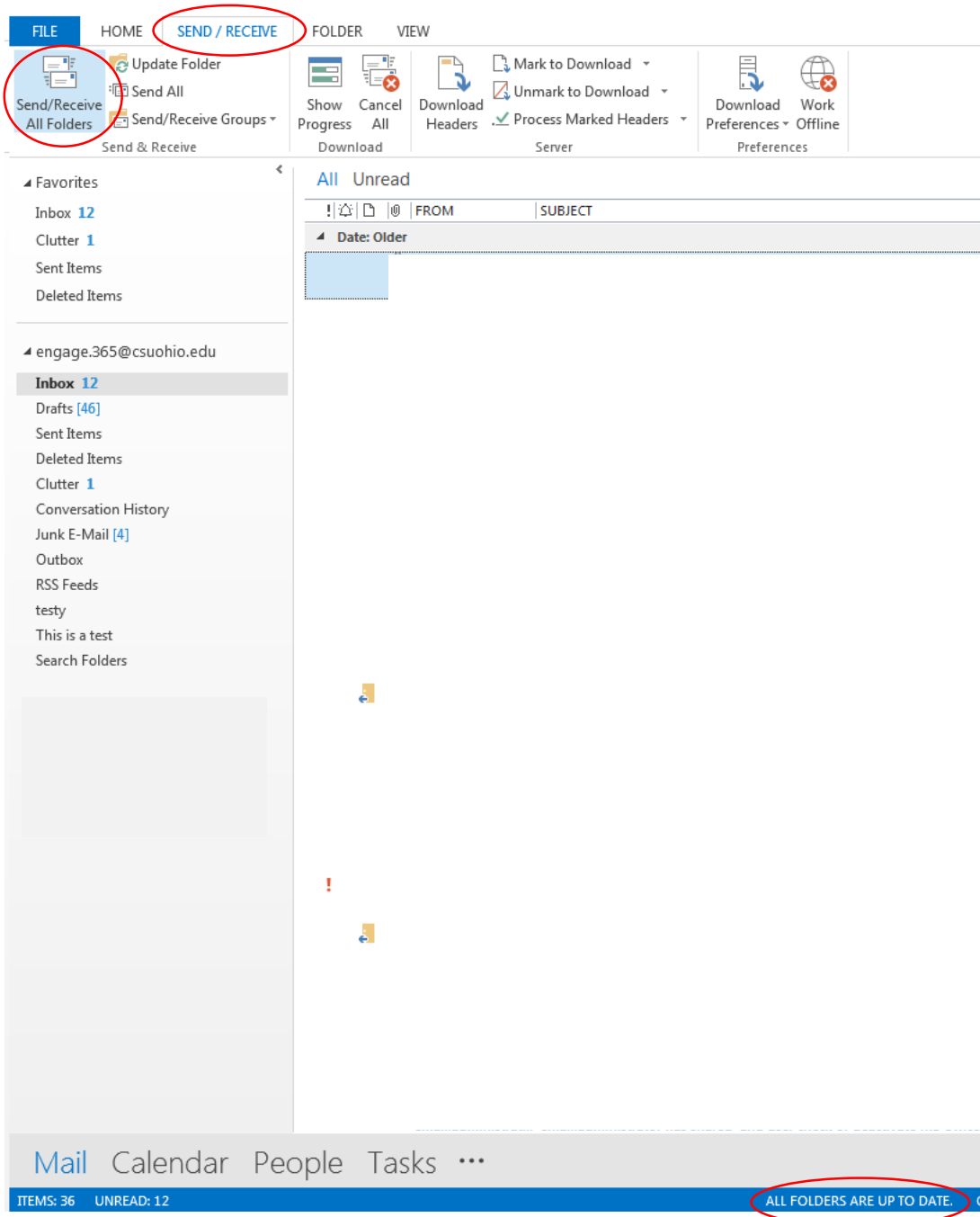




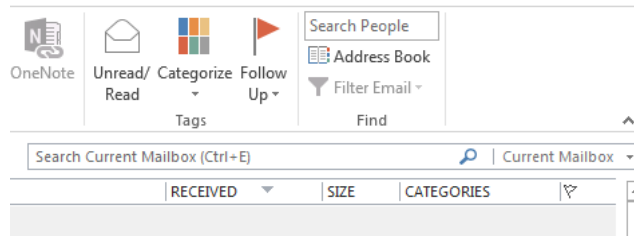
## Search While Signed in Via an Outlook Client

Please note, before performing a search, verify that the client has recently synced with the mailbox on the server. To perform this task, select the “Send / Receive” tab and then “Send/Receive All Folders”. Once completed, “All Folders Are Up To Date” will display at the bottom.

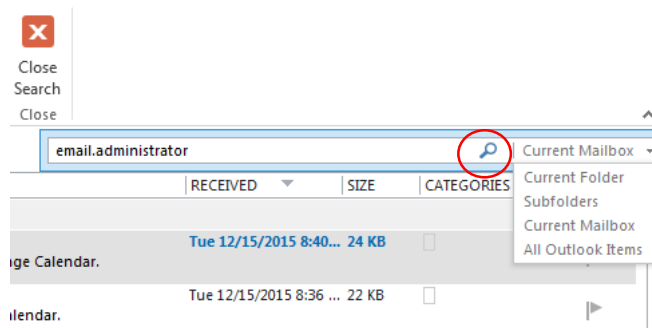




In the upper right corner locate the search box



Enter the search criteria to perform the search for, next to the search box is a drop down box to refine where the search is to occur, in this example we selected "Current Mailbox". Select the search icon to perform the search





The results will be displayed.

SEARCH TOOLS      Inbox - engage.365@csuohio.edu - Outlook

VIEW      SEARCH

Reply All    Forward    Meeting    More ▾

Respond

Quick Steps    Move to: ?    To Manager    Done    Create New

Move    Rules    OneNote    Unread/Read    Categorize    Follow Up

Tags    Search People    Address Book    Filter Email ▾    Find

Jnread      email.administrator    Current Mailbox

FROM	SUBJECT	RECEIVED	SIZE	CATEGORIES
email.administrat...	email.administrator has shared 'ProPlus (Office)' Here's the folder that email.administrator shared with you. Go to ProPlus (Office) <end>	Tue 7/7/2015 10:55 ...	16 KB	<input type="checkbox"/>
email.administrat...	email.administrator has shared 'End user check or deactivate MS Office licenses' Here's the document that email.administrator shared with you. Open End user check or deactivate MS Office licenses.docx Follow this document to get	Tue 7/7/2015 10:54 ...	17 KB	<input type="checkbox"/>
		Tue 2/3/2015 3:02 PM	59 KB	<input type="checkbox"/>
	testing sending from contact list	Fri 1/16/2015 2:32 PM	15 KB	<input type="checkbox"/>
my contact list	Enterprise Messaging Administrator Cleveland State University			<input type="checkbox"/>
email.administrator	test II	Tue 1/6/2015 11:29 A...	16 KB	<input type="checkbox"/>