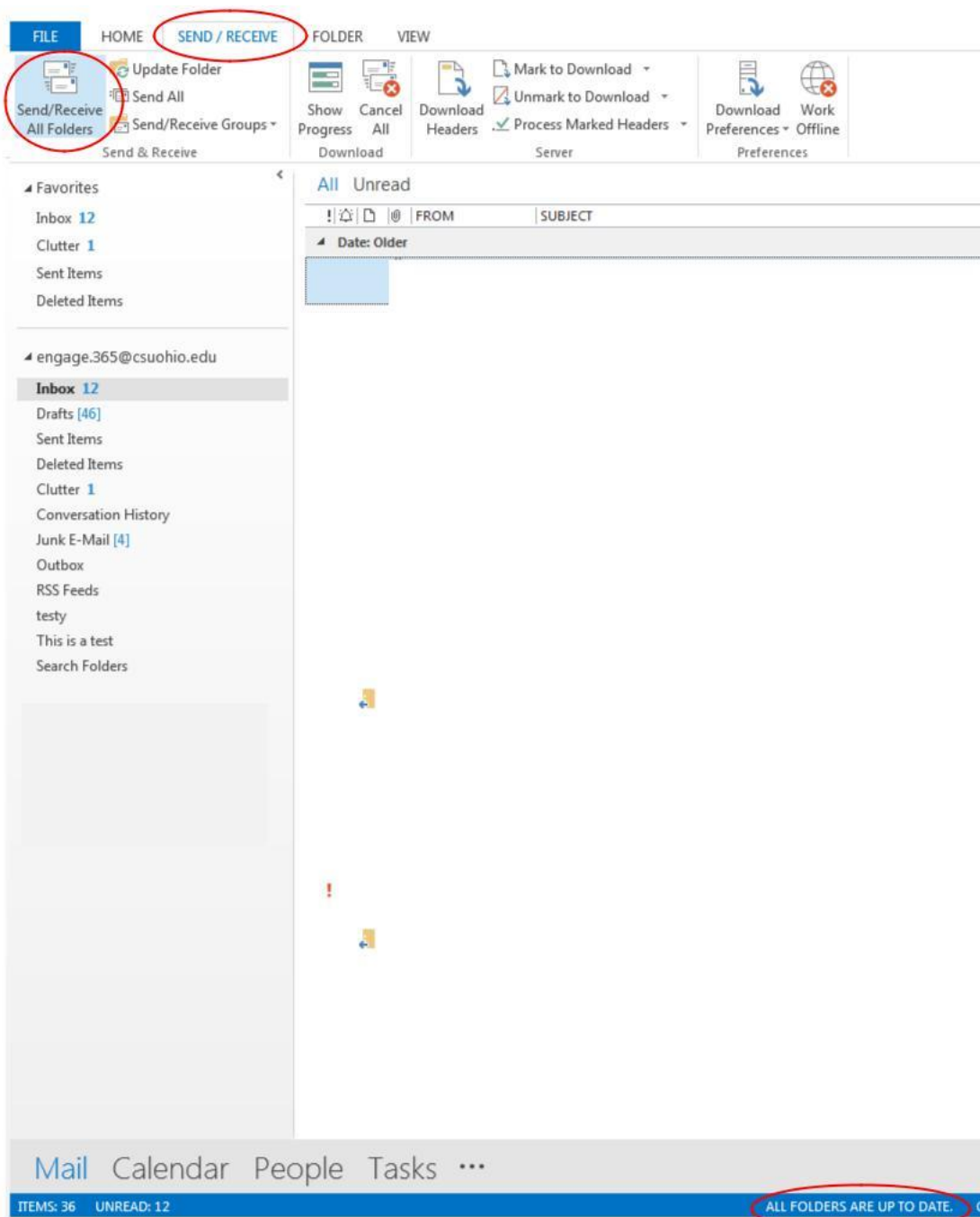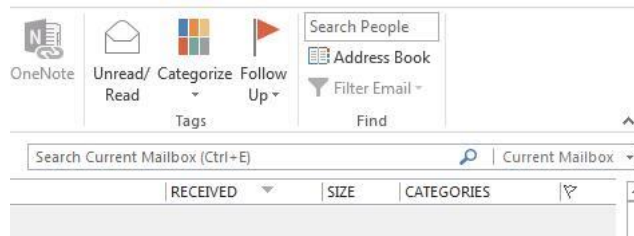# Search While Signed in Via an Outlook Client

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.
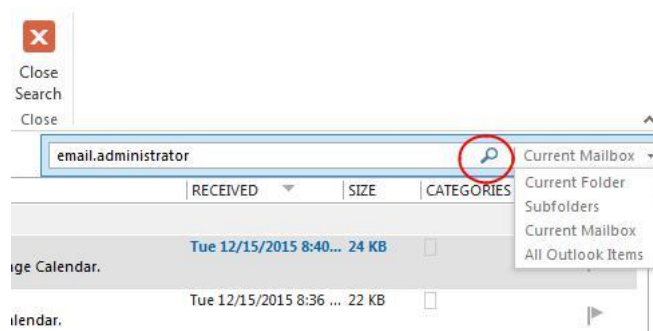
In the upper right corner locate the search box

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.