## Instructions for Outlook Web: Search & Filter



## Please follow these instructions to search your Outlook Web Access inbox or to use a filter.

Search	
<ol> <li>Enter the search term in the 'Search Entire Mailbox' field.</li> <li>Click the arrows to the right of the search field to see options to refine your search.</li> <li>Click the image of the magnifying glass to execute the search.</li> </ol>	Mail > Inbox 4553 Items <ul> <li>Favorites</li> <li>Inbox (1007)</li> <li>Unread Mail (1519)</li> <li>Sent Items</li> <li>Deleted Items (2)</li> <li>Colin Madland</li> <li>Conversations by Date - Newest on Top</li> </ul>
2. Search results will be displayed below the search parameters. You can refine your search after it is executed by checking the appropriate box and clicking the magnifying glass again. Filter	<ul> <li>Favorites New - Delete - Move - Filter - View -  Reply Reply All Forward</li> <li>Inbox (1007)</li> <li>Unread Mail (1519)</li> <li>Sent Items</li> <li>Deleted Items (2)</li> <li>Colin Madland</li> <li>Category: I Blue Category</li> <li>Inbox (1007)</li> <li>Conversations by Date - Newest on Top</li> <li>Today</li> <li>Sent Items</li> <li>Deleted Items (2)</li> <li>Conversation By Date - Newest on Top</li> <li>Unread National Colin Madland</li> <li>Conversation By Date - Newest on Top</li> <li>Conversation By Date - Newest on Top</li> <li>Colin Madland</li> <li>Deleted Items (2)</li> <li>Deleted Items (2)</li> <li>Colin Madland</li> <li>Deleted Items (2)</li> <li>Colin Madland</li> <li>Colin Madland</li> <li>Conversation History</li> </ul>
<ol> <li>Click 'Filter' and choose how you would like to filter the contents of your inbox.</li> <li>If you choose 'From', you can easily and quickly find messages sent by a particular person.</li> <li>Type the person's email address or choose from the list and hit 'Enter' or click 'Apply'.</li> </ol>	New - Delete - Move - Filter View - Reply Reply All Forward         Search Entire Mailbox         Show items in this folder that are:         Sent to me         Ccd to me         Unread         Category:         New LMS Report Just         claeping Guild Membe         From:         Reminder: Webinar - Raptivity Update         Flagged         High Importance         Attachments         Adobe Systems Incorpo         Attachments         About Source         Why do you ask so many questions?         Faculty Focus         Your Yammer activity for Wednesday, June 5

New - Delete - Move - Filter - View - 🛃

Inbox: From /o=TRUExchang

Search Inbox

Ren

Conversations by Date - Newest on Top

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**2.** To save the filter, click the green '+'. To clear the filter, click the red 'X'.

## If you have questions, please contact ITServiceDesk@tru.ca.

Forward