Searching, Sorting, and Filtering in the Microsoft Outlook Web App

Searching

The Microsoft Outlook Web App provides easy to use search tools. The Search Box is located at the top of your mailbox above your folders in all Outlook item views. By default, it searches all folders; however, you have the ability to select an alternate folder to search, if needed. Enter the item you are searching for in the search field; the Outlook Web App, then displays a series of options available to you, such as treating the search term as a keyword search or part of the sent From address, as well as options to search for people in Contacts & Directory.

To search using the Search Box:

1. Click in the Search Box.

2. Enter a search term. In this example, the word project is the search term (See Figure 2).

3. Click the search button (See Figure 2).
4. A list of suggested searches using the search term is offered (e.g. use term as a keyword or part of a sent *From* address). Click the **search option** you want to use.

![Figure 3 - Click the Search Option](image)

5. Search results appear in the folder navigation pane on the left with the search term listed at the top along with the following options for filtering search results (See Figure 4):
   a. **Folder (In folders)** (See Figure 4);
   b. **Message sender (From)** (See Figure 4);
   c. **With or without attachments (Options)** (See Figure 4); and
   d. **Date received/sent (Date)** (See Figure 4).

6. Messages containing the search term appear on the right in the messages pane with the search term highlighted (See Figure 4).

![Figure 4 - Search Results Window](image)
7. As you click various filter options in the navigation pane, a checkmark appears next to the selection. The results list in the message pane updates based on selected filter options.

![Figure 5 - Filtered Search Results](image)

Note: You can make the search more complex by adding operators (e.g., AND, OR, etc.).

8. To determine the folder location of messages in the search results, there are several methods:
   a. If you have the Reading Pane (message preview) enabled, click the **applicable message** in the **Message Pane**. The folder name appears under the **To/Date/From** information in the **Reading Pane**.

   ![Figure 6 - Folder Name in the Reading Pane](image)
b. If the folder name is not visible in the Reading Pane, click the message options drop-down arrow (See Figure 7).

c. Click Open in a separate window (See Figure 7).

![Figure 7 - Open in Separate Window](image)


d. The folder name appears under the To/Date/From information in the message.

**Note:** The folder name is not visible in the Preview Pane if the message is located in the Inbox. Inbox folder information is visible only when opening the message versus previewing in the Reading Pane.

e. In the Message Page, double-click the message to open. The folder name appears under the To/Date/From information in the message.

![Figure 8 - Folder Name in Message](image)
Sorting Messages

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 following explains how to sort messages in the Outlook Web App:

Sort by Options

- **Date** - Sorts messages by date (and time) received (See Figure 9).
- **From** - Sorts messages alphabetically by sender (See Figure 9).
- **To** - Sorts messages alphabetically by recipient (See Figure 9).
- **Subject** - Sorts messages alphabetically by subject line (See Figure 9).
- **Attachments** - Sorts messages based on whether or not the message contains attachments (See Figure 9).
- **Importance** - Sorts messages based on assigned priority (See Figure 9).
- **Size** - Sorts messages by size including attachments (See Figure 9).

![Figure 9 - Sort by Options](image)

**Note:** Click the blue arrow in front of the sort label to reverse the arrangement back and forth between ascending and descending order.
Applying Sort Options
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 10).
2. Click Sort by (See Figure 10).
3. A drop-down menu appears. Click one of the sort options in the drop-down list (See Figure 10).
4. Mail messages are now sorted in descending order (newest to oldest) based on the option selection in step three (3) (See Figure 10).

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

Figure 10 - Sort by

Figure 11 - Reverse Sort Order
Message Display Options
The Outlook Web App also allows you to view messages as conversations rather than viewing each individual message separately, if desired. Selecting Conversation view under Show as groups email messages into conversations based on the subject of the message. When a new mail message is added to the conversation thread, the conversation is updated with messages placed in chronological order. You have the ability to choose between displaying newest first or oldest first as well as how to handle deleted items in the conversation display using the Mail options in Settings.

Show as Options
- **Messages** - Displays each message received as a separate item regardless of subject.
- **Conversations** - Displays messages that share the same subject in a group or collection of messages within one view window.

Enable Conversation View
1. Click the **Filter** button in the top-right corner of your message pane (See Figure 13).
2. Click **Show as** (See Figure 13).
3. A drop-down menu appears. Click **Conversations** (See Figure 13).
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.

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 14).
2. Click one of the **Filters** to apply the filter. In this example, **Unread** is selected (See Figure 14).

![Figure 14 - Select Filter](image)
3. The messages display only unread messages.

![Unread Messages](image)

Figure 15 - Unread Messages

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.

![Exit Filter](image)

Figure 16 - Exit Filter