Office365: Search and Filter Email

To understand how to search and filter your email follow the instructions below:

Visit www.office.com

Select "***Sign in***" and log in with your ASU Student Email Address & Password (Example - NetworkID@students.asurams.edu*)*

Search is a powerful tool to help find email messages anywhere in Outlook.

Search Email

1. Select the search bar, located above the Office365 ribbon.
2. Type a name, subject, or phrase which is included in the email message that you want to find. You can use quotation marks around a phase to search on words in that exact order.

Refine your search results

1. Select the search bar and type a name or subject.
2. Select an option to refine or widen your search: **All Mailboxes**, **Current Mailbox**, **Current Folder**, **Subfolder**, or **All Outlook Items**.
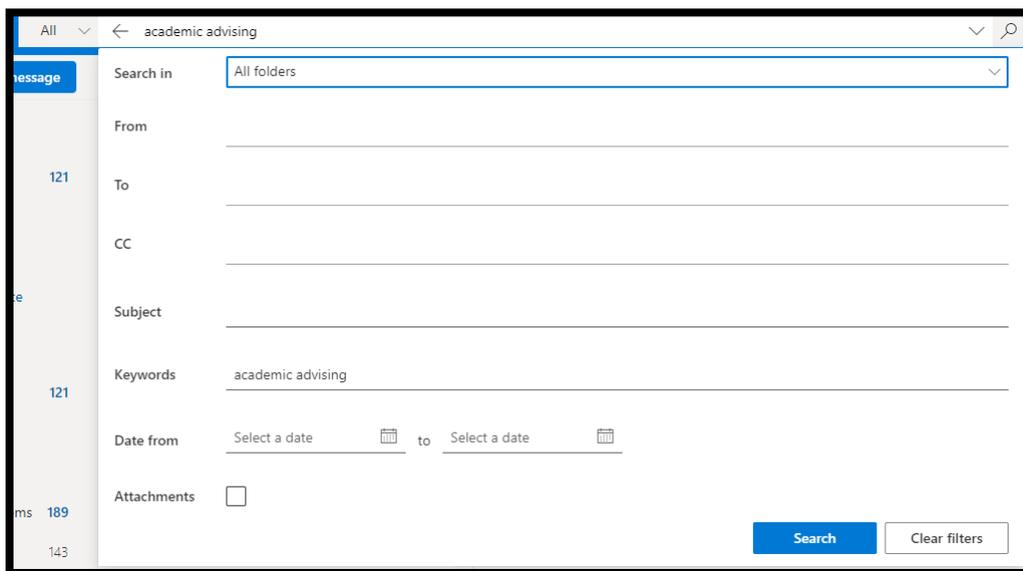
3. You can also select a category within the **Refine** group to further filter your search results:

- **From** – only shows results from a specific person.
- **Subject** - only shows results based on the subject.
- **Has Attachment** – only shows emails that have attachments.
- **Categorized** – only shows results that have a specific category assigned to them.
- **Sent To** – searches messages **Sent to You**, **Not Sent Directly to You**, or **Sent to Another Recipient**.
- **Unread** – only shows unread messages.
- **Flagged** - only shows messages flagged by you.
- **Important** - only shows emails marked as Important.
- **More** - filters your results based on more advanced criteria, such as **Cc** or **Sensitivity**.

4. Select **Recent Searches** to run recent searches again.

   Note: Office365 saves only the recent search query, not the results.

5. Select **Close Search** to close the **Search** tab.