Introduction

In the Outlook Web App (OWA), you can search for emails messages, contacts, or files by using the search bar at the top of the page. To perform this task, follow the steps below.

Searching in OWA

1. To search for an email message, contact, or file, click the **Search** box at the top of the window, type in what you would like to search for and press **Enter**.

   ![Figure 1](image1.png)

   **Figure 1**

2. When you are done with your search, select the **X** in the **Search** box or click anywhere else on the screen to exit the search.

Searching Contacts to Find Messages

If you would like to view all the email messages you have received from a specific contact, you can do so by searching the contact at the top of the page with the following steps.

1. Start typing a name in the **Search** box. Choose from the suggested people in the list below the **Search** box, or press **Enter** to see more results.

   ![Figure 2](image2.png)

   **Figure 2**
2. Once you have found and selected the desired contact, you will see a list of email messages related to that contact right under their contact card.

![Figure 3](image)

NOTE: You can send a message to that contact by selecting **Send email** or view more information about them by selecting **View profile**.

### Filtering your Search

You can use search filters to refine your search with some of the options like folders, keywords, and date ranges among others.

1. To use search filters click the **Downward** pointed arrow at the end of the **Search** box.

![Figure 4](image)

2. Edit the fields to refine your search then click the **Search** button.

![Figure 5](image)

3. To reset the filters click **Clear filters**.
Outlook on the Web: Searching and Filtering Emails

Using Rules in OWA

A rule is an action that Outlook Web App runs automatically on incoming or outgoing messages. For example, you can create a rule to delete all messages with “buy now” in the subject or automatically pin to the top any email that comes from a specific contact.

Creating a New Rule

1. Click the gear icon at the top right corner of the screen.

![Figure 6](image)

2. Click View all Outlook settings.

![Figure 7](image)

3. The settings window will appear. Select Mail, then Rules.

![Figure 8](image)

4. In the Rules windows click Add new rule to create a new rule.

![Figure 9](image)
5. In the space provided, give your rule a name.

![New Rule](image)

Figure 10

6. Under **Add a condition**, from the list, select a condition that will trigger the rule. You can scroll to view more options.

![Add a condition](image)

Figure 11
7. Under **Add an action**, from the list, select an action the rule will perform.

![Figure 12](image)

8. You can add another action by selecting **Add another action**.

![Figure 13](image)

9. You can exempt specific messages from the action to be performed, by selecting **Add an exception**.

![Figure 14](image)
10. Another section will appear. Under **Add an exception (optional)**, select an option from the list. You may scroll to view more options.

![Figure 15](image15.png)

11. Once you are done, click the **Save** button.

**Editing a Rule**

1. If you have created a rule and would like to edit it, you can do so by clicking the **Edit** icon to the right of the rule.

![Figure 16](image16.png)

2. You will be able to make changes to the rule. Once you are done, click **Save**.

**Disabling and Deleting a Rule**

1. To disable a rule, toggle the slider beside the rule.

![Figure 17](image17.png)

2. To delete a rule, click on the trash can icon on the right of the rule.

![Figure 18](image18.png)
Outlook on the Web: Searching and Filtering Emails

Rules run from top to bottom in the order in which they appear in the rules window. To change the order of rules, select the rule you would like to move, then select the Up Arrow or Down arrow to move the rule to the position you want in the list.

Figure 19