Search in Outlook Web App

You can search for messages and people in Outlook Web App by using the search window at the top of the item list in Mail and in People.

In this article

Searching in Mail

When you're in Mail, you can search for messages or people.

To search in Mail:

1. Select Mail at the top of Outlook Web App.

2. Enter what you want to search for in the search box.

3. Select Enter or select the search icon 🔍.

4. Refine your search by selecting one of the filters below the search box: All, Unread, To me, or Flagged. The default filter is All.

5. Further refine your search by selecting the scope in the navigation pane. The default scope settings are Current folder and All messages.

6. To clear your search results, select the discard icon ✗ next to the search box.

As soon as you start typing, Outlook Web App will show possible options to search for. Your previous searches will affect what appears in the suggestions box. Enter your search and then select Enter to begin. To use the suggestions, select a suggestion or use the arrow keys, and then select Enter to choose which search to use.

When you begin typing in the search box, the navigation window will change to show search options. By default, Include messages from is set to the current folder and Show these messages is set to All. You can change the scope of your search by selecting other options.

Select the Search contacts & directory link at the bottom of the suggestions to limit your search to your contacts and your organization's directory. When you select that link, Outlook Web App will switch to People.

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.

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.
Received	Searches for the date received. You can use the same search terms as for Sent.
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. Use has:attachment to find items that have one or more attachments.

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.

Searching in People

Any search in Mail will automatically give you the option to also search for People. You can also search for people by selecting People at the top of Outlook Web App and entering the name of the person, group, or resource you want to search for in the search box. When you search in People, the search results will be limited to your contacts and your organization's directory.

To search in People:

1. Select People at the top of Outlook Web App.

2. Enter the name of the person you want to search for and select Enter or select the search icon 🔍.

3. Refine your search by selecting one of the filters below the search box: All, People, Groups, or Rooms. The default filter is All.

4. Further refine your search by selecting the scope in the navigation pane. The default scope is My Contacts and Directory.

5. To clear your search results, select the discard icon ✕ next to the search box.

What if I want to know more?

- Mail overview

- People overview