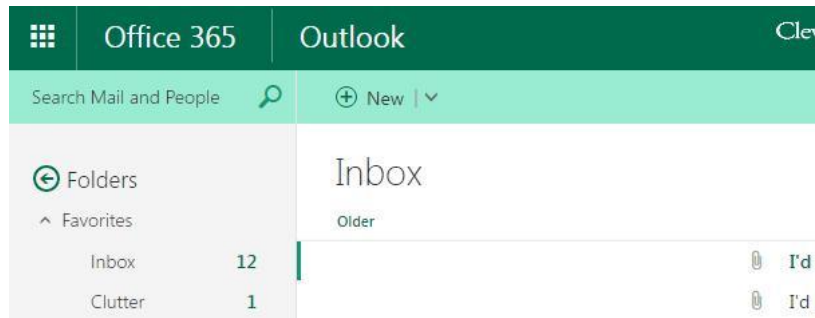


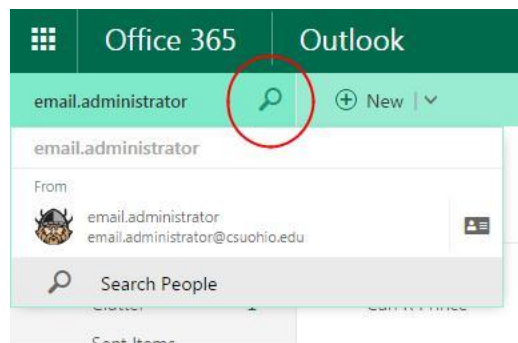


Search While Signed in Via a Browser

Locate “search mail and people” in the upper left corner



Enter the information to search for, in this example we enter “email.administrator” and the option to search the text as entered, or as mail sent from the email address of “email.administrator” appeared. We selected the search icon to search for the information as entered. We could have selected the email address listed under “From” to search for mail sent from this address





We obtained the following results. On the left you will note “All folders” is selected, this indicates that results from the entire mailbox is listed. Selecting a different folder will display those items listed in that specific folder. There is also the options to list mail “from” or “to”, those with attachments, by a specific date, or date range (in this example we would need to scroll down to view all date options). Once finished with the search, select “Exit search” to return to the mailbox.

The screenshot shows the Outlook interface for a user named 'email.administrator' at Cleveland State University. The search results are displayed in a list view under the heading 'All folders'. The left sidebar shows the 'In folders' section with 'All folders' selected. The search results list includes several entries from 'email.administrator' and 'Csu Email Admin'. The interface also shows options for filtering results by date (All or This week) and attachments.

From	Subject
email.administrator	email.administrat
email.administrator	email.administrat
	testy • ok ok ok _
	testing sending fr
email.administrator	test II • Email Adr
email.administrator	test • Email Adm
email.administrator	I'd like to share m
Csu Email Admin	test forwarding fr
Csu Email Admin	test message inc