

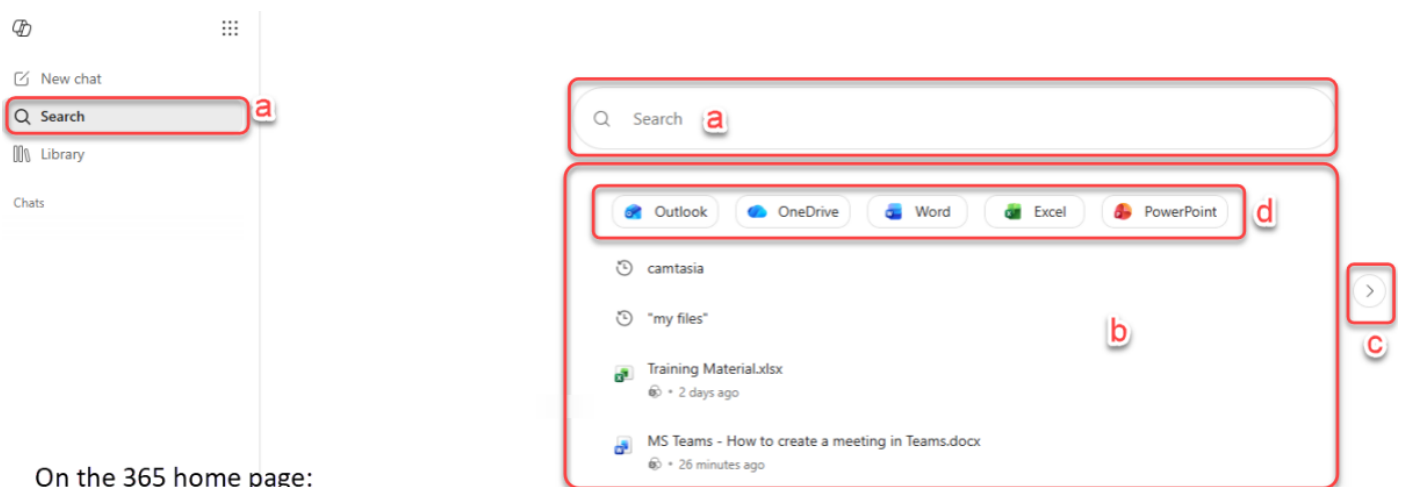
HOW TO USE SEARCH IN 365

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

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

Below are the guidelines for searching in these apps:

I. 365 search bar



On the 365 home page:

- a) click on the Search bar on the left hand side menu, then type 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. - in the Search bar
- b) the most recent items display below
- c) click on the arrow to scroll through suggestions / other recent items
- d) if you know the app where the file/instance was created and or is located, you can click on the app - Outlook / OneDrive / Word / Excel / PowerPoint

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.

Search bar: restore

Navigation tabs: All, Files, Sites, People, News, Messages, Images, Videos, Power BI

Sort by: Relevance (default), Date modified (newest), Date created (newest), Date created (oldest)

Filters: File type, Last modified

File type filter (d1): PowerPoint, Word, Excel, OneNote, Loop, PDF, Photo, Video, Web page, Other, Archived, Deselect all, Apply

Last modified filter (d2): Past 24 hours, Past week, Past month, Past 3 months, Past year, Older than a year, From (20 Jul 2026), To (Select a date), Apply dates

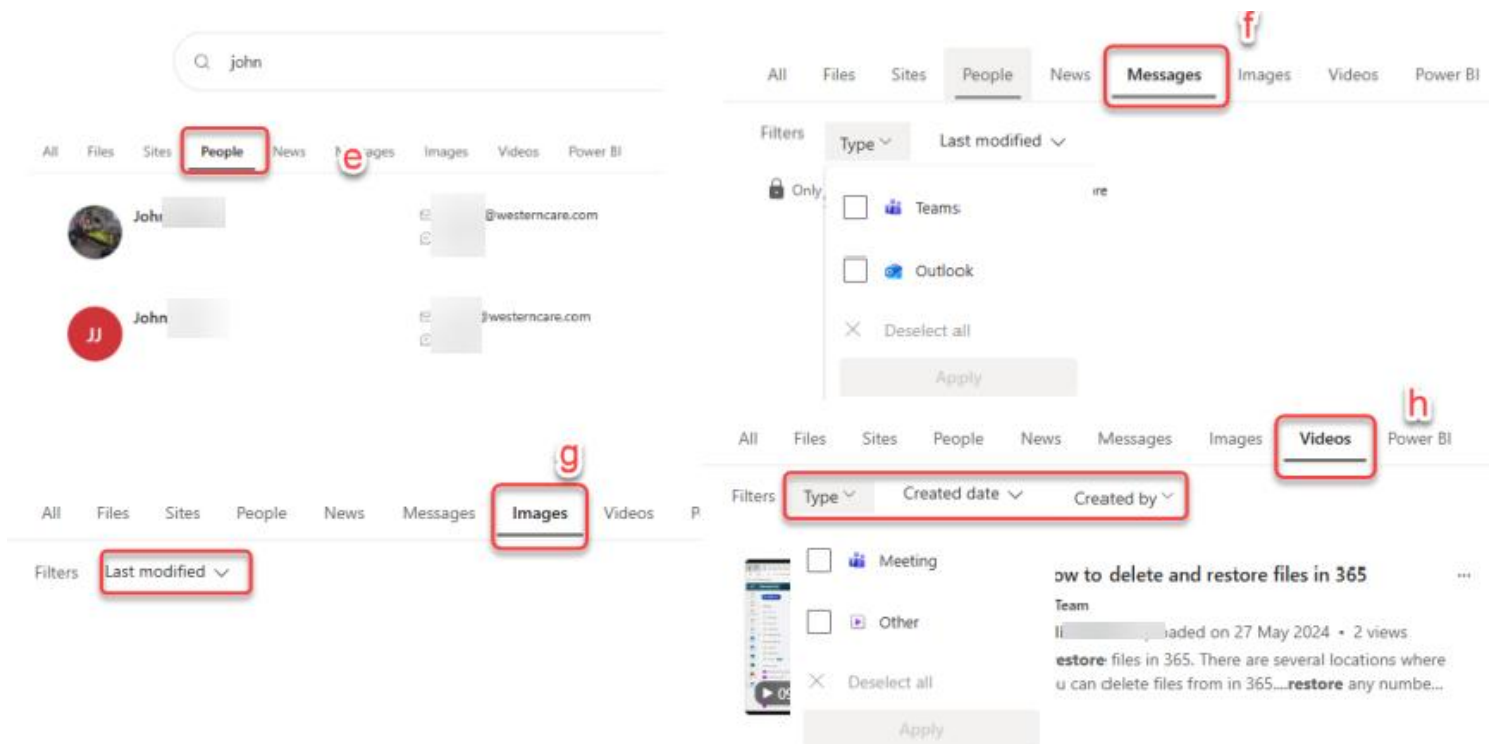
Search will show you **all** results with the word selected

a) here you can narrow the search down by categories: All / Files / People / Messages / Images / Videos / PowerBI

b) you can sort the results by relevance, date modified/created

c) when "All" category is selected, you can also select sources

d) in "Files" category you can further narrow down the search by
 d1) app type
 d2) Last modified

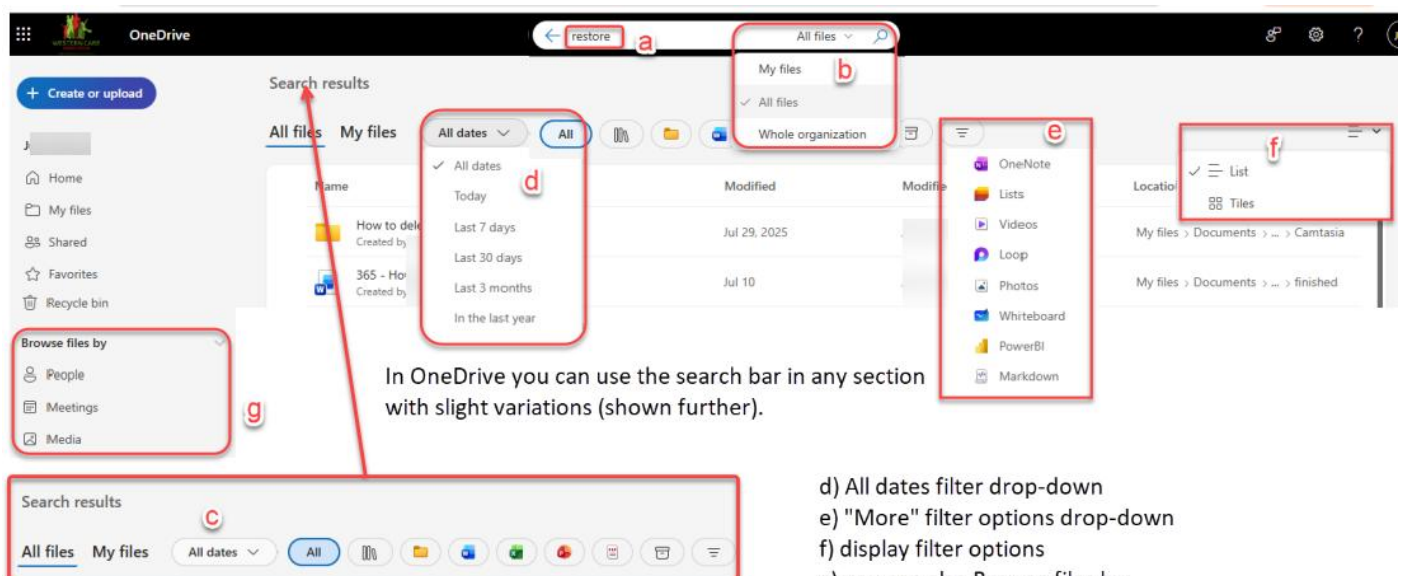


e) people category will display any people in the organisation with the word searched for in the name
 f) in "Messages" category you can further narrow down the search by Type (Teams/Outlook) and Last modified

g) in "Images" category you can further narrow down the search Last modified

h) in "Videos" category you can further narrow down the search by Type (Meeting/Other), Created date and Created by

II. OneDrive



In OneDrive you can use the search bar in any section with slight variations (shown further).

d) All dates filter drop-down

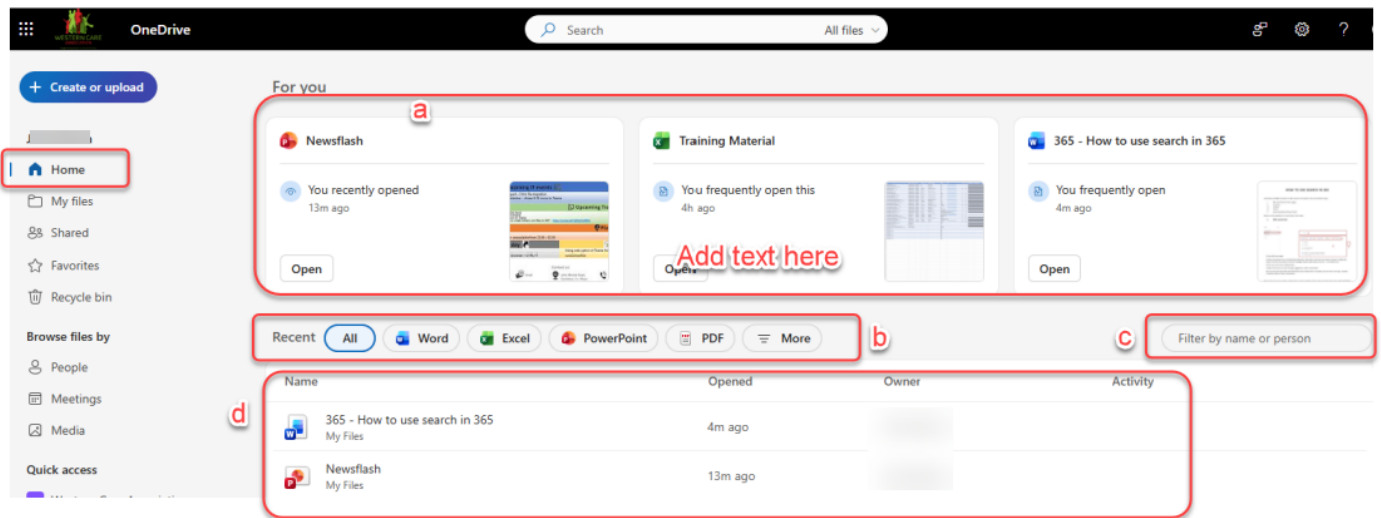
e) "More" filter options drop-down

f) display filter options

g) you can also Browse files by:

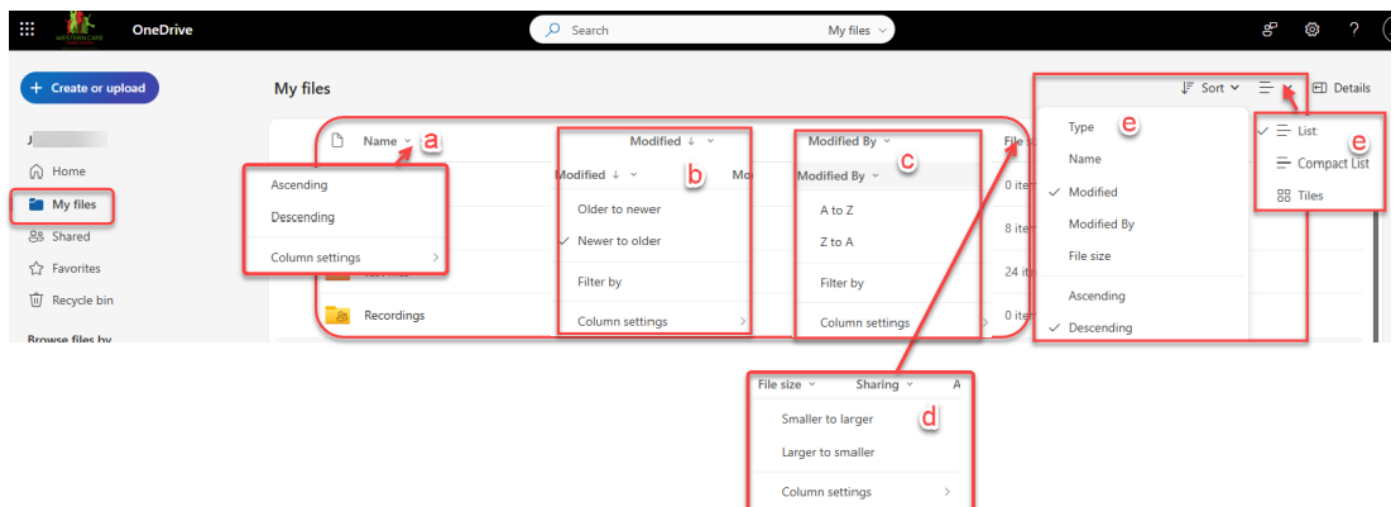
- * People
- * Meetings
- * Media

b) in "All files" drop-down you can choose between My files / All files / Whole organisation
 c) there are pre-set filters shown where you can narrow down the search by: Dates / Libraries / Folders / Word / Excel / PowerPoint / PDF / Archive and More



The **Home** search is only different in 4 ways:

- a) **Document gallery** shows big cards for recent documents
- b) categories' filters are reduced to apps and More filters
- c) there is a person filter
- d) you have more column sorting options (Name / Opened / Owner / Activity)

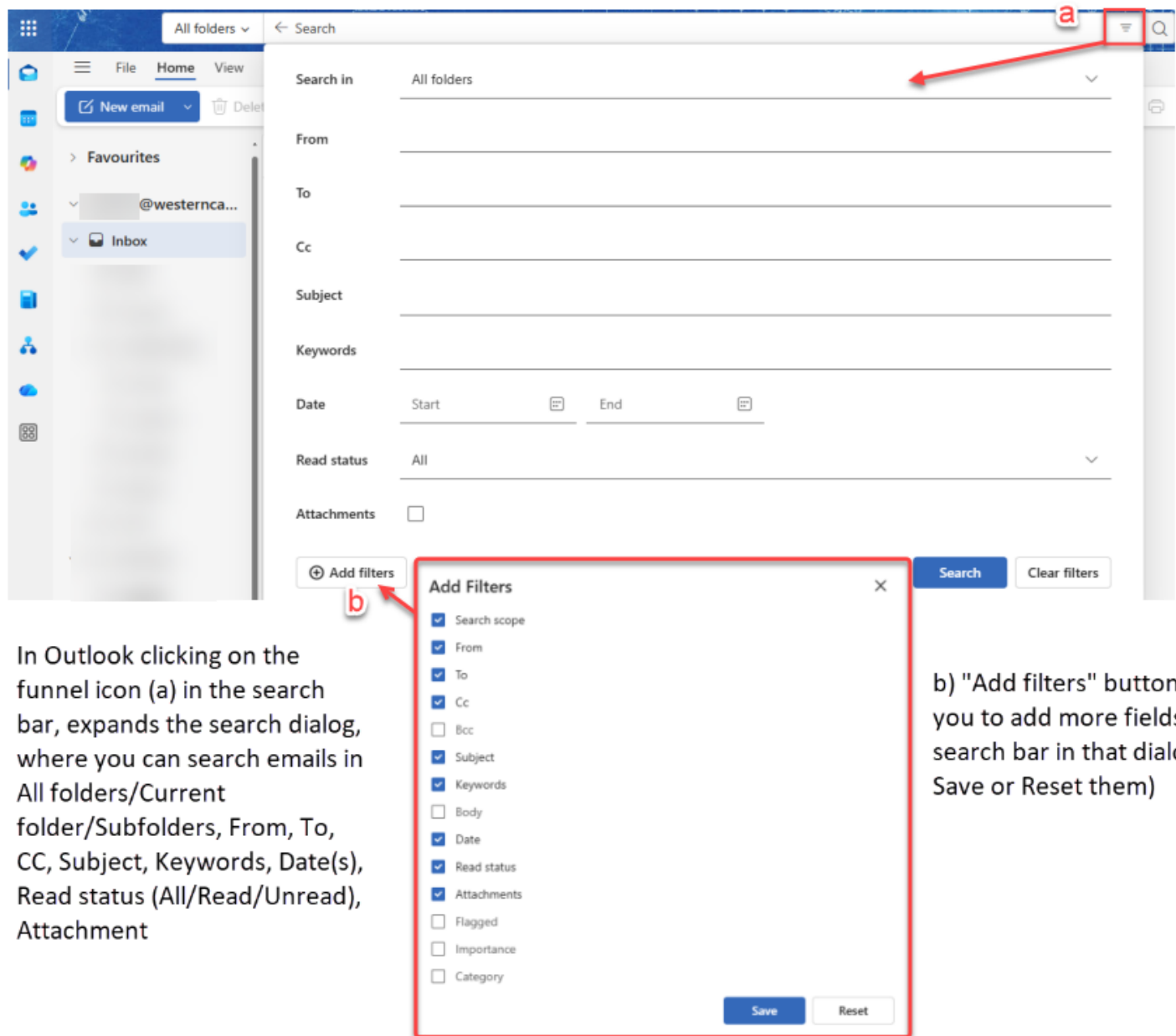


The **My Files** search is only different in the way the sorting is organised:

- a) by Name options
- b) Modified options
- c) Modified By options
- d) File Size options
- e) Sorting options
- f) display options

III. 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:

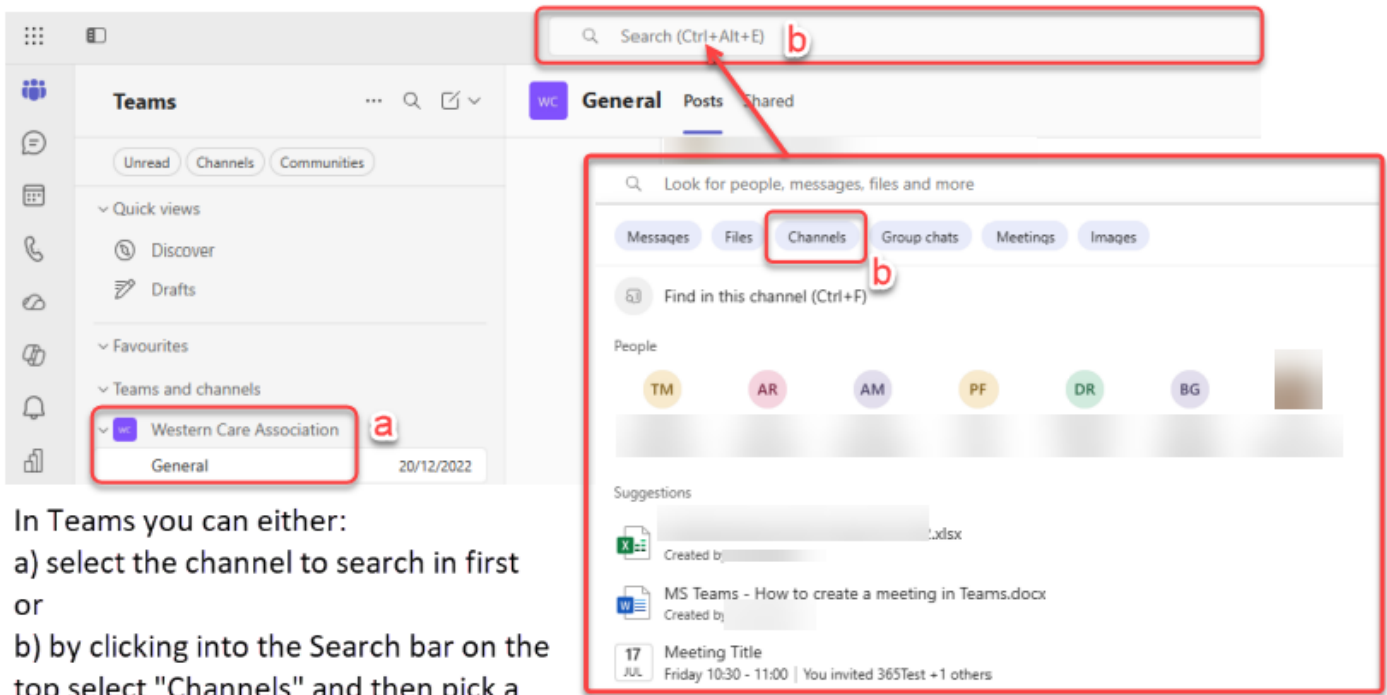


In Outlook clicking on the funnel icon (a) in the search bar, expands the search dialog, where you can search emails in All folders/Current folder/Subfolders, From, To, CC, Subject, Keywords, Date(s), Read status (All/Read/Unread), Attachment

b) "Add filters" button allows you to add more fields to search bar in that dialog (and Save or Reset them)

IV. Teams

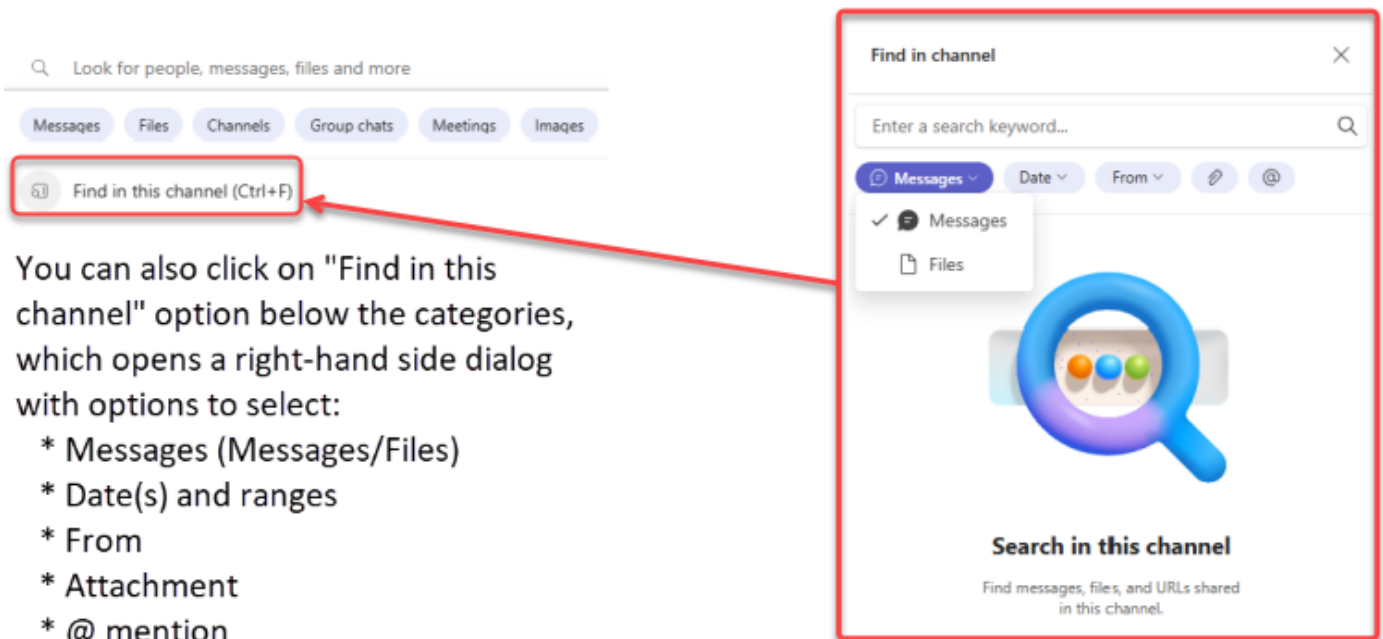
In Teams you can search messages, files, channels, group chats, meetings and images.



In Teams you can either:

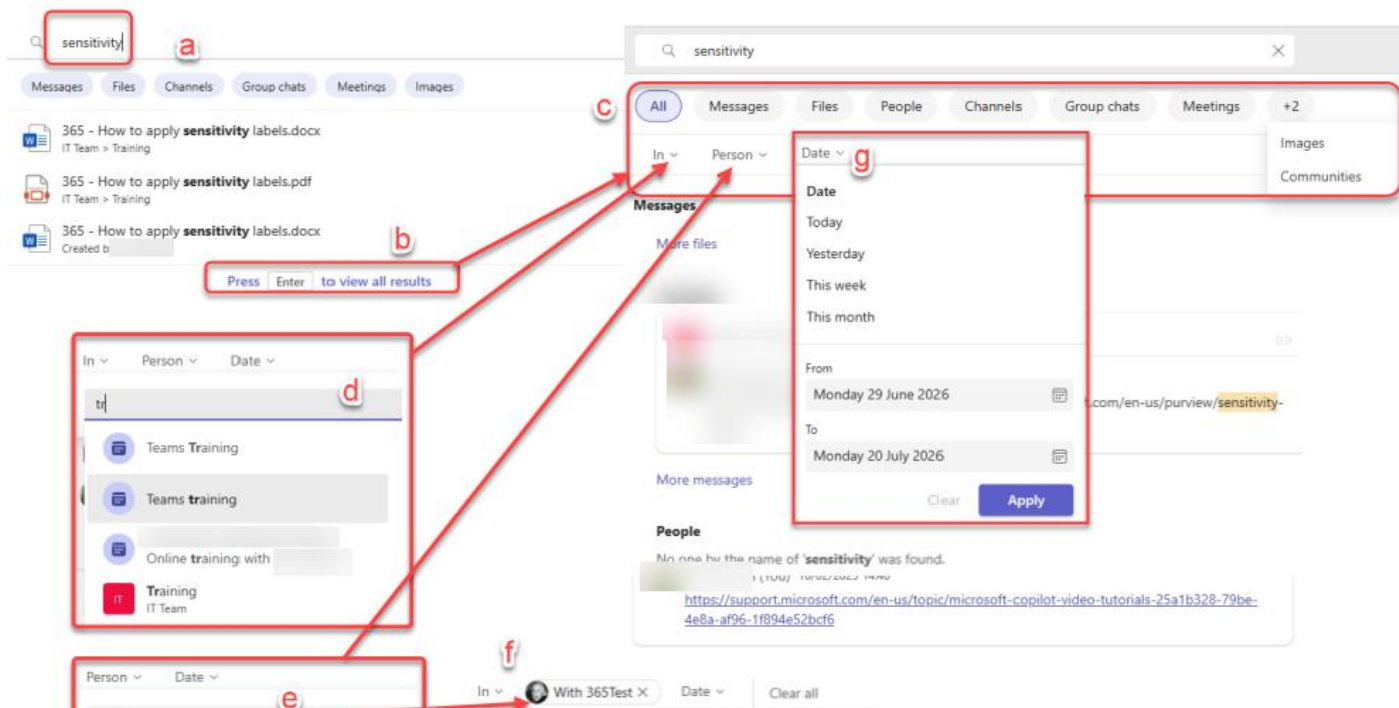
- a) select the channel to search in first or
- b) by clicking into the Search bar on the top select "Channels" and then pick a channel to search that way

Not picking a particular channel will search all channels you are a member of

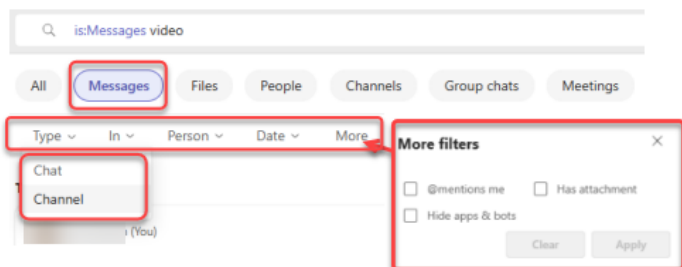


You can also click on "Find in this channel" option below the categories, which opens a right-hand side dialog with options to select:

- * Messages (Messages/Files)
- * Date(s) and ranges
- * From
- * Attachment
- * @ mention

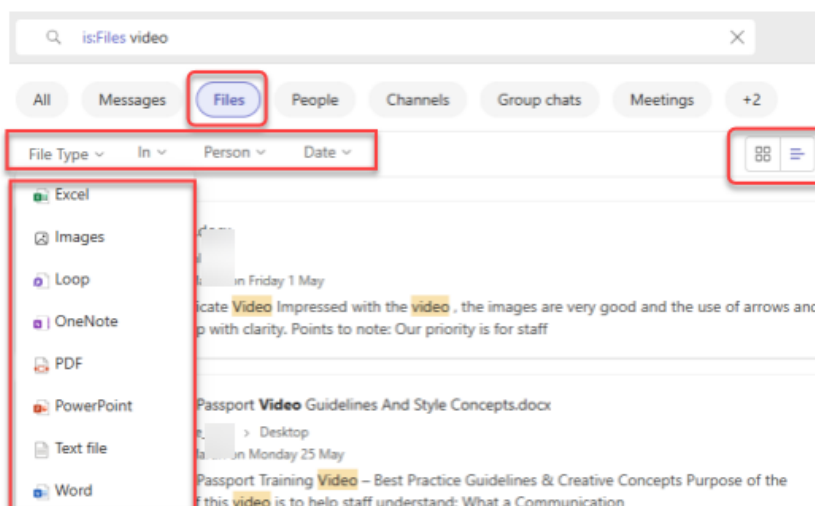


- a) when you enter a search word in the search bar it displays a short list of results first, giving you an option at the bottom to press Enter to view expanded results
- b) when you press Enter
- c) you will see expanded categories as well
- d) you can further narrow down the search by typing a channel name in "In" filter
- e) by typing the name of the person in "Person" filter, which then
- f) puts the person as a separate removable filter on filter pane
- g) you can further narrow down the search by selecting a date(s) or range of dates in "Date" filter



"Messages" category can be filtered by:

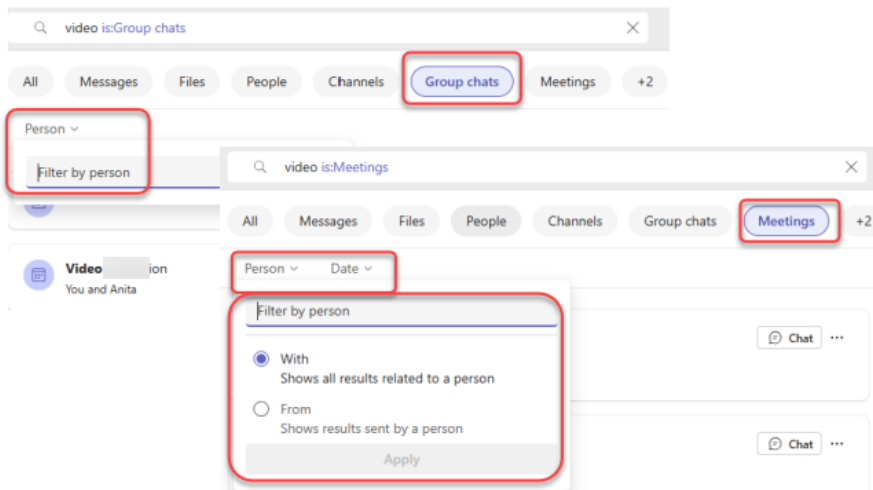
- * Type (Chat/Channel)
- * In (Group chats/Teams/Channels)
- * Person (With/From)
- * Date (date(s) or range)
- * More (@mentions me/has attachment/hide apps&bots)



"Files" category can be filtered by:

- * File Type (apps)
- * In (Group chats/Teams/Channels)
- * Person (With/From)
- * Date (date(s) or range)

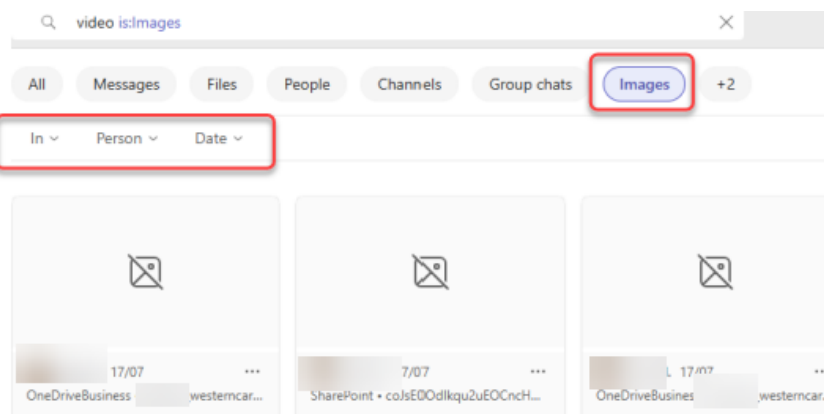
Display options are: Grid/List



"People", "Channels" and "Communities" categories do not have any filters

"Group chats" category can be filtered by:
* Person (With/From)

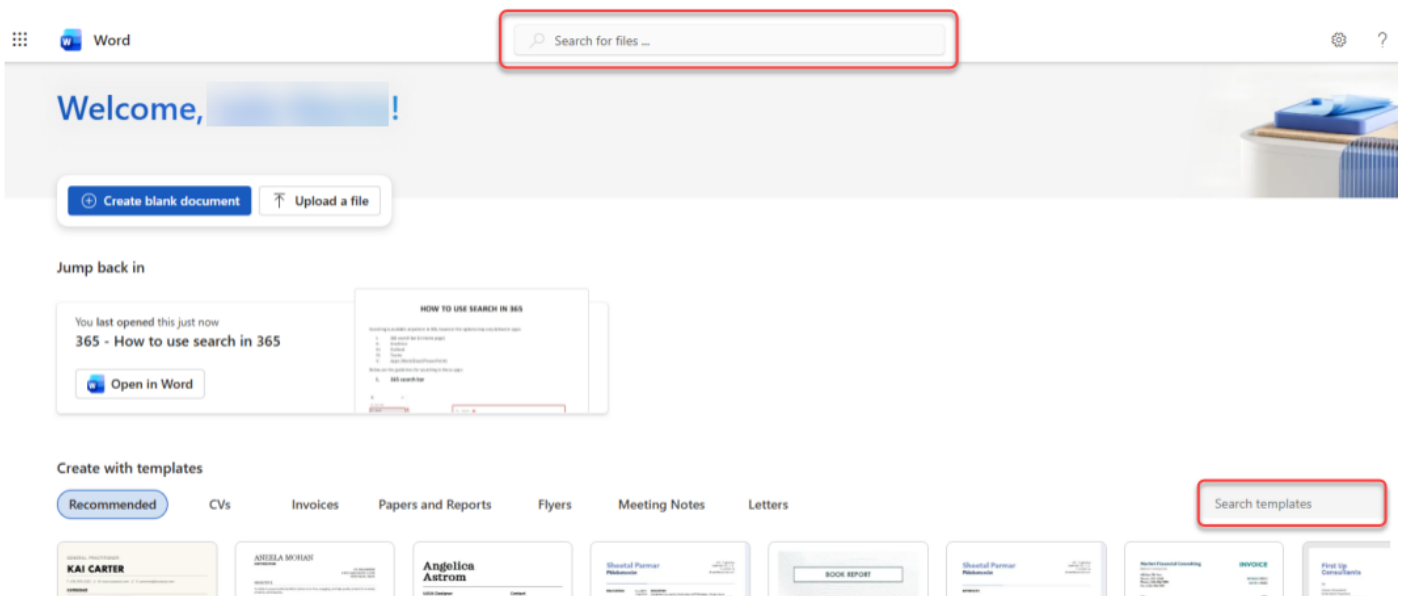
"Meetings" category can be filtered by:
* Person (With/From)
* Date (date(s) or range)



"Images" category can be filtered by:

- * In (Group chats/Teams/Channels)
- * Person (With/From)
- * Date (date(s) or range)

V. Apps (Word/Excel/PowerPoint)



Word is the only app you have a search bar in (on the top). Additionally, you can search templates (this is also possible in Excel and PowerPoint).