

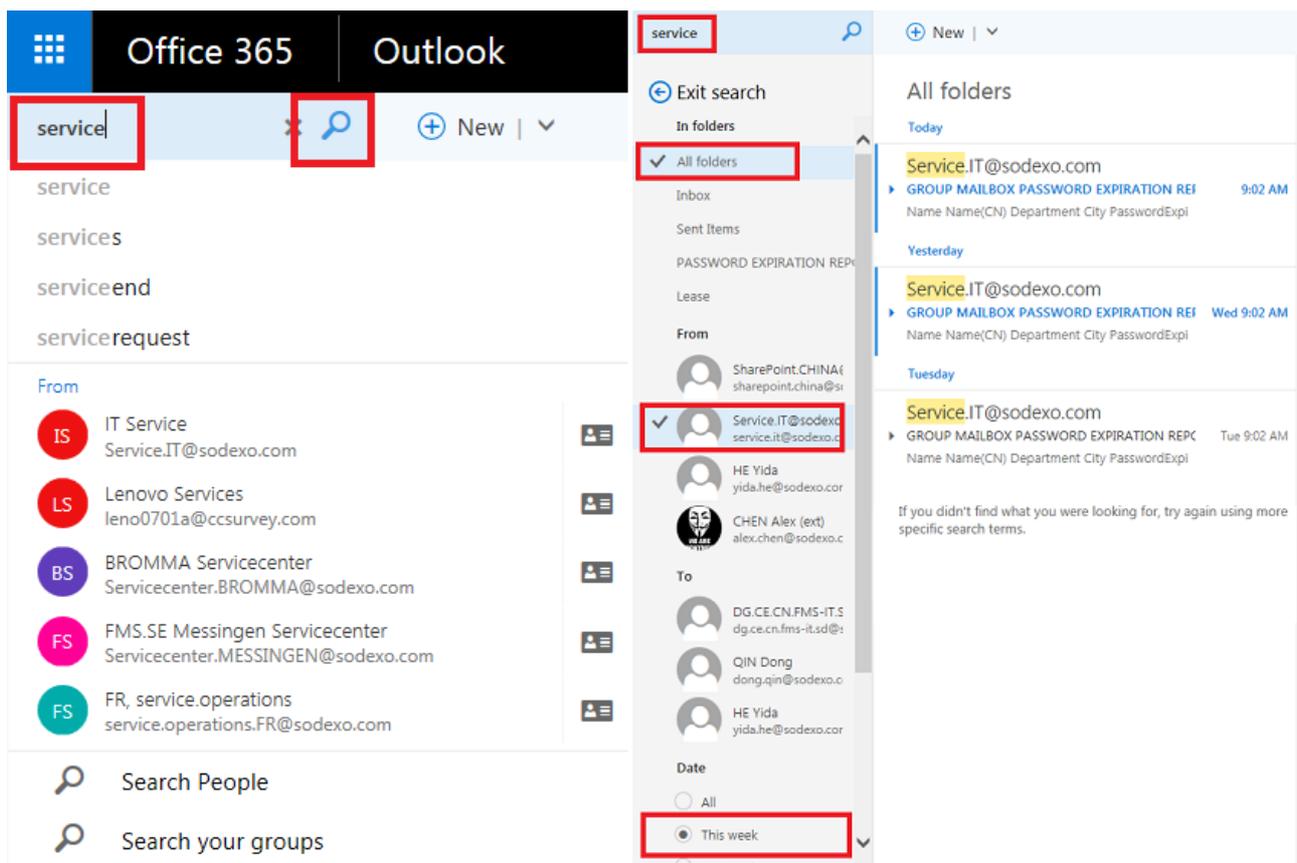
How to find target messages in the Office 365 Web mailbox

How to find a particular message as soon as possible has become a very important thing. This time, We will recommend two Office365 mailbox tools to find the target as soon as possible. Search and Filter tools.

Using the search and filter tools

In Office 365 Web page , search box at the top left corner.

1. Enter keywords and press enter , enter the search results interface. (for example entered 'service', and then press ENTER, keywords can be enter as email address, user name, any characters in the mail title or body)



The screenshot displays the Office 365 Outlook search interface. The search bar at the top left contains the keyword 'service'. Below the search bar, a list of search results is shown, including 'service', 'services', 'serviceend', and 'servicerequest'. The 'From' section lists several contacts, with 'IT Service' (Service.IT@sodexo.com) highlighted. The search results are filtered by 'All folders' and 'This week'. The search results list shows several messages from 'Service.IT@sodexo.com' with the subject 'GROUP MAILBOX PASSWORD EXPIRATION REPI'.

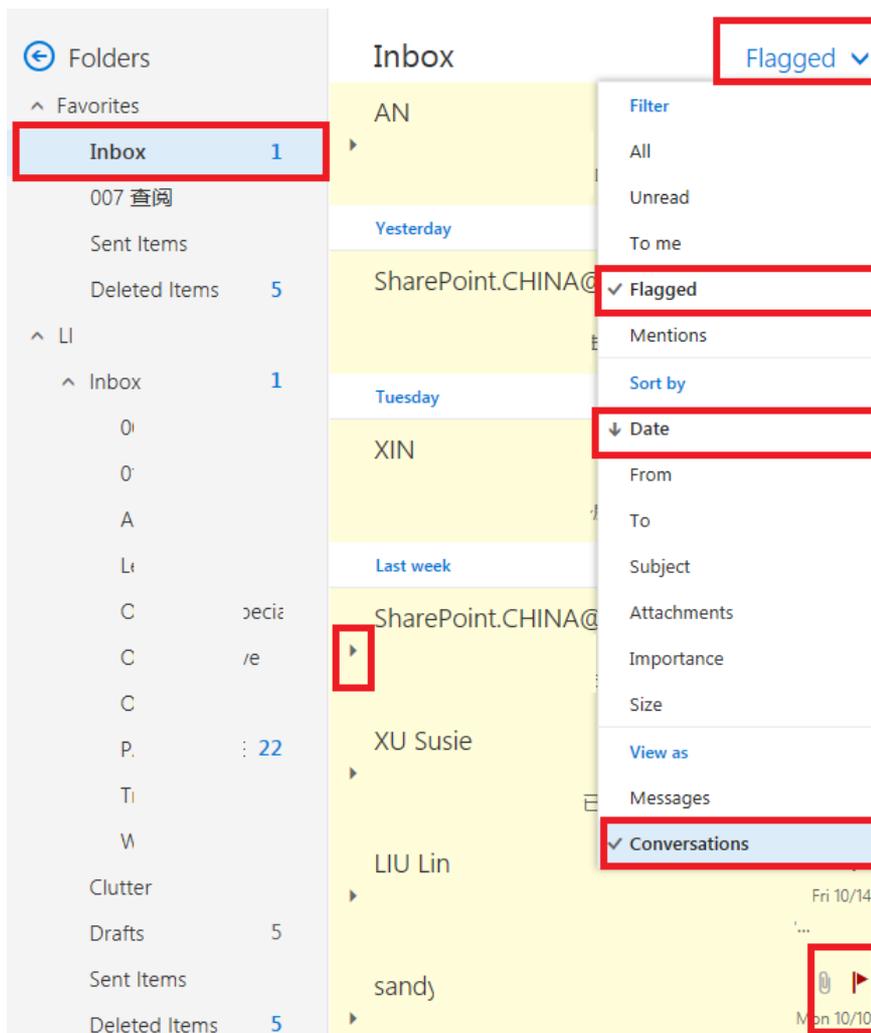
- After searching completed, if you need further screening, on the left side of the page provides filter options, filtered according to their own needs. (as picture example: after select sender and date, the end result was reduced from 250 to 3, filter provides project contains: folder, sender, recipients, attachments, date).

Use the mailing list to Filter and Sort

Filtering and sorting tools can organize the mail current list, which makes the list in order for easy access.

- Enter the mailing list (for example, in the "Inbox" folder)
- Click on the mailing list at the top of the "all" button, pull out the filter under sort options and rules.
- Set the filtering options and sort, list is in accordance with your requirements.

For example: this means to filter mail by dialogue, in reverse-date order, display the flagged messages in your Inbox.



See you next week.