

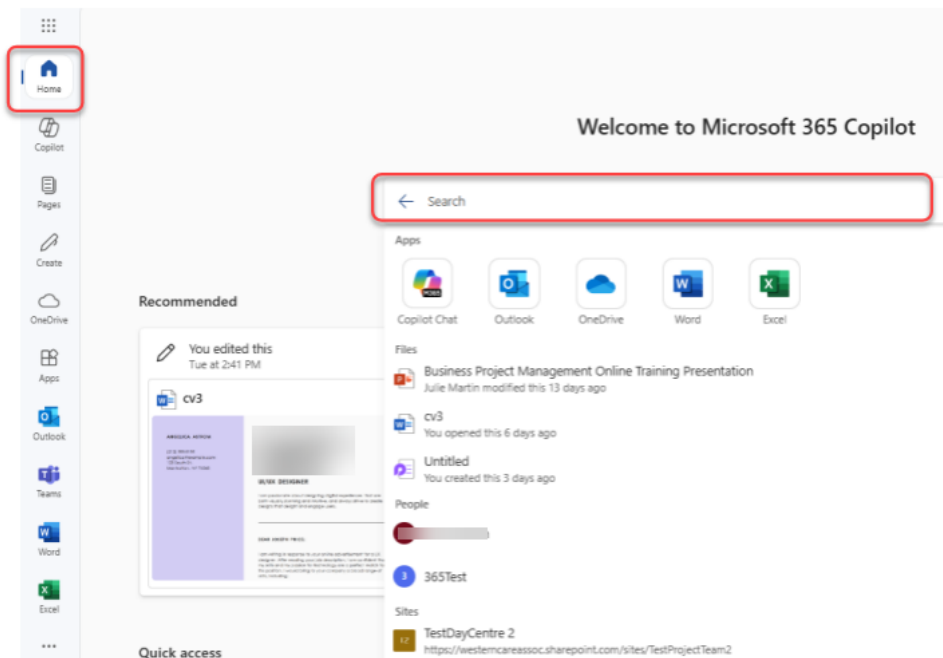
HOW TO USE SEARCH IN 365

Searching is available anywhere in 365, however the options may vary between apps:

- I. 365 top search bar (in Home page)
- II. Outlook
- III. Teams
- IV. Apps (Word/Excel/PowerPoint)

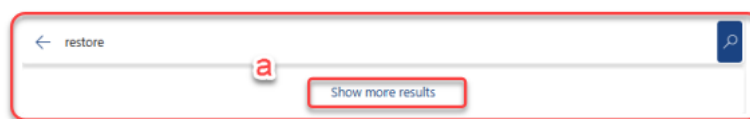
Below are the guidelines for searching in these apps:

I. 365 top search bar

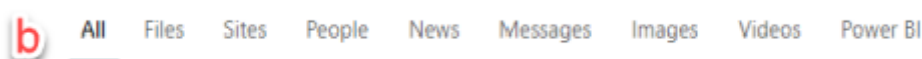


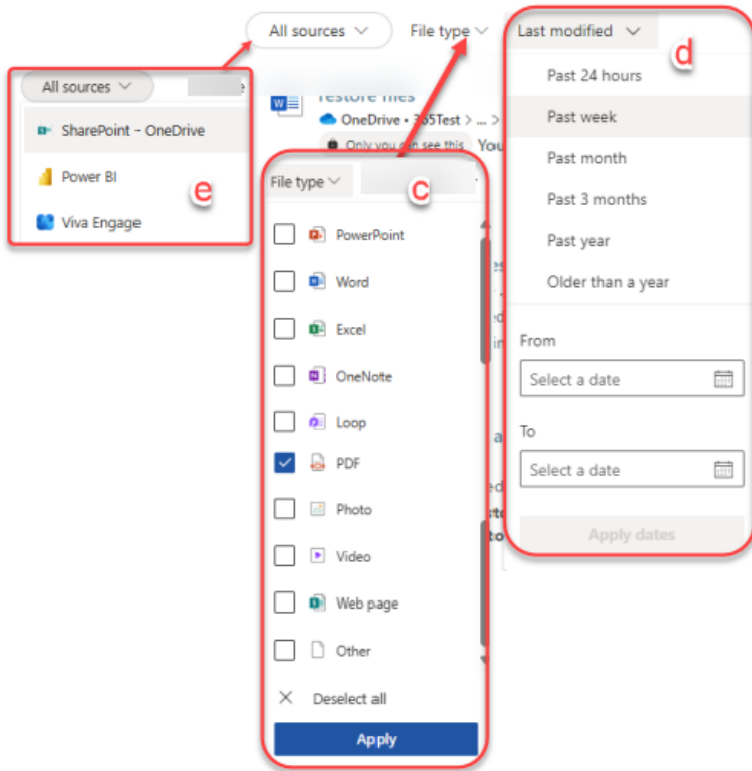
In Search bar simply start by typing a word you are certain is present in either the name of the file, the content of the file, message, channel, app, person, link, etc.

- a) If there is no exact match found or too many matches available you will see "Show more results" link
By clicking on it you will see the expanded search result and also
- b) other categories you can search in



This search is not case sensitive, it finds these words regardless of the order of words in the name of the file/folder or the ending (what follows after the last letter of the last word). It searches all content including folder, emails etc. so to narrow it down use "File Type" and "Last Modified" buttons as well as the categories:

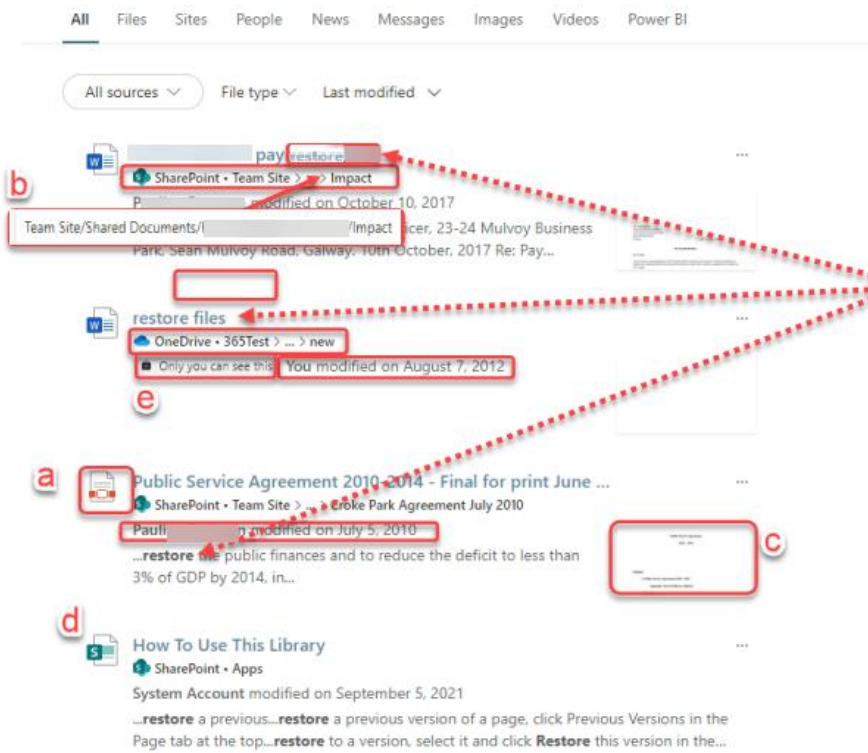




c) you can also narrow it down by selecting the type of file (if you know it)

d) when it was last modified (including a range of dates) if you remember it

and even e) search other sources



Search will show you **all** results with the word selected (unless you use operators and special symbols to narrow it down more)

a) every result has a graphic icon representing the application that was used to create the file

< here you can see files with the word searched for in the name of the file, as well as in the content of a file

b) you can see the full location's address by hovering/pointing to the link below the name of the file

c) miniature view of first page is displayed

d) you can see who it was last modified by and when

e) any files found in your personal storage OneDrive will also show when you are the only person that can view/find this file

Searching for **“My files”**: If you enter “my files” and go to the search results page, you’ll get up to 10 results reflecting what you’ve been working on recently.

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. **Search options:**

filename:company info

Keyword "filename" must be followed by a colon : and no space after that and the search word. This search will find any file with words **company info** in the name of the file, so it can be

a word document called **my company info**

a power point presentation called **new company information**

or even a folder called **current company infos today**

filename:"Company info"

This search will find any file with words **company info** in the name of the file in that **exact spelling**, so it can be

a word document called **my company info**

a power point presentation called **new company info**

or even a folder called **current company info 1**

This search is not case sensitive, it finds these words regardless of the order of words in the name of the file, as long as the words are contained in the name. To narrow it down use the same method as in the first example. if you are not sure of the spelling of the name use asterisks to replace part or all of the first or second word.

author:"Jane Doe"

Keyword "author" must be followed by a colon : and no space after that and the next word. This search will find any documents created/modified by a person named Jane Doe, if you are not sure of the spelling of the name use asterisks to replace part or all of the first name or last name such as below:

author:"* Doe"

author:"Jane *"

author:"ja* Doe"

author"jane d*e"

To narrow down the search use the same method as in the first example.

Combining search words

Use operators such as **AND, OR** to combine search parameters together, these operators have to be in CAPS, see examples below:

author:"Jane Doe" AND filename:"company info"

This search will find any documents created by a person named **Jane Doe** that contain the words **company info** in the file name (or folder/email etc). if you are not sure of the spelling of the name use asterisks to replace part or all of the first name or last name, same goes for the name of the file. This search is not case sensitive, it finds these words regardless of the order of words in the name of the file, as long as the words are contained in the name. To narrow it down use the same method as in the first example.

filename:"reg* meeting" AND 2017 AND July

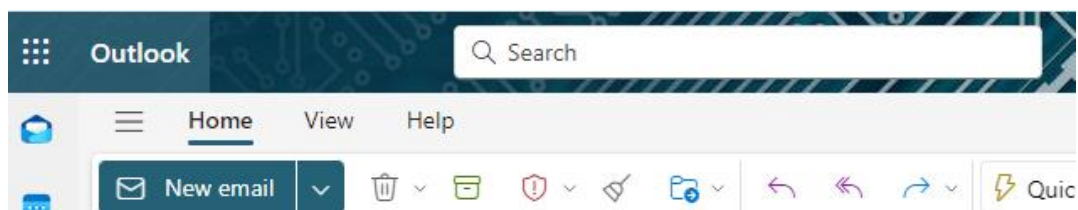
This search will find any documents that contain the words **reg**(ional/iment/ion etc any ending) **meeting** as well as the words **2017** and **July** in the file name (or folder/email etc), in any order of the words in the name of the file. if you are not sure of the spelling of the name of the file use asterisks to replace part or whole word(s) in the name of the file. This search is not case sensitive, it finds these words regardless of the order of words in the name of the file, as long as the words are contained in the name. To narrow it down use the same method as in the first example.

filename:*access* *outlook*

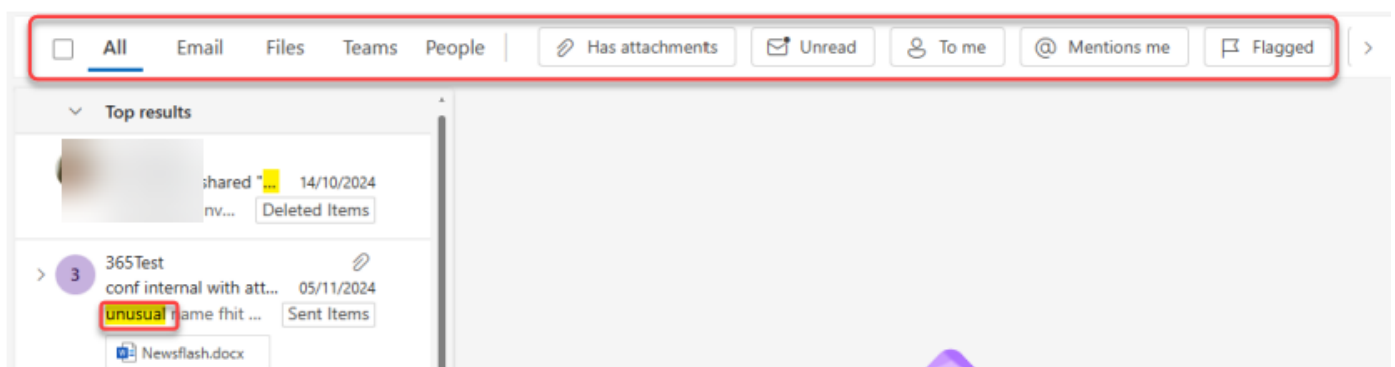
When you are not sure of the spelling or placement of words in the name of the file enclose the words (or parts of them in asterisks.

This search will find any documents that contain the words **access** and **outlook** in the file name (or folder/email etc). This search is not case sensitive, it finds these words regardless of the order of words in the name of the file, as long as the words (or their variations) are contained in the name. To narrow it down use the same method as in the first example.

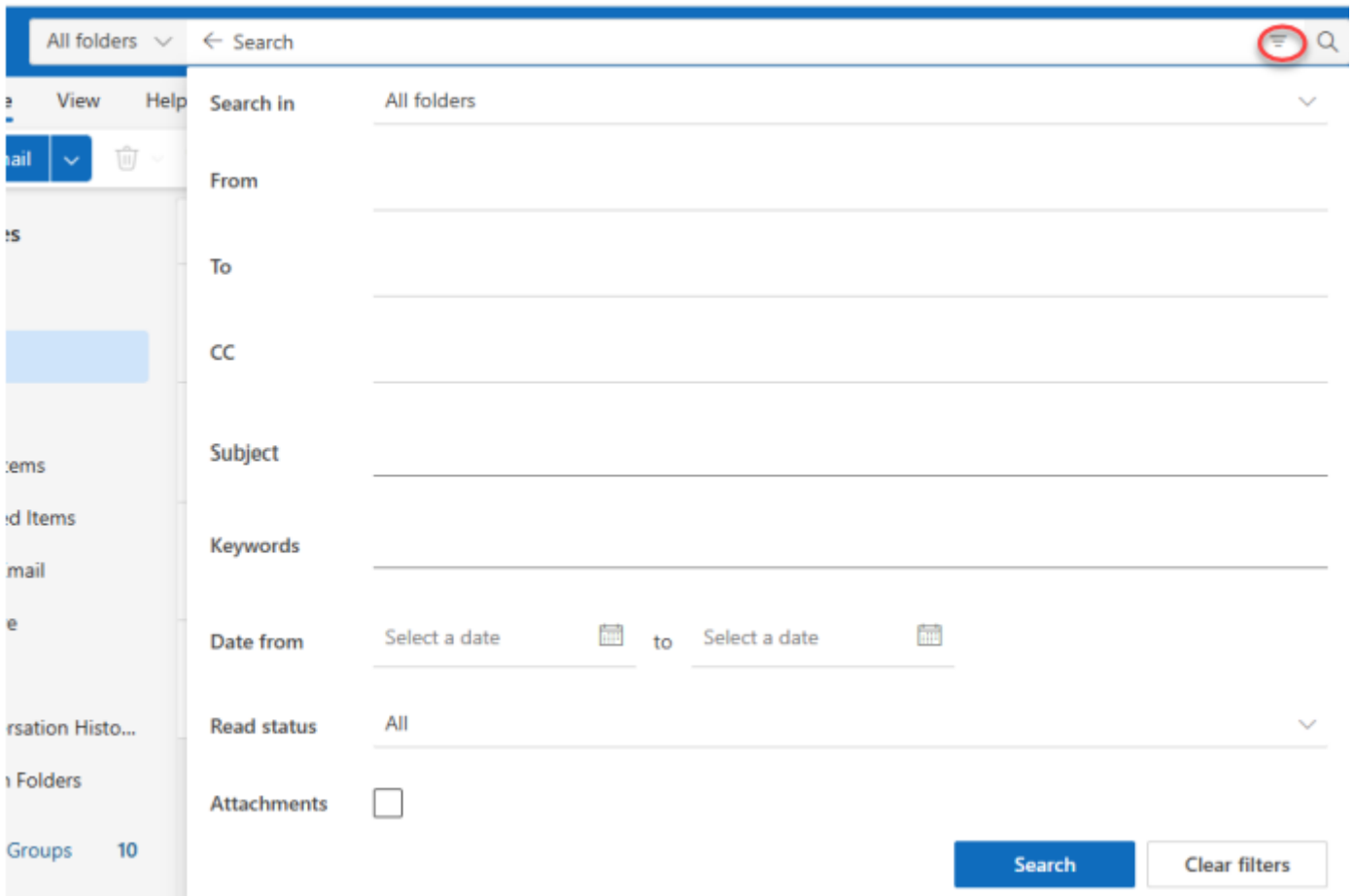
II. Outlook



In Outlook the Search bar gives you additional option of selecting a folder to search in, and you can search by word, or person's name, subject or filename (attachment). When searching for a file/attachment the name will be highlighted and file shown separately below any emails found, with options to Share/Download. You can also narrow down the search by using one or more categories' buttons:



The filter (funnel icon next to the magnifying glass) helps you to search in specific parts of email messages.



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. More search options/terms.

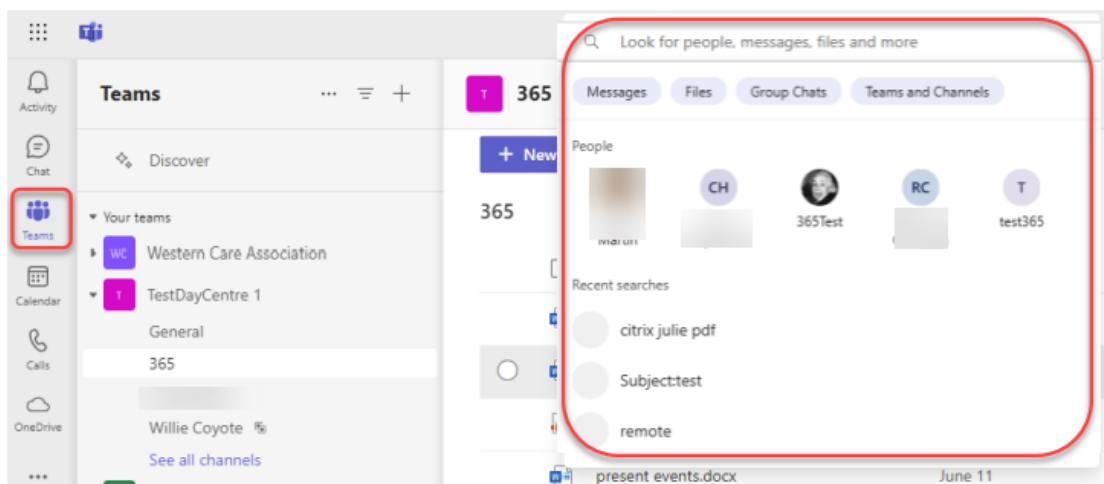
AQS keyword	Description
From	Searches the From field.
To	Searches the To field.
Cc	Searches the Cc field.
Bcc	Searches the Bcc field.
Participants	Searches the To, Cc, and Bcc fields.
Subject	Searches the subject.
Body or Content	Searches the message body.
Sent	Searches the date sent. You can search 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. Important Date searches must be entered in month/day/year format: MM/DD/YYYY.
Received	Searches for the date received. You can use the same search terms as for Sent.

AQS keyword	Description
Category	Searches 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.

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.
- Received<=2016-04-20 AND From:"Bucky Badger" will find any message prior to or equal to 20/4/2016 and from "Bucky Badger".

III. Teams



In Teams you can search files, chats, messages, people and channels, the search bar also shows recently contacted people and recently done searches

In Teams you can search files, chats, people and channels.

Use search modifiers

For richer search results in messages, use KQL (Keyword Query Language). The following are the modifiers that Teams supports:

Note: Remember that there's **no space** between the colon and the search terms.

From:Person's name (if not sure of spelling, use * after few letters of first name/last name or both)

In:Channel or group chat name

Subject:Keyword from a channel message with a subject line

Sent:Date

filename:*access* *outlook*

Use an asterisk * to get results for any words with a matching prefix. Type the first few letters of a word followed immediately by an asterisk. For example, type "serv*" into the search box, and you'll get results for all words that start with those four letters (for example, server and service).

Use quotation marks to search for an exact match on a word or phrase. Example: "annual budget".

The search box also supports certain spell corrections and nickname matches when searching for people.

Filter your activity feed

From the Activity feed, select Filter button below you can see more filters buttons to show certain types of messages, such as unread messages, @mentions.

- **Quotes:** If you know of a sentence or a few words that are in a specific sequence, add them to the search box in quotes and press **Enter**. For example, "Select a tab to narrow the scope of your search"
- **Synonyms:** If you're stuck and keywords aren't working, sometimes it helps to think of synonyms to words you would use or the language your team or other coworkers would use and add those words to the search.

If you're specifically looking for files, here are a few keyword suggestions that might be useful for you:

- **File type such as "docx" "xlsx," or "pptx":** This will filter the results to the file type. You may not get suggestions if you type out Word, Excel, or PowerPoint, so be aware that the abbreviation works better.

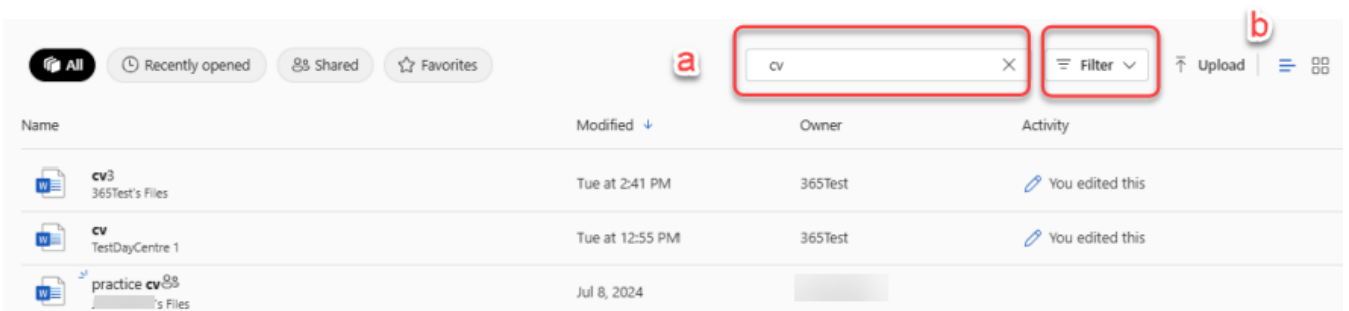
Combination of keywords such as "Alex pptx" or "User-centric search xlsx": Combining keywords will automatically filter the results and you'll be more likely to find what you're searching for faster. If one of your keywords is a name, using only the first or last name can work, but if there are multiple people with the same name, it's easier to have the full name. Examples:

Anna minutes docx

joe duffy home care pptx

martin *ne stats * xlsx

IV. Apps (Word/Excel/PowerPoint)



In Apps online (Word/Excel/Powerpoint), you have an additional search bar, that will only search for that app's file formats (eg. .docx for Word etc.)

a) simply type in the word that is present in the name of the file you're looking for

b) you can also filter by Activity (c) and or Time (d)

