

From and To

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.

to:bobby

Items that you sent to bobby when you are searching in the Sent Items folder.

cc:bobby

Items in which the display name bobby moore is on the Cc line.

Flags and State

read:no

Items that have not been read. You can also use read:false to get the same results.

hasflag:true

Items that are flagged for follow up.

due:last week

Items that are flagged for follow up a due date.

category:red

Items that contain a category name that includes the word red. For example "Red category" or "Redo" or "Redundant."

Subject, Body and Date

subject:"bobby moore"

Items whose subject contains the phrase bobby moore.

about:"status report"

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.

received:=1/1/2016

Items that arrived on 1/1/2016. Note the use of the "equals" comparison operator (=).

received:yesterday

Items that arrived yesterday. Instant Search also recognizes the follow date values: Relative dates: For example, today, tomorrow, yesterday Multi-word relative dates: For example, this week, next month, last week, past month, coming year Days: Sunday, Monday ... Saturday Months: January, February ... December

received:>=10/1/16 AND received:<=10/5/16

Items that arrived between 10/1/16 and 10/5/16.

sent: yesterday

Items that you sent yesterday.

Attachments

hasattachment:yes

Items that have attachments You can also use hasattachment:true to get the same results.

attachments:presentation.pptx

Items that have attachments named presentation.pptx or if the attachment contains presentation.pptx within its contents.

messagesize:<10 KB

Items whose size is less than 10 kilobytes. Note the use of the "less than" comparison operator (<).

messagesize:>5 MB

Items whose size is larger than 5 megabytes. Note the use of the "greater than" comparison operator (>).

