| **Type this** | **To find this** |
| --- | --- |
| bobby | Items containing *bobby*, *BOBBY*, *BoBby*, or any other combination of uppercase and lowercase letters. Instant Search is not case sensitive. |
| bobby moore | Items containing both *bobby* and *moore*, but not necessarily in that order. |
| bobby AND moore | Items containing both *bobby* and *moore*, but not necessarily in that order. Note that logical operators such as AND, NOT, and OR must be in uppercase letters. |
| bobby NOT moore | Items containing *bobby*, but not *moore*. |
| bobby OR moore | Items containing *bobby*, *moore*, or both. |
| "bobby moore" | Items containing the exact phrase *bobby moore*. Note the use of double quotes so that the search results match the exact phrase within the quotes. |
| from:"bobby moore" | Items sent from *bobby moore*. Note the use of double quotes so that the search results match the exact phrase within the quotes. |
| from:"bobby moore" about:”status report” | Items sent from *bobby moore* where *status report* appears in the subject line, body, and attachment contents. Note the use of double quotes so that the search results match the exact phrase within the quotes. |
| hasattachment:yes | Items that have attachments. You can also use hasattachment:true to get the same results. |
| subject:"bobby moore" | Items whose subject contains the phrase *bobby moore*. |
| subject:bobby moore | Items with *bobby* in the subject line and with *moore* anywhere else in the document. |
| cc:"bobby more" | Items in which the display name *bobby moore* is on the Cc line. |
| received:last week | Items that arrived last week. Note that if you run this query again a month from now you will obtain different results because it is a time relative query. |
| due:last week | Items that are flagged for follow up a due date. |
| hasflag:true | Items that are flagged for follow up. |
| received:”07/01/2019..07/15/2019” | To display all emails received in a specific date range |

**Searching in Microsoft Outlook:**

[From: https://support.office.com/en-us/article/Learn-to-narrow-your-search-criteria-for-better-searches-in-Outlook-d824d1e9-a255-4c8a-8553-276fb895a8da](From:%20https://support.office.com/en-us/article/Learn-to-narrow-your-search-criteria-for-better-searches-in-Outlook-d824d1e9-a255-4c8a-8553-276fb895a8da)

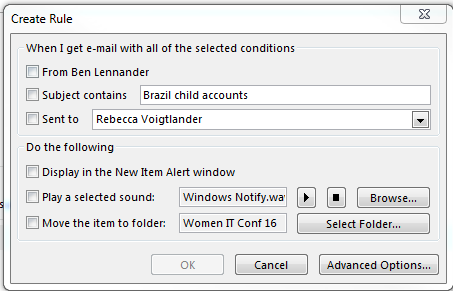
**How to create an email Rule in Microsoft Outlook:**

1. Click on the Home Tab and then the “Rules” section

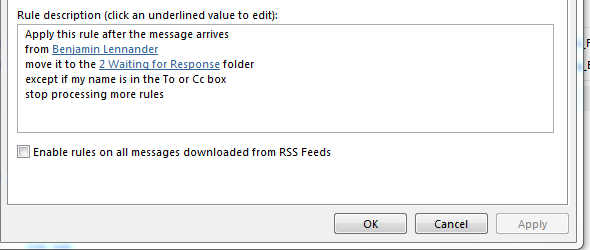
Graphical user interface, application

Description automatically generated

1. Click “Create Rule”

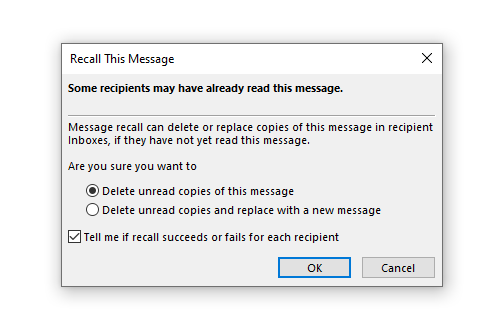


1. Depending upon what you want to do you can select Advanced options
2. You can create a rule that whenever you blind copy yourself, it goes into a specific folder



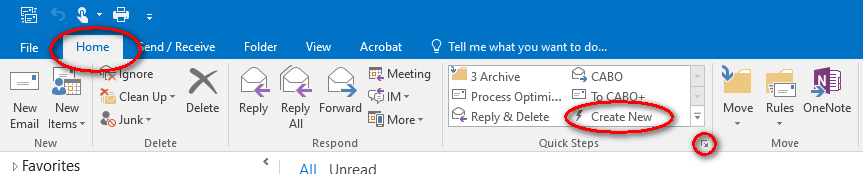
**How to recall an email:**

Open the Message – Click Actions then “Recall This Message” Choose the option you want then click Ok:



**How to Create a Quick Step:**

1. Click on the Home Tab and then click on either “Create New” or the Manage Quicksteps button in bottom right corner of the Quick Steps area



1. Click on the New Button

Graphical user interface, text, application

Description automatically generated

1. Select “New Email to:”

Graphical user interface, text, application

Description automatically generated

1. Name the Quick Step, list the people you want to send the message to on a re-occurring basis then select Finish

Graphical user interface, text, application

Description automatically generated