

Search basics

- When you type words into the Search box, Outlook scans both email messages and many types of attachments for that word or phrase. For example, if you search for "project" either with or without quotes, Outlook will return all messages with the word project, projects, projector, projecting, etc. anywhere in the sender name, subject, message body, or attachments.
- When you type in an email address, for example chery.parsons64@yahoo.com, Outlook returns all email messages that contain that email address anywhere in the subject, message body, or many types of attachments as well as messages from that email address. To limit your search results to emails from an email address, type from:cheryl.parsons64@yahoo.com in the search box.

Search reference tables

The following table shows you some examples of searches you might find useful. In addition to these examples, you can use AND, NOT, OR, <, >, =, and other operators to refine your search. Operators should be typed in uppercase letters.

Type this	To find this
bob	Items containing <i>bob</i> , <i>bobbinbobby</i> , <i>BOBBY</i> , <i>BoBby</i> , or any other combination of uppercase and lowercase letters. Instant Search is not case sensitive. This will NOT find items containing abcBOBdef, or 123bob.
bob moore	Items containing <i>bob</i> , along with all of the variations listed in the previous row, or <i>moore</i> , along with any other words that contain <i>moore</i> , but not necessarily in that order.
bobby AND moore	Items containing both <i>bobby</i> and <i>moore</i> , 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 <i>bobby</i> , along with all variations listed in the first row of the table, but not <i>moore</i> .
bobby OR moore	Items containing <i>bobby</i> , along with all variations listed in the first row of the table, <i>moore</i> , or both.
"bob"	Items containing the exact phrase <i>bob</i> and not the variations such as <i>bobby</i> or <i>bobbin</i> . To search for an exact string, you must use quotation marks.
from:"bobby moore"	<p>Items sent from <i>bobby moore</i>. Note the use of double quotes so that the search results match the exact phrase within the quotes.</p> <p>You can also type <i>from:</i> and then the first few letters of a contact's name and Outlook will suggest a list of contacts for you to select.</p>
from:"bobby moore" about:"status report"	Items sent from <i>bobby moore</i> where <i>status report</i> appears in the subject line, body, or 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 <i>hasattachment:true</i> to get the same results.

Type this	To find this
attachments:presentation.pptx	Items that have attachments named <i>presentation.pptx</i> or an attachment that contains <i>presentation.pptx</i> within its contents.
subject:"bobby moore"	Items whose subject contains the phrase <i>bobby moore</i> .
cc:"bobby moore"	Items in which the display name <i>bobby moore</i> is on the Cc line.
cc:bobbymoore@contoso.com	Items in which the e-mail address <i>bobbymoore@contoso.com</i> is on the Cc line.
bcc:bobby	Items in which <i>bobby</i> is on the Bcc line.
category:red	Items that contain a category name that includes the word red. For example "Red category" or "Redo" or "Redundant."
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 (>).
received:=1/1/2016	Items that arrived on 1/1/2016. Note the use of the "equals" comparison operator (=).
	Note: Support for specifying custom dates via the Expanded Search drop-down is missing from some builds of Outlook for Windows. Users can still manually enter dates in the main search box. This is fixed in builds 16.0.12126.10000 and later.
received:yesterday	Items that arrived yesterday. Instant Search also recognizes the follow date values: Relative dates: For example, <i>today, tomorrow, yesterday</i> Multi-word relative dates: For example, <i>this week, next month, last week, past month, coming year</i> Days: <i>Sunday, Monday ... Saturday</i> Months: <i>January, February ... December</i>

Type this	To find this
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.
messagesize:tiny	Items whose size is less than 10 kilobytes
messagesize:small	Items whose size is between 10 and 25 kilobytes
messagesize:medium	Items whose size is between 25 and 100 kilobytes
messagesize:large	Items whose size is between 100 and 500 kilobytes
messagesize:verylarge	Items whose size is between 500 kilobytes and 1 megabyte
followupflag:follow up	Items that are flagged using the Follow Up flag.
messagesize:enormous	Items whose size is larger than 5 megabytes
hasflag:true	Items that are flagged for follow up.
from:bobby (received:1/7/17 OR received:1/8/17)	Items from <i>bobby</i> that arrived on either 1/7/17 or 1/8/17. Note the use of parentheses to group the dates.
received >= 10/1/16 AND received <= 10/5/16	Items that arrived between 10/1/16 and 10/5/16. Note: For received ranges, do not use a colon.
received > 10/1/16 AND received < 10/5/16	Items that arrived after 10/1/16 but before 10/5/16. Note: For received ranges, do not use a colon.
sent: yesterday	Returns all items sent yesterday (by anyone). This search will return items you sent to others and items others sent to you.
to:bobby	Items that you sent to <i>bobby</i> when you are searching in the Sent Items folder.
read:no	Items that have not been read. You can also use read:false to get the same results.
subject:status received:May	Items received from anyone during the month of May (any year) where the subject contains <i>status</i> .

Calendar Searches

The following searches will only return the proper results when run from a Calendar folder.

Type this	To find this
startdate:next week subject:status	Calendar items next week where the subject contains status.
is:recurring	Calendar items that are recurring.
organizer:bobby	Calendar items where <i>bobby</i> is the organizer.

Contact Searches

The following searches will only return the proper results when run from a Contacts folder.

Type this	To find this
firstname:bobby	Contacts that contain <i>bobby</i> in the First Name field.
lastname:moore	Contacts that contain <i>moore</i> in the Last Name field.
nickname:bobby	Contacts that contain <i>bobby</i> in the Nickname field.
jobtitle:physician	Contacts that contain <i>physician</i> in the Job Title field.
businessphone:555-0100	Contacts that contain <i>555-0100</i> in the Business Phone field.
homephone:555-0100	Contacts that contain <i>555-0100</i> in the Home Phone field.
mobilephone:555-0100	Contacts that contain <i>555-0100</i> in the Mobile Phone field.
businessfax:555-0100	Contacts that contain <i>555-0100</i> in the Business Fax field.

Type this	To find this
businessaddress:(4567 Main St., Buffalo, NY 98052)	Contacts that contain <i>4567 Main St., Buffalo, NY 98052</i> in the Business Address field. Note the use of parentheses to enclose the address.
homeaddress:(4567 Main St., Buffalo, NY 98052)	Contacts that contain <i>4567 Main St., Buffalo, NY 98052</i> in the Home Address field. Note the use of parentheses to enclose the address.
businesscity:buffalo	Contacts that contain <i>buffalo</i> in the Business City field.
businesspostalcode:98052	Contacts that contain <i>98052</i> in the Business Postal Code field.
street:(4567 Main St)	Contacts that contain <i>4567 Main St</i> in the Business Address Street field. Note the use of parentheses to enclose the address.
homestreet:(4567 Main St)	Contacts that contain <i>4567 Main St</i> in the Home Address Street field. Note the use of parentheses to enclose the address.
birthday:6/4/1960	Contacts that contain <i>6/4/1960</i> in the Birthday field.
webpage:www.contoso.com	Contacts that contain the URL <i>www.contoso.com</i> in the Web Page Address field.