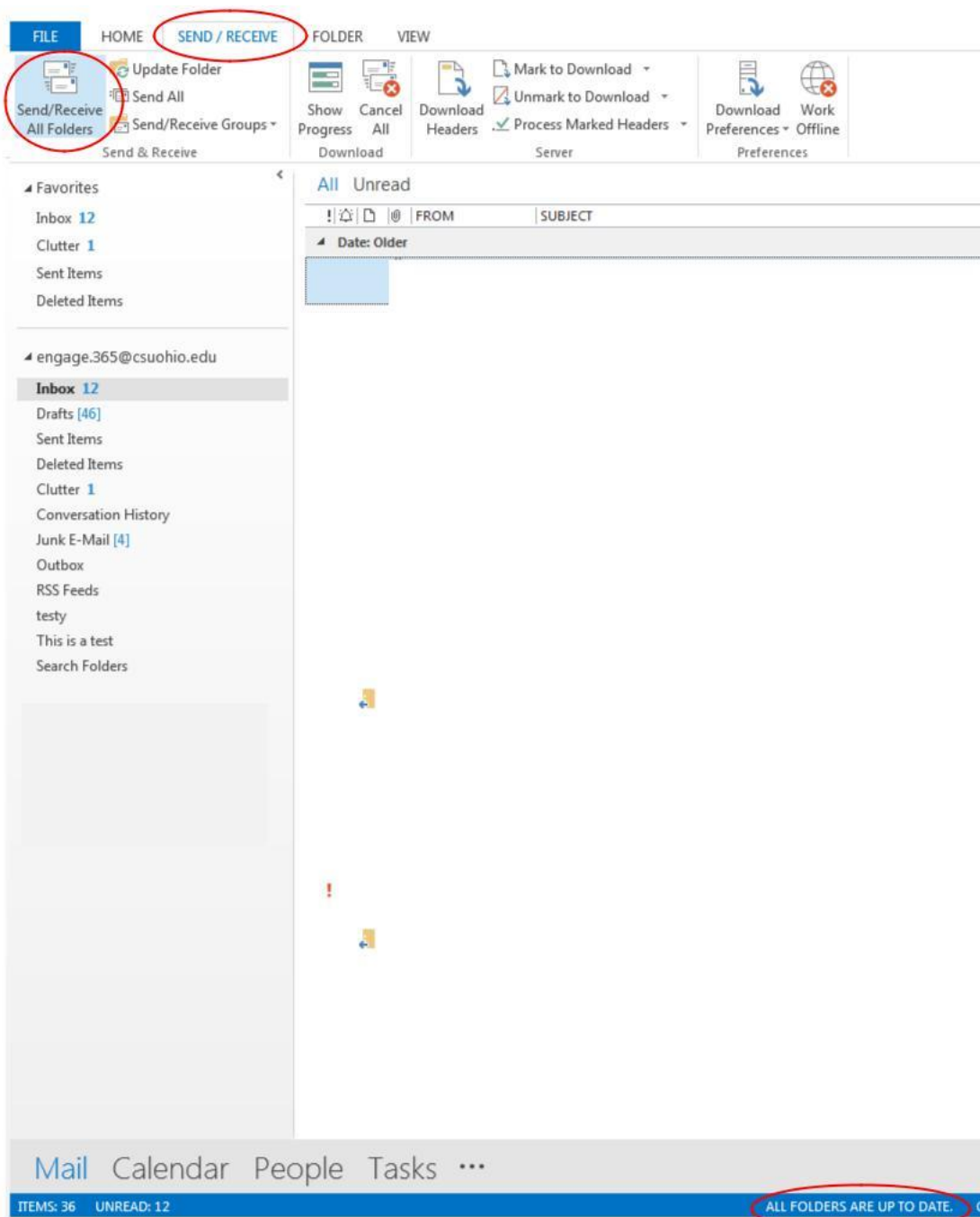




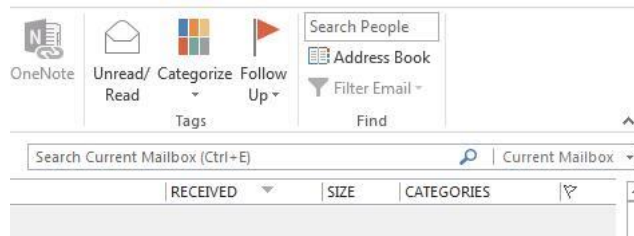
## Search While Signed in Via an Outlook Client

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.

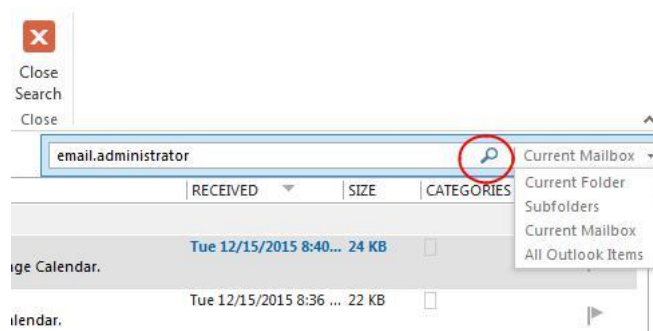




In the upper right corner locate the search box



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.

The screenshot shows the Outlook interface with a search for 'email.administrator' in the 'Current Mailbox'. The results are sorted by 'RECEIVED' date. The visible results are:

FROM	SUBJECT	RECEIVED	SIZE	CATEGORIES
email.administrat...	email.administrator has shared 'ProPlus (Office)'	Tue 7/7/2015 10:55 ...	16 KB	
email.administrat...	email.administrator has shared 'End user check or deactivate MS Office licenses'	Tue 7/7/2015 10:54 ...	17 KB	
		Tue 2/3/2015 3:02 PM	59 KB	
testing sending from contact list		Fri 1/16/2015 2:32 PM	15 KB	
my contact list	Enterprise Messaging Administrator Cleveland State University			
email.administrator	test II	Tue 1/6/2015 11:29 A...	16 KB	