Searching in the Outlook Web App

The *Microsoft Outlook Web App* provides easy to use search tools. By default it searches all folders; however, you have the ability to select an alternate folder to search, if needed. The following explains how to search using the Outlook Web App.

1. Click in the **Search Box**.

![Figure 1 - Click Search](image)

2. Enter a **search term** in the search box (See Figure 2).
3. To add a filter, click the **Filter** option (See Figure 2).
4. Apply your filters as desired (See Figure 2).
5. Click the **search** button (See Figure 2).

![Figure 2 - Enter the Search Term](image)
6. Messages containing the search term appear on the right in the messages pane with the search term highlighted.

![Figure 3 - Search Results Window](image)

7. To determine the folder location of messages, look for the **folder name box** located next to the email.

![Figure 4 - Folder Name Box](image)

**Applying Sort Options**

Sorting involves rearranging the display of items in the message pane. By default, messages in any folder are arranged by date in descending order (i.e., the newest message is displayed on top). However, the *Outlook Web App* provides several sort options to arrange the display of messages.
The follow explains how to apply one of the sort by options:

1. Click the **Filter** button in the top-right corner of your message pane (See Figure 5).
2. Click **Sort** (See Figure 5).
3. A drop-down menu appears. Click one of the **sort options** in the drop-down list (See Figure 5).

4. Mail messages are now sorted in descending order (newest to oldest) based on the option selection in step three (3) (See Figure 5).

5. To reverse the sort order, click the **arrow** in front of the sort by label.

**Filtering Messages**

A **view filter** involves defining items you want to appear in a particular view to display only items that meet the conditions you specify. For example, when searching for a particular message or group of messages within a folder (e.g., Inbox, Sent Items, Personal Folder, etc.), you may want to use certain criteria such as the sender name to find particular message(s) received from a particular person.

The following describes the functionality of pre-defined filter options, how to apply them, and how to define and apply a custom filter.
Filters

The *Outlook Web App* possesses a number of pre-defined filters available for use. Following is a list of filter options available:

- **All** - Displays all messages without filters applied.
- **Unread** - Displays messages that are marked as unread.
- **To me** - Displays messages sent to or copied to the user.
- **Flagged** - Displays messages containing a flag for follow-up, review, etc.
- **Mentions** - Displays messages marked as high priority.
- **Attachments** – Displays messages with attached files.

Applying Filters

The following explains how to filter email messages in the Microsoft Outlook Web App:

1. Click the **Filter** button in the top-right corner of your message pane (See Figure 7).
2. Click one of the **Filters** to apply the filter. In this example, **Unread** is selected (See Figure 7).

![Figure 7 - Select Filter](image)

3. The messages will be filtered to show only unread messages.

![Figure 8 - Unread Messages](image)
4. To return to the default display of all messages in descending order, click the **Exit (X)** button to the right of the filter name.

![Figure 9 - Exit Filter](image-url)