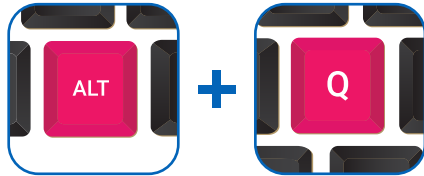


OUTLOOK SEARCH



Formulas, Functions and Shortcuts Used

Ctrl + Q



to jump to the Outlook search bar

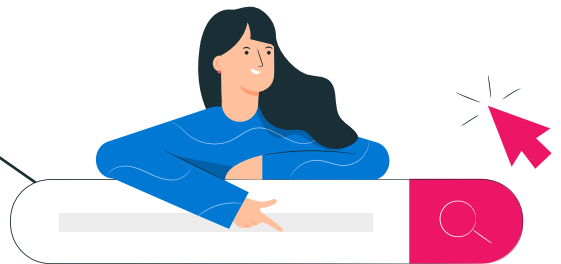
Top Tip

Ways to Search in Outlook

Mastering these techniques will make it easy to locate and manage your emails efficiently.

Basic Search

Click on the search bar at the top or press **Alt+Q** to start a search. Input keywords (e.g., "man") and hit enter to get results. Outlook's prefix searching looks for anything starting with the entered term.



Refined Search

Use refine options such as



From



Has Attachments



Categories



Flagged



Important



Sent Directly
to You



Unread

Understand how refining tools build a search string for precise results.

Logical Operators in Search

Learn to use logical operators (**AND, OR**) for more specific search queries.

Advanced Search

Access Advanced Search under the search bar dropdown arrow. Explore options to set multiple criteria simultaneously, including sender, subject, date, attachments, and more.

