, if you are searching for a message from a person named “Sue Encherman” you may find over a 100 items. If the message you are looking for also has an attachment you can quickly narrow down the results by selecting the Has Attachments button in the Search Contextual Tab:


File
Home
Send / Receive
Folder
View
Developer
Add-Ins
gSyncit
Search Tools
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Close Search
Close
Find a Contact
Favorites
Outlook
Arrange By: Date
Newest on top
Older

Search for Items with Attachments

Filter your search results to only show items that have attachments.

Sue Encherman hasattachments:yes

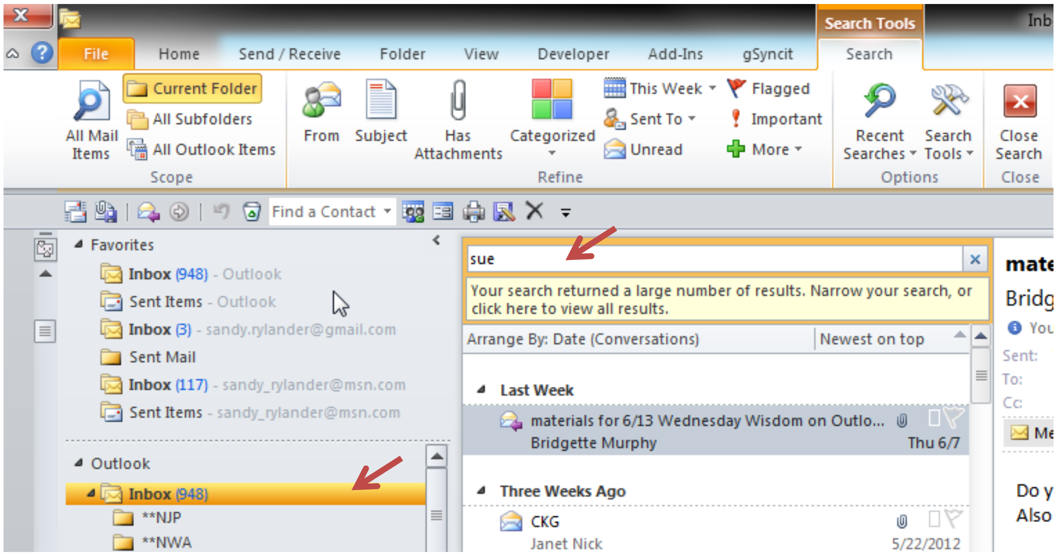
Did you find what you were searching for?

Try searching again in All Mail Items.

Look at all the filters available in the Search Contextual Tab.

Begin a Search

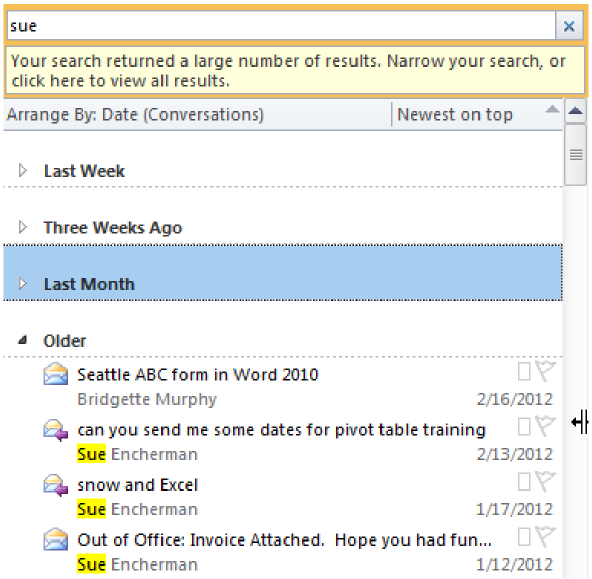
1. Select the desired folder to start searching for an item.


Search Tools
File
Home
Send / Receive
Folder
View
Developer
Add-Ins
gSyncit
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Close Search
Close
Find a Contact
Favorites
Inbox (948) - Outlook
Sent Items - Outlook
Inbox (3) - sandy.rylander@gmail.com
Sent Mail
Inbox (117) - sandy_rylander@msn.com
Sent Items - sandy_rylander@msn.com
Outlook
Inbox (948)
**NJP
**NWA
Arrange By: Date (Conversations)
Newest on top
Last Week
Three Weeks Ago

sue

Your search returned a large number of results. Narrow your search, or click here to view all results.

2. Start typing your search criteria to start searching.
   You will immediately see search results with the search criteria highlighted in yellow.



sue

Your search returned a large number of results. Narrow your search, or click here to view all results.

Arrange By: Date (Conversations) | Newest on top

Last Week

Three Weeks Ago

Last Month

Older

Seattle ABC form in Word 2010
Bridgette Murphy 2/16/2012

can you send me some dates for pivot table training
Sue Encherman 2/13/2012

snow and Excel
Sue Encherman 1/17/2012

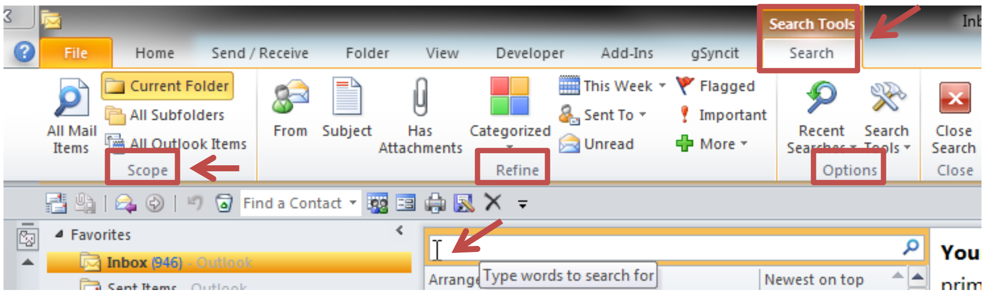
Out of Office: Invoice Attached. Hope you had fun...
Sue Encherman 1/12/2012

3. In addition, a new contextual tab will appear on the ribbon named Search which is under Search Tools. It has many options to help filter the search results.

Using the Search Tab

The Search tab appears ONLY when you click in the Search box. It is dived into 4 groups:

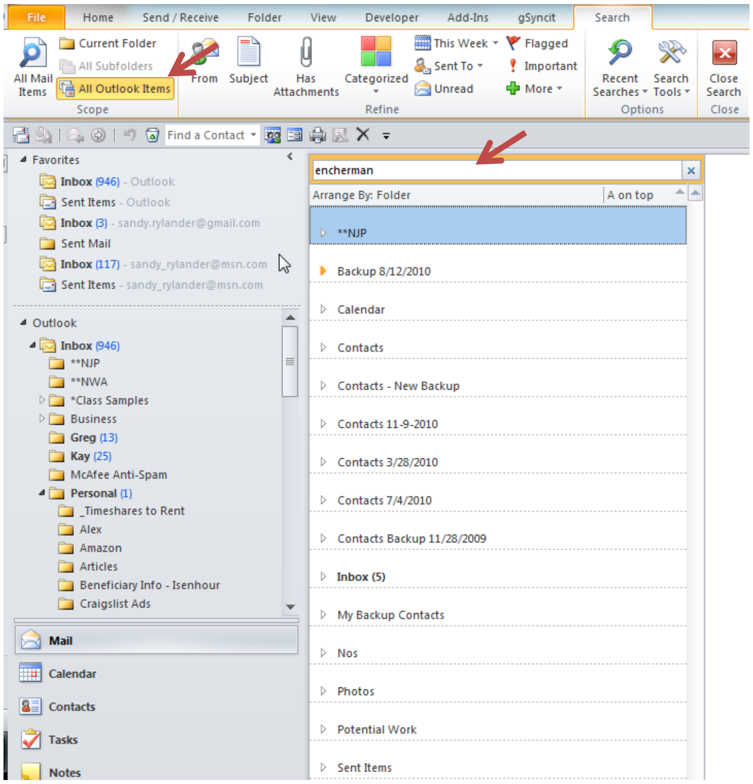
- **Scope** – select how many folders you would like to search.
- **Refine** – select criteria to narrow search results.
- **Options** – select Recent Searches or Search Tools.


Search Tools
File
Home
Send / Receive
Folder
View
Developer
Add-Ins
gSyncit
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Close Search
Close
Find a Contact
Favorites
Inbox (946) - Outlook
Sent Items - Outlook
Type words to search for
Newest on top
You

Scope of Search

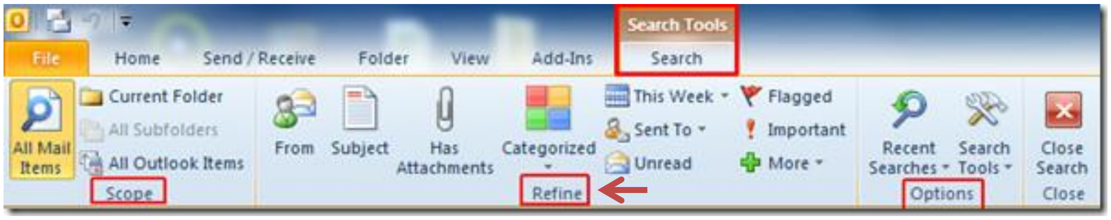
Search only those folders desired.

- **All Mail Items** –search all mail folders.
- **Current Folder (default)** – search current mail folder.
- **All Subfolders** – search current mail folder and all its subfolders.
- **All Outlook Items** – search all folders including Calendar, Task, and Contact folders.

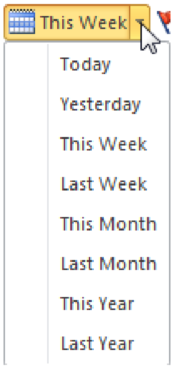

File
Home
Send / Receive
Folder
View
Developer
Add-Ins
gSyncit
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Close Search
Close
Find a Contact
Favorites
Inbox (946) - Outlook
Sent Items - Outlook
Inbox (3) - sandy.rylander@gmail.com
Sent Mail
Inbox (117) - sandy_rylander@msn.com
Sent Items - sandy_rylander@msn.com
Outlook
Inbox (946)
**NJP
**NWA
*Class Samples
Business
Greg (13)
Kay (25)
McAfee Anti-Spam
Personal (1)
_Timeshares to Rent
Alex
Amazon
Articles
Beneficiary Info - Isenhour
Craigslist Ads
Mail
Calendar
Contacts
Tasks
Notes
encherman
Arrange By: Folder
A on top
**NJP
Backup 8/12/2010
Calendar
Contacts
Contacts - New Backup
Contacts 11-9-2010
Contacts 3/28/2010
Contacts 7/4/2010
Contacts Backup 11/28/2009
Inbox (5)
My Backup Contacts
Nos
Photos
Potential Work
Sent Items

Refine Search

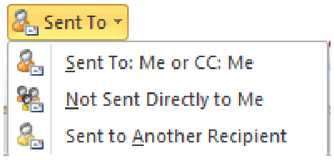
The Refine group contains many other options for refining or narrowing search results.

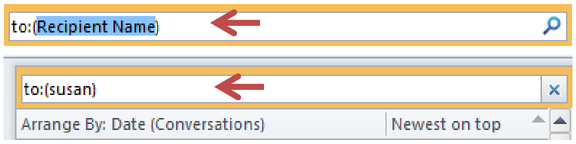

File
Home
Send / Receive
Folder
View
Add-Ins
Search Tools
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Close Search
Close

- **From** - shows only emails with a particular sender.
- **Subject** - shows only emails with a particular subject.
- **Has Attachments** - shows only items and emails that have attachments.
- **Categorized** - shows only items with desired Categories.
- **This Week** – allows you to specify the time span you wish to show search results.


This Week
Today
Yesterday
This Week
Last Week
This Month
Last Month
This Year
Last Year

- **Sent To** – allows you to specify which recipients you wish to show search results.

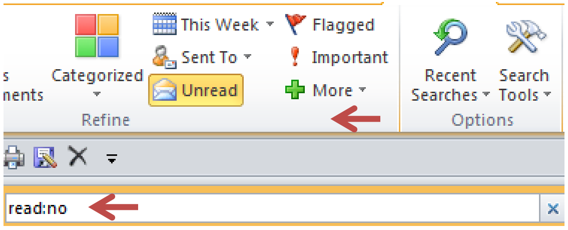

Sent To
Sent To: Me or CC: Me
Not Sent Directly to Me
Sent to Another Recipient


to:(Recipient Name)

to:(susan)

Arrange By: Date (Conversations)
Newest on top

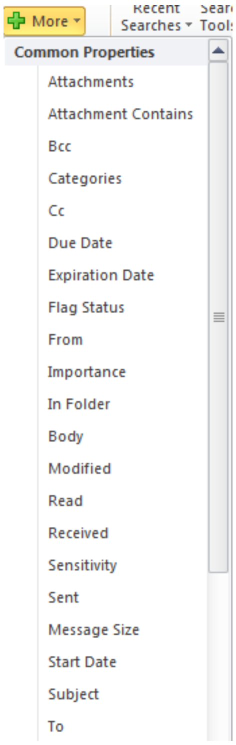
- Unread – shows only those e-mails that have not been read.


Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options

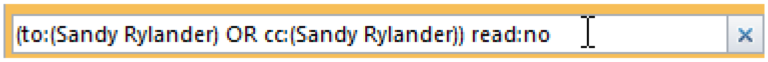
read:no

- **Important**- shows only items and emails which were marked as important.
- **Flagged** - shows only items and emails which have been flagged.

- **More** – allows you to specify many more search options to help narrow search results.


More
Recent Searches
Search Tools
Common Properties
Attachments
Attachment Contains
Bcc
Categories
Cc
Due Date
Expiration Date
Flag Status
From
Importance
In Folder
Body
Modified
Read
Received
Sensitivity
Sent
Message Size
Start Date
Subject
To

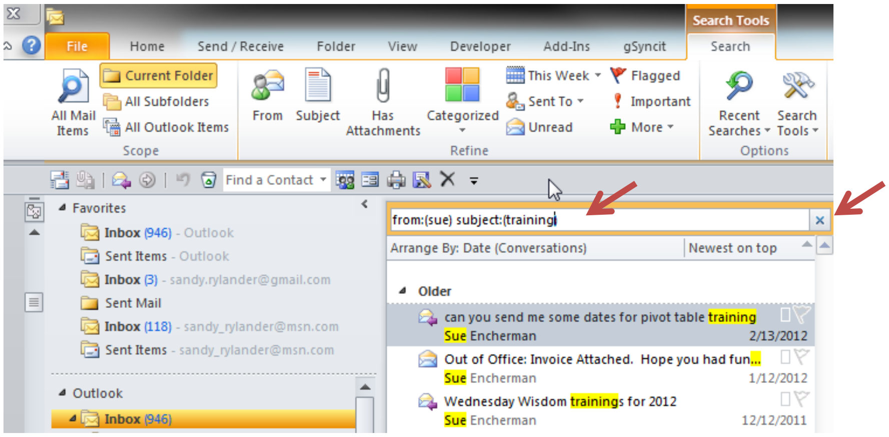
- Many different criteria can be combined to narrow search results as you can see below:



(to:(Sandy Rylander) OR cc:(Sandy Rylander)) read:no

Search by From or Subject

1. If you want to search mails from specific person or with a specific subject, click From or Subject in the Refine group.
2. In search pane enter the name of the recipient or the subject to show all mail from that person or with that subject.
3. You can also combine these searches as shown below.
4. Click the “x” at the right side of the search box to remove all search criteria and see all e-mail.


Search Tools
File
Home
Send / Receive
Folder
View
Developer
Add-Ins
gSyncit
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Find a Contact
Favorites
Inbox (946) - Outlook
Sent Items - Outlook
Inbox (3) - sandy.rylander@gmail.com
Sent Mail
Inbox (118) - sandy_rylander@msn.com
Sent Items - sandy_rylander@msn.com
Outlook
Inbox (946)
Arrange By: Date (Conversations)
Newest on top
Older

from:(sue) subject:(training)

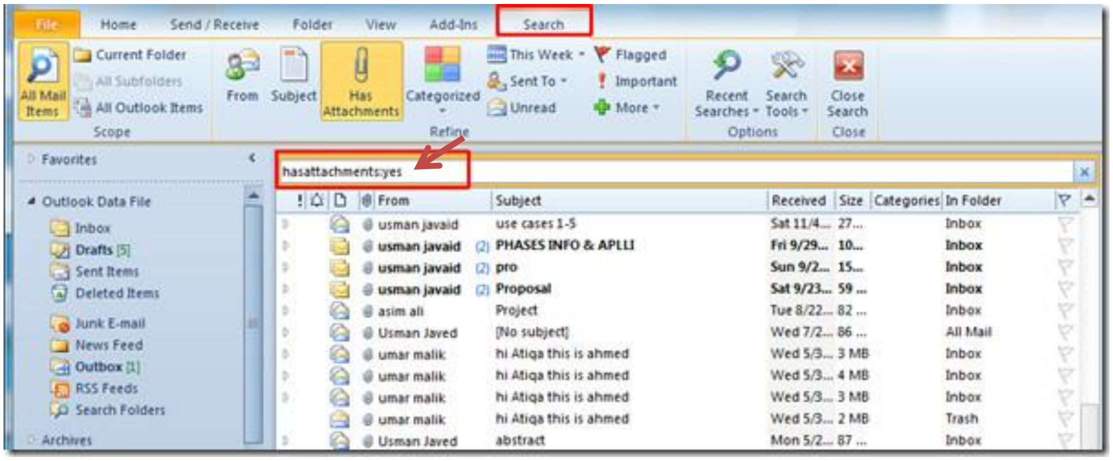
can you send me some dates for pivot table training
Sue Encherman 2/13/2012

Out of Office: Invoice Attached. Hope you had fun...
Sue Encherman 1/12/2012

Wednesday Wisdom trainings for 2012
Sue Encherman 12/12/2011

Search for E-mail with Attachments

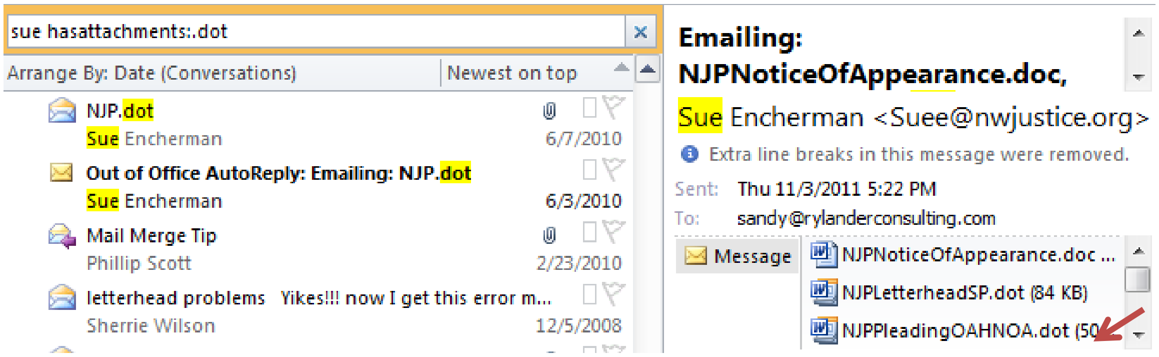
5. To search for e-mail with attachments in specified folder, click the Has Attachments button.
   All items containing attachments will be displayed.


File
Home
Send / Receive
Folder
View
Add-Ins
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Close Search
Close
Favorites
Outlook Data File
Inbox
Drafts [5]
Sent Items
Deleted Items
Junk E-mail
News Feed
Outbox [1]
RSS Feeds
Search Folders
Archives

hasattachments:yes

From		Subject	Received	Size	Categories	In Folder
usman javaid		use cases 1-5	Sat 11/4...	27...		Inbox
usman javaid	(2)	**PHASES INFO & APLLI**	**Fri 9/29...**	**10...**		**Inbox**
usman javaid	(2)	**pro**	**Sun 9/2...**	**15...**		**Inbox**
usman javaid	(2)	**Proposal**	**Sat 9/23...**	**59 ...**		**Inbox**
asim ali		Project	Tue 8/22...	82 ...		Inbox
Usman Javed		[No subject]	Wed 7/2...	86 ...		All Mail
umar malik		hi Atiqa this is ahmed	Wed 5/3...	3 MB		Inbox
umar malik		hi Atiqa this is ahmed	Wed 5/3...	4 MB		Inbox
umar malik		hi Atiqa this is ahmed	Wed 5/3...	3 MB		Inbox
umar malik		hi Atiqa this is ahmed	Wed 5/3...	2 MB		Trash
Usman Javed		abstract	Mon 5/2...	87 ...		Inbox

6. Notice in the screen above, it hasattachments:yes as the search criteria. You can replace what comes after the colon with a partial name of the attachment to narrow the search even further. See example below where ".dot" was added after the colon. Now I can see all e-mail that contains a .dot attachment or has .dot in the body of the email.


Arrange By: Date (Conversations)
Newest on top
Message

sue hasattachments:.dot

NJP.dot
Sue Encherman 6/7/2010

Out of Office AutoReply: Emailing: NJP.dot
Sue Encherman 6/3/2010

Mail Merge Tip
Phillip Scott 2/23/2010

letterhead problems Yikes!!! now I get this error m...
Sherrie Wilson 12/5/2008

Emailing: NJPNoticeOfAppearance.doc,

Sue Encherman <Suee@nwjustice.org>

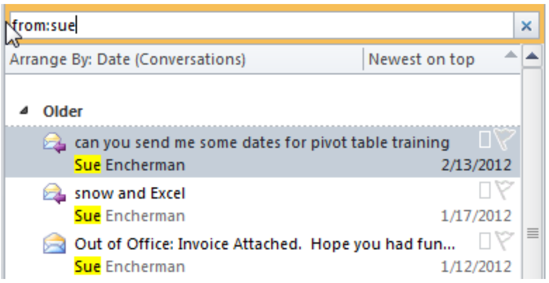
Extra line breaks in this message were removed.

Sent: Thu 11/3/2011 5:22 PM
To: sandy@rylanderconsulting.com

NJPNoticeOfAppearance.doc ...
NJPLetterheadSP.dot (84 KB)
NJPPleadingOAHNOA.dot (50

Note: You can enter the search keyword followed by a colon manually if you know the keywords.

1. Type From:Sue and press Enter.


Arrange By: Date (Conversations)
Newest on top
Older

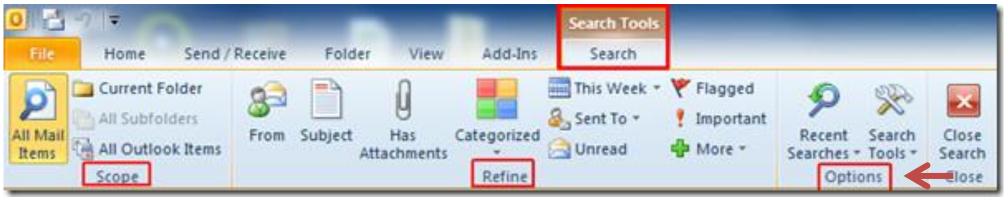
from:sue

can you send me some dates for pivot table training
Sue Encherman 2/13/2012

snow and Excel
Sue Encherman 1/17/2012

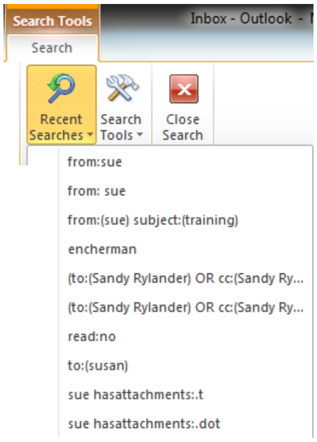
Out of Office: Invoice Attached. Hope you had fun...
Sue Encherman 1/12/2012

Search Options Group


Search Tools
File
Home
Send / Receive
Folder
View
Add-Ins
Search
All Mail Items
Current Folder
All Subfolders
All Outlook Items
Scope
From
Subject
Has Attachments
Categorized
This Week
Sent To
Unread
Flagged
Important
More
Refine
Recent Searches
Search Tools
Options
Close Search
Close

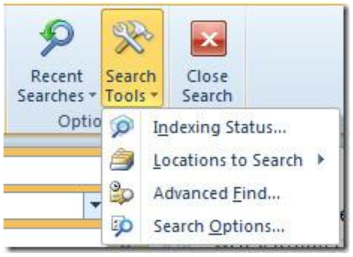
Recent Searches

1. To run a search again, click on Recent Searches and select the desired search.

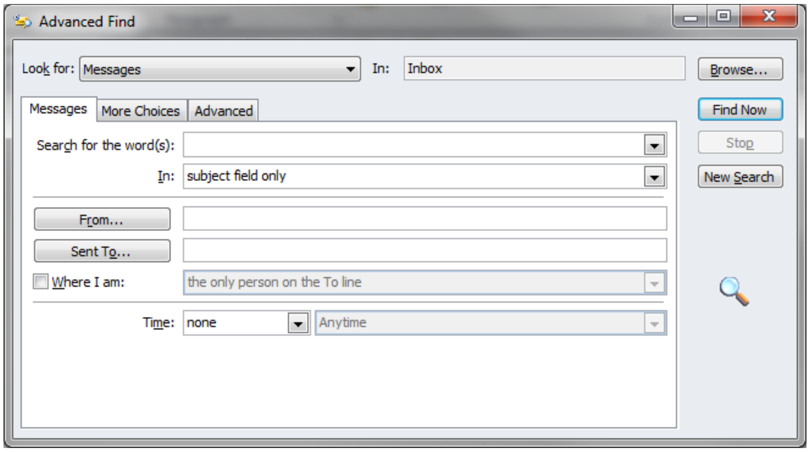

Search Tools
Inbox - Outlook
Search
Recent Searches
Search Tools
Close Search
from:sue
from: sue
from:(sue) subject:(training)
encherman
(to:(Sandy Rylander) OR cc:(Sandy Ry...
(to:(Sandy Rylander) OR cc:(Sandy Ry...
read:no
to:(susan)
sue hasattachments:.t
sue hasattachments:.dot

Search Tools

Search Tools allows you to configure different options like: Indexing Status, Locations to Search (POP, and all IMAP account folders), Advanced Find, and Search Options.


Recent Searches
Search Tools
Close Search
Optio
Indexing Status...
Locations to Search
Advanced Find...
Search Options...

Try selecting Advanced Find to see a wide variety of search options.


Advanced Find
Browse...
Messages
More Choices
Advanced
Find Now
Stop
New Search
From...
Sent To...

Look for: Messages

In: Inbox

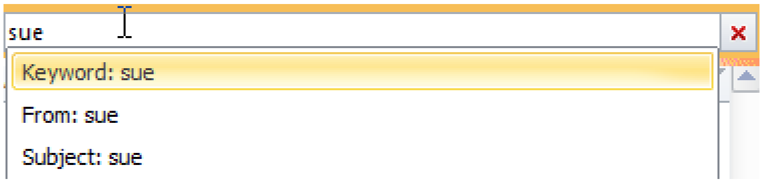
Search for the word(s):

In: subject field only

☐ Where I am: the only person on the To line

Time: none Anytime

Search Suggestion List


sue

Keyword: sue

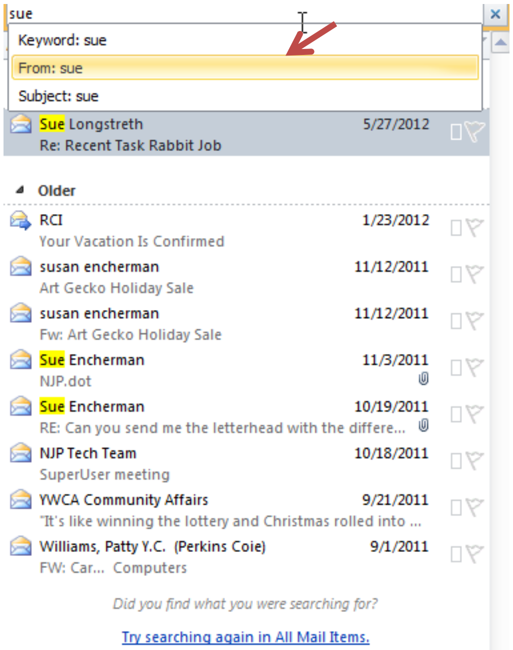
From: sue

Subject: sue

Many searches have a combination of keywords, along with the names of the sender or a known phrase in the subject line. Restricting results to a specific sender is a powerful filter that can reduce the number of results.

In Outlook Office 365, a list appears beneath the search box when you start a query.

1. Type your search criteria.
2. Arrow down to limit your search to mail from someone or with a specific subject and press Enter. The results returned will be only those that show a match in the name (or subject) fields against your query.


sue

Keyword: sue

From: sue

Subject: sue

Sue Longstreth 5/27/2012
Re: Recent Task Rabbit Job

Older

RCI 1/23/2012
Your Vacation Is Confirmed

susan encherman 11/12/2011
Art Gecko Holiday Sale

susan encherman 11/12/2011
Fw: Art Gecko Holiday Sale

Sue Encherman 11/3/2011
NJP.dot

Sue Encherman 10/19/2011
RE: Can you send me the letterhead with the differe...

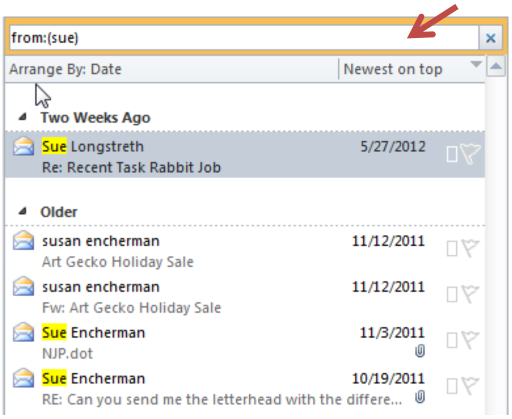
NJP Tech Team 10/18/2011
SuperUser meeting

YWCA Community Affairs 9/21/2011
"It's like winning the lottery and Christmas rolled into ...

Williams, Patty Y.C. (Perkins Coie) 9/1/2011
FW: Car... Computers

Did you find what you were searching for?

Try searching again in All Mail Items.


from:(sue)

Arrange By: Date Newest on top

Two Weeks Ago

Sue Longstreth 5/27/2012
Re: Recent Task Rabbit Job

Older

susan encherman 11/12/2011
Art Gecko Holiday Sale

susan encherman 11/12/2011
Fw: Art Gecko Holiday Sale

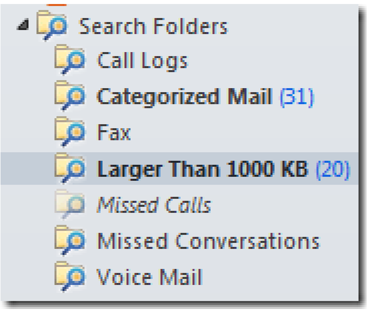
Sue Encherman 11/3/2011
NJP.dot

Sue Encherman 10/19/2011
RE: Can you send me the letterhead with the differe...

This is one of many new search capabilities built into Outlook Office 365.

Create a Search Folder for repeated searches

If you find yourself repeating the same search over and over, you might want to create a Search Folder. A Search Folder is a virtual folder that provides a view of all email items that match specific search criteria. For example, if you regularly search for emails that are more than 1 MB, you can create a Search Folder. Then, the next time you want to find those large messages, just open the Search Folder you created. It's always up-to-date with the items that match that Search Folder's criteria.



A Search Folder is a virtual folder that provides a view of all email items that match specific search criteria. For example, the **Unread Mail** Search Folder enables you to view all unread messages in one folder, even though the messages might be saved in different folders.

NOTES

- Search Folders can't contain search results from multiple Outlook Data Files (.pst).
- Search Folders support prefix matching in the text strings that you specify. For example, if you want to include all messages that contain the word "rain" in the Search Folder, the Search Folder also includes messages that contains words such as "raining" or "rainy." Words such as "brain" are excluded.

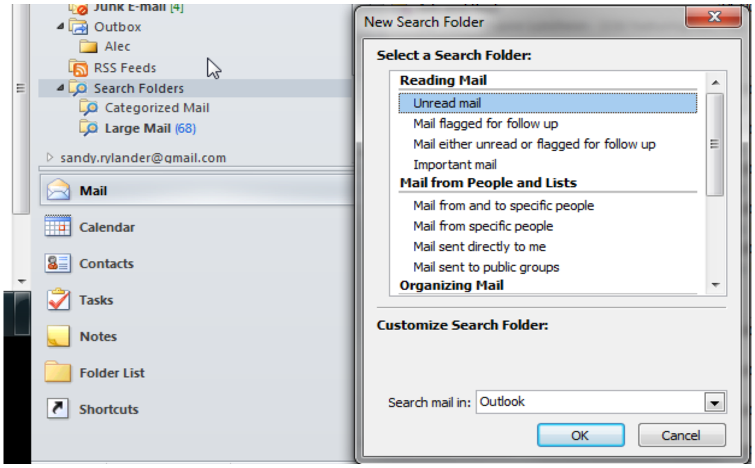
Add a predefined Search Folder

1. In Mail, on the Folder tab, in the New group, click New Search Folder.
2. From the Select a Search Folder list, click the Search Folder you want to add.
3. If prompted, under Customize Search Folder, specify the search criteria to use.
4. To select a different mailbox to search, under Customize Search Folder, click the arrow at the Search mail in box, and then select the mailbox from the list.

TIP To change the criteria for a Search Folder, right-click the folder in the Navigation Pane, click Customize this Search Folder, click Criteria, and then change the criteria. The criteria of Search Folders in the Reading Mail group, such as Inbox, Drafts or Sent Items, can't be changed.

Create a custom Search Folder

1. In Mail, on the Folder tab, in the New group, click New Search Folder.
2. Keyboard shortcut To create a Search Folder, click CTRL+SHIFT+P.
3. From the Select a Search Folder list, click Create a custom Search Folder.
4. Under Customize Search Folder, click Choose.
5. Type a name for your custom Search Folder.
6. Click Criteria, and then select the options that you want.
    - The **Messages** tab contains criteria on the message content or properties, such as sender, keywords, or recipients.
    - The **More Choices** tab contains criteria on other message conditions, such as importance, flags, attachments, or categorization.
    - The **Advanced** tab enables you to make detailed criteria. Under **Define more criteria**, click **Field**, click the type of criterion that you want, and then click the specific criterion from the list. Then in the **Condition** box and the **Value** box, click the options that you want, and then click **Add to List**. Repeat for each criterion that you want to add to this search folder, and then click **OK**.
7. Click **Browse**, select the folders that you want to be searched.
8. Click **OK** to close each open dialog box.

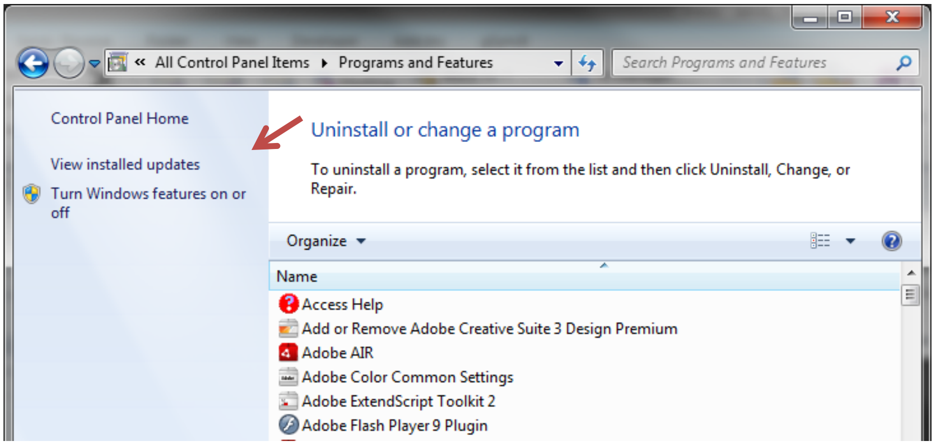

Junk E-mail [4]
Outbox
Alec
RSS Feeds
Search Folders
Categorized Mail
Large Mail (68)
sandy.rylander@gmail.com
Mail
Calendar
Contacts
Tasks
Notes
Folder List
Shortcuts
New Search Folder
Select a Search Folder:
Reading Mail
Unread mail
Mail flagged for follow up
Mail either unread or flagged for follow up
Important mail
Mail from People and Lists
Mail from and to specific people
Mail from specific people
Mail sent directly to me
Mail sent to public groups
Organizing Mail
Customize Search Folder:
Search mail in:
Outlook
OK
Cancel

Appendix A

Outlook Office 365 Search Not Working

Turn on Windows Indexing Service:

1. Select Control Panel, Programs, Programs and Features, Turn Windows Features on or off.

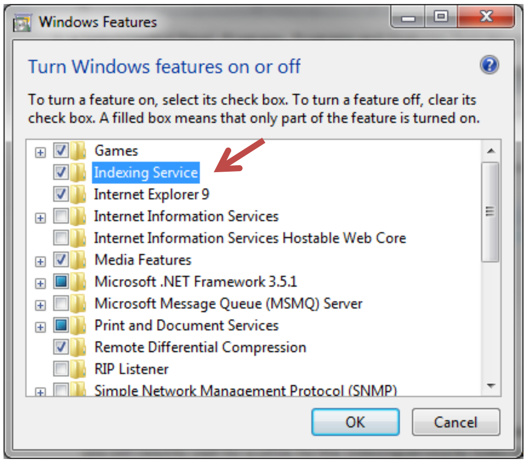

« All Control Panel Items ▸ Programs and Features
Search Programs and Features
Control Panel Home
View installed updates
Turn Windows features on or off
Organize
Name

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

- Access Help
- Add or Remove Adobe Creative Suite 3 Design Premium
- Adobe AIR
- Adobe Color Common Settings
- Adobe ExtendScript Toolkit 2
- Adobe Flash Player 9 Plugin

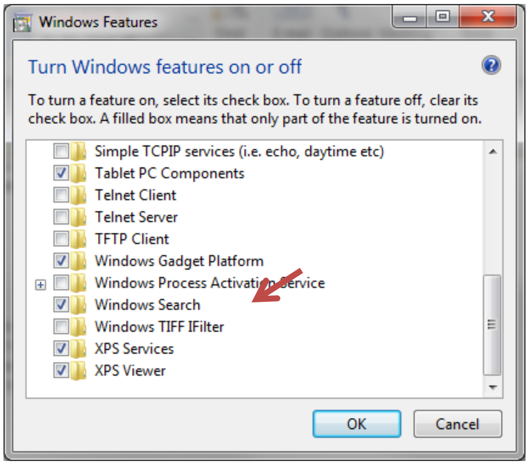
2. Make sure the Indexing Service and Windows Search check boxes are checked and click OK.


Windows Features
OK
Cancel

Turn Windows features on or off

To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.

- ☑ Games
- ☑ Indexing Service
- ☑ Internet Explorer 9
- ☐ Internet Information Services
- ☐ Internet Information Services Hostable Web Core
- ☑ Media Features
- ■ Microsoft .NET Framework 3.5.1
- ☐ Microsoft Message Queue (MSMQ) Server
- ■ Print and Document Services
- ☑ Remote Differential Compression
- ☐ RIP Listener
- ☐ Simple Network Management Protocol (SNMP)


Windows Features
OK
Cancel

Turn Windows features on or off

To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.

- ☐ Simple TCPIP services (i.e. echo, daytime etc)
- ☑ Tablet PC Components
- ☐ Telnet Client
- ☐ Telnet Server
- ☐ TFTP Client
- ☑ Windows Gadget Platform
- ☐ Windows Process Activation Service
- ☑ Windows Search
- ☐ Windows TIFF IFilter
- ☑ XPS Services
- ☑ XPS Viewer

3. Restart your computer. Once restarted, you will need to wait for a while for the indexing service to Index everything (many hours), but after a short time (half hour) you can check your email search bar and find that *some* of your email is now showing in the search results.

Appendix B

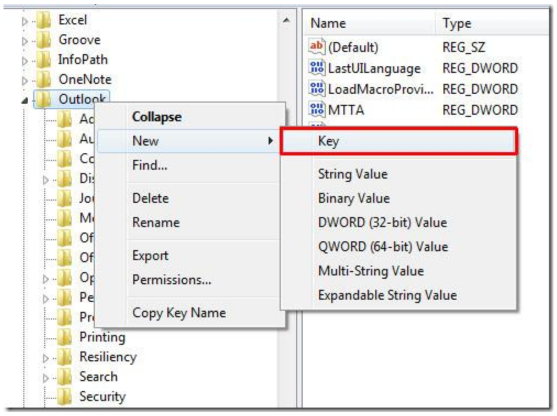
Outlook Office 365 Advanced Search [Query Builder]

By Usman on Mar 02 Office 365 15 Comments

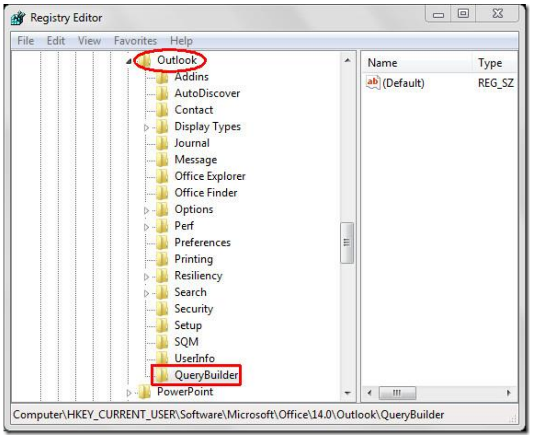
In Outlook Office 365 when you are overwhelmed by loads of emails and your inbox is piled up with a lot of spam content, then it becomes difficult to search for a specific emails. **Query Builder** is a hidden feature available in Outlook that defines more complex and confine criteria to perform advance search. It has a intuitive interface which let users find the content by applying different conditions. This post elaborates how to integrate Query Builder and the core use of it.
Note: Integration of Query Builder requires modifying the registry, before you start off with it, make sure that you understand how to restore the registry and backup the concerned registry files to prevent occurring of any erratic response.
First you need to close Outlook Office 365 if it is running. From taskbar click Windows Start Orb button, type *regedit* and hit Enter.
You will see *Registry Editor* dialog, start looking for:

HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Outlook

1. Right-click the *Outlook* Folder, and from *New* menu click *Key,* this will add a new key to the outlook folder.

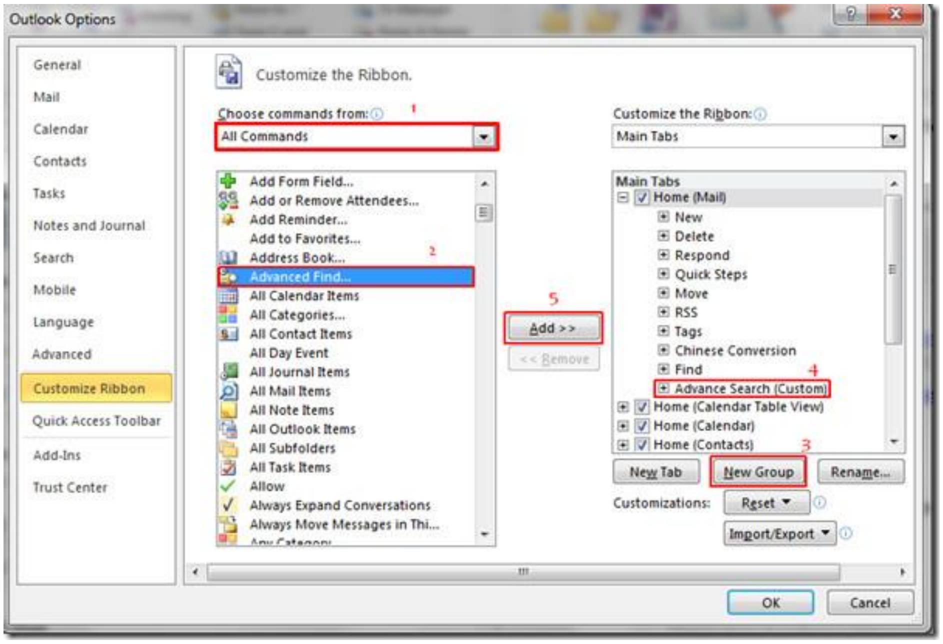

Excel
Groove
InfoPath
OneNote
Outlook
Collapse
New
Find...
Delete
Rename
Export
Permissions...
Copy Key Name
Printing
Resiliency
Search
Security
Name
Type
(Default)
REG_SZ
LastUILanguage
REG_DWORD
LoadMacroProvi...
REG_DWORD
MTTA
REG_DWORD
Key
String Value
Binary Value
DWORD (32-bit) Value
QWORD (64-bit) Value
Multi-String Value
Expandable String Value

Now Change the name of newly added key to *QueryBuilder*.


Registry Editor
File Edit View Favorites Help
Outlook
Addins
AutoDiscover
Contact
Display Types
Journal
Message
Office Explorer
Office Finder
Options
Perf
Preferences
Printing
Resiliency
Search
Security
Setup
SQM
UserInfo
QueryBuilder
PowerPoint
Name
Type
(Default)
REG_SZ
Computer\HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Outlook\QueryBuilder

2. Close the *Registry Editor* dialog. Now launch Outlook Office 365.

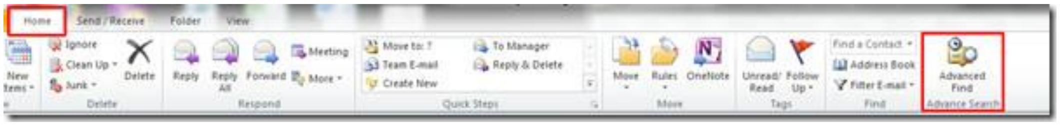
3. Go to *File* menu, click *Options, and* in left pane click *Customize Ribbon,* In right pane select *All Commands* from *Choose commands from* drop-down options and look for *Advance Find* command. Now from left pane, select *Home and* hit *New Group,* new group will be added to *Home* tab, change its name to*Advance Search*, and then click *Add >>* button to add *Advance Find* command to newly created group. Click *OK* to close *Outlook Options* dialog.


Outlook Options
General
Mail
Calendar
Contacts
Tasks
Notes and Journal
Search
Mobile
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Ribbon.
1
Add Form Field...
Add or Remove Attendees...
Add Reminder...
Add to Favorites...
Address Book...
2
Advanced Find...
All Calendar Items
All Categories...
All Contact Items
All Day Event
All Journal Items
All Mail Items
All Note Items
All Outlook Items
All Subfolders
All Task Items
Allow
Always Expand Conversations
Always Move Messages in Thi...
5
Add >>
<< Remove
Main Tabs
Home (Mail)
New
Delete
Respond
Quick Steps
Move
RSS
Tags
Chinese Conversion
Find
4
Advance Search (Custom)
Home (Calendar Table View)
Home (Calendar)
Home (Contacts)
3
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
OK
Cancel

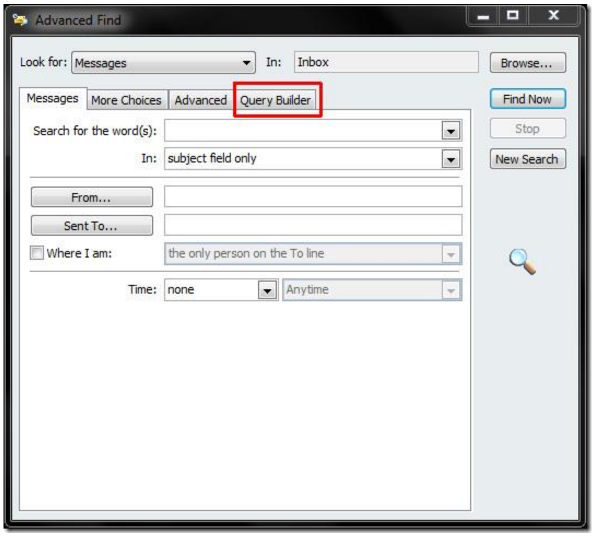
Choose commands from: All Commands

Customize the Ribbon: Main Tabs

4. Now Switch to *Home* tab, you will see the newly added command button, click *Advance Find* to open the Advance search options.


Home
Send / Receive
Folder
View
New Items
Ignore
Clean Up
Junk
Delete
Delete
Reply
Reply All
Forward
Meeting
More
Respond
Move to: ?
Team E-mail
Create New
To Manager
Reply & Delete
Quick Steps
Move
Rules
OneNote
Move
Unread/ Read
Follow Up
Tags
Find a Contact
Address Book
Filter E-mail
Find
Advanced Find
Advance Search

Notice a new Query Builder tab has been added


Advanced Find
Browse...
Messages
More Choices
Advanced
Query Builder
Find Now
Stop
New Search
From...
Sent To...

Look for: Messages In: Inbox

Search for the word(s):

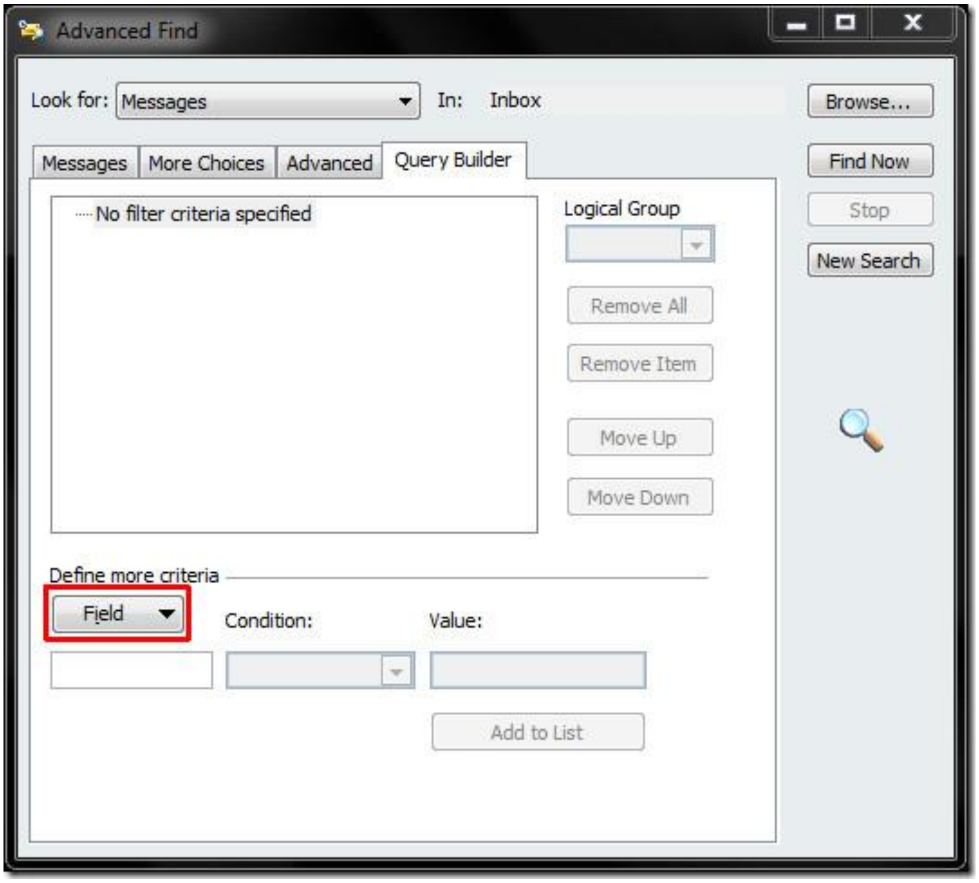
In: subject field only

☐ Where I am: the only person on the To line

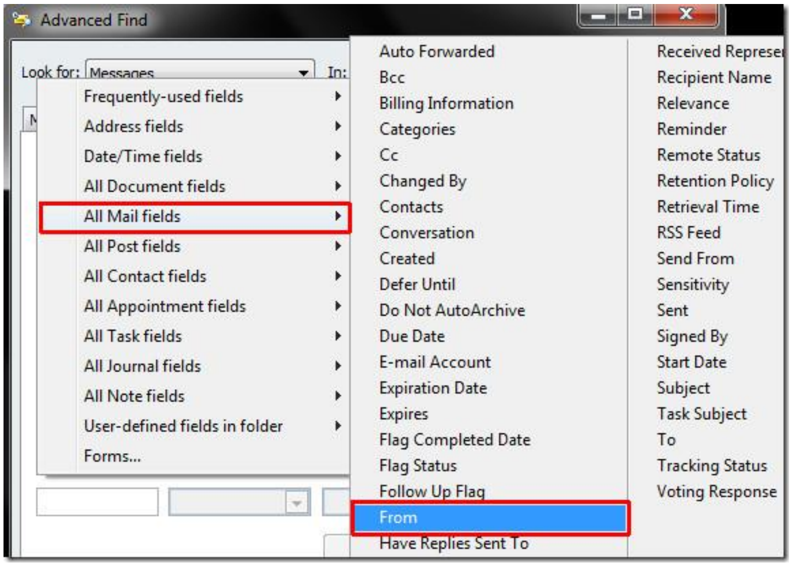
Time: none Anytime

5. Switch to *Query Builder* tab to find anything you want, by applying orthodox query rules. There are loads of options under *Define Field Criteria* for searching.

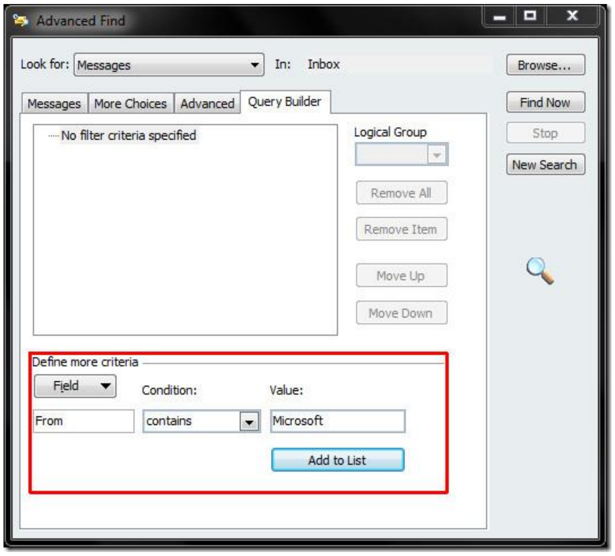
6. For Instance, we need to find all the mails from either YouTube or Microsoft, for this we need to build a query. First Click *Field* drop-down button under *Define More Criteria.*


Advanced Find
Look for: Messages
In: Inbox
Browse...
Messages
More Choices
Advanced
Query Builder
Find Now
Stop
New Search
No filter criteria specified
Logical Group
Remove All
Remove Item
Move Up
Move Down
Define more criteria
Field
Condition:
Value:
Add to List

7. Upon click, you will see hundreds of search criteria options, from *All Mails Fields* menu, click *From.*


Advanced Find
Look for: Messages
In:
Frequently-used fields
Address fields
Date/Time fields
All Document fields
All Mail fields
All Post fields
All Contact fields
All Appointment fields
All Task fields
All Journal fields
All Note fields
User-defined fields in folder
Forms...
Auto Forwarded
Bcc
Billing Information
Categories
Cc
Changed By
Contacts
Conversation
Created
Defer Until
Do Not AutoArchive
Due Date
E-mail Account
Expiration Date
Expires
Flag Completed Date
Flag Status
Follow Up Flag
From
Have Replies Sent To
Received Represe
Recipient Name
Relevance
Reminder
Remote Status
Retention Policy
Retrieval Time
RSS Feed
Send From
Sensitivity
Sent
Signed By
Start Date
Subject
Task Subject
To
Tracking Status
Voting Response

8. Under *Define More Criteria,* select a condition, and from *Value* enter *Text* that you want to find, then click*Add to List.*


Advanced Find
Browse...
Messages
More Choices
Advanced
Query Builder
Find Now
Stop
New Search
Logical Group
Remove All
Remove Item
Move Up
Move Down
Define more criteria
Field
Add to List

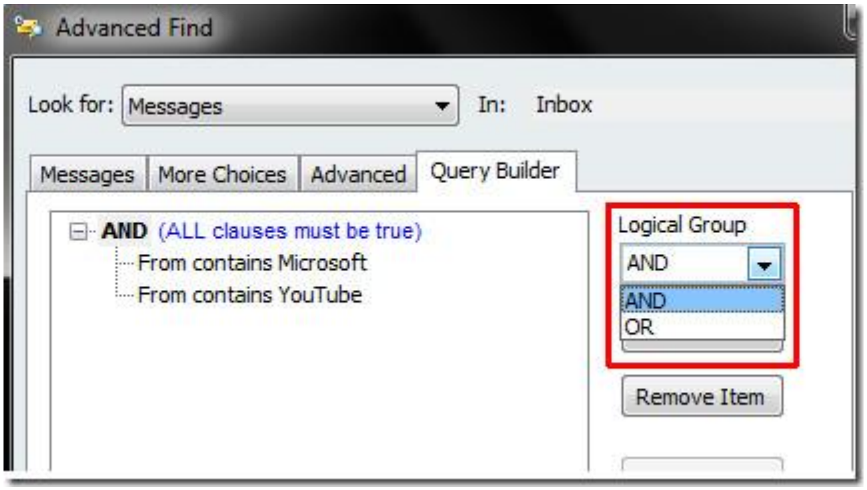
Look for: Messages In: Inbox

No filter criteria specified

Field: From
Condition: contains
Value: Microsoft

9. Once added, repeat the procedure to add another string that you want to search and click *Add to List.*

10. In our case we want to find all the mails received either from Microsoft or YouTube. So we will add Microsoft and YouTube as search strings. From *Logical Group* drop-down button select desired option (AND, OR). We will select *OR* from the options.

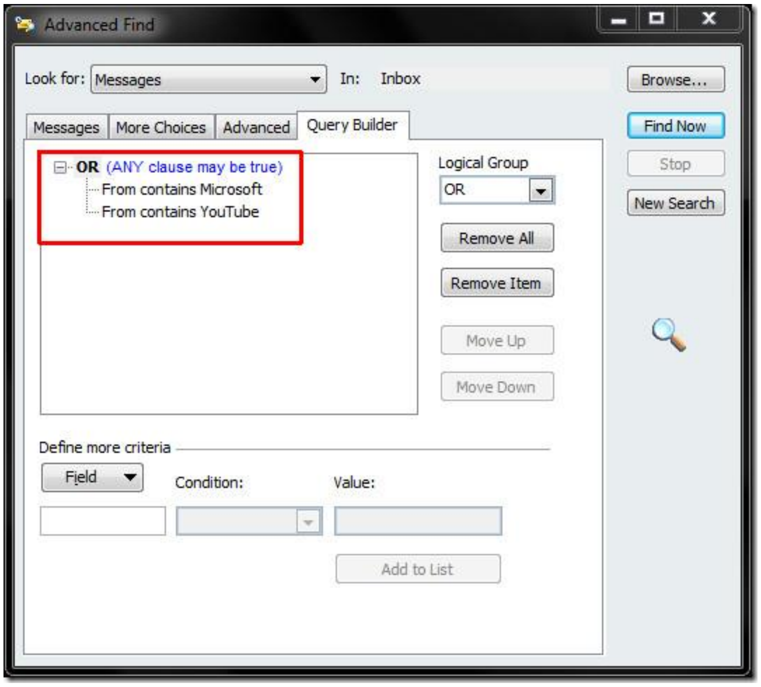

Advanced Find
Messages
More Choices
Advanced
Query Builder
Logical Group
AND
OR
Remove Item

Look for: Messages In: Inbox

AND (ALL clauses must be true)
From contains Microsoft
From contains YouTube

Logical Group: AND

11. From the right side of the window, click *Find Now* button to start searching the string with applied condition

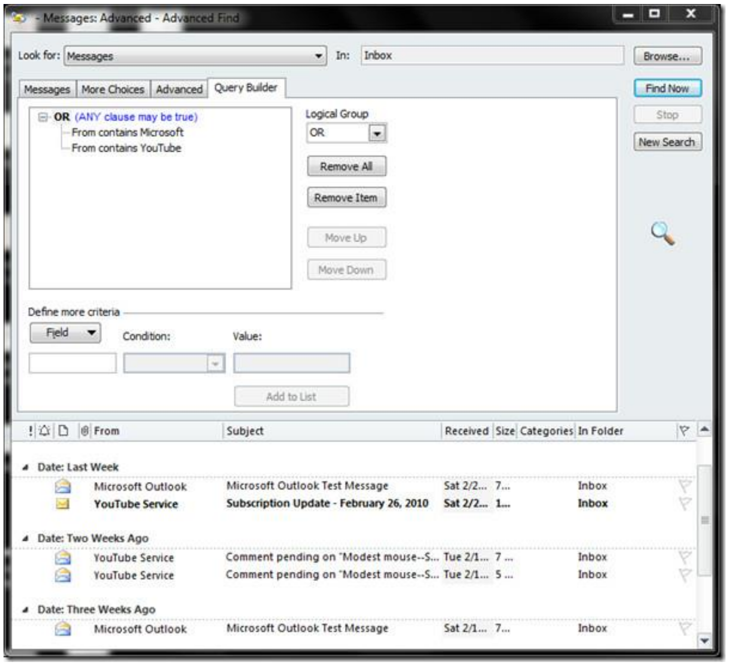

Advanced Find
Messages
More Choices
Advanced
Query Builder
Browse...
Find Now
Stop
New Search
Remove All
Remove Item
Move Up
Move Down
Define more criteria
Field
Condition:
Value:
Add to List

Look for: Messages In: Inbox

OR (ANY clause may be true)
- From contains Microsoft
- From contains YouTube

Logical Group: OR

12. In the bottom pane, it yields desired search results with applied conditions.


Messages: Advanced - Advanced Find
Messages
More Choices
Advanced
Query Builder
Browse...
Find Now
Stop
New Search
Remove All
Remove Item
Move Up
Move Down
Define more criteria
Field
Condition:
Value:
Add to List

Look for: Messages In: Inbox

OR (ANY clause may be true)
- From contains Microsoft
- From contains YouTube

Logical Group: OR

From	Subject	Received	Size	Categories	In Folder
Date: Last Week					
Microsoft Outlook	Microsoft Outlook Test Message	Sat 2/2...	7...		Inbox
YouTube Service	**Subscription Update - February 26, 2010**	**Sat 2/2...**	**1...**		**Inbox**
Date: Two Weeks Ago					
YouTube Service	Comment pending on "Modest mouse--S...	Tue 2/1...	7 ...		Inbox
YouTube Service	Comment pending on "Modest mouse--S...	Tue 2/1...	5 ...		Inbox
Date: Three Weeks Ago					
Microsoft Outlook	Microsoft Outlook Test Message	Sat 2/1...	7...		Inbox

Extra Note: We need to add the registry key since it will add the Query Builder tab inside the Advanced Find dialog. By default, Query Builder tab is not present inside Advanced Find.