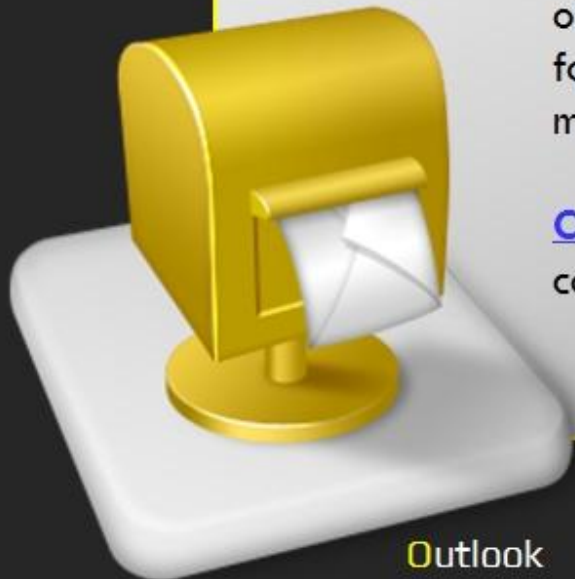# PRODUCTIVITY

## Outlook Instant Search Query Commands

We are all aware that the Instant Search Box in Outlook offers a great help when finding emails within a mail folder. But did you know that typing certain commands can make your searching more efficient?

**Click here** to know some of the useful and easiest query commands for Outlook's Instant Search.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.
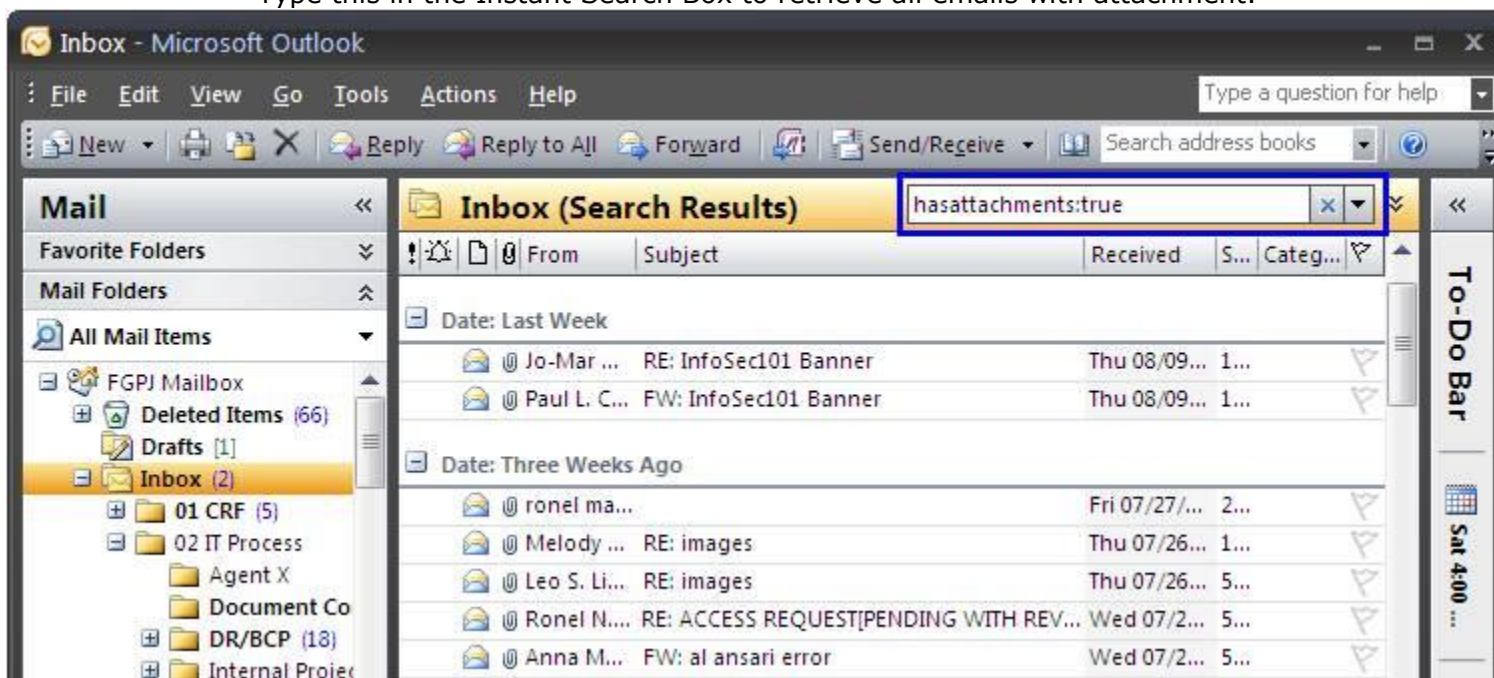
Outlook

# Outlook Instant Search Query Commands

The Instant Search Box of Outlook was optimized to allow faster searching.
Aside from its built-in feature to setup the search parameters, Instant Search Box now accepts query commands for efficient searching.

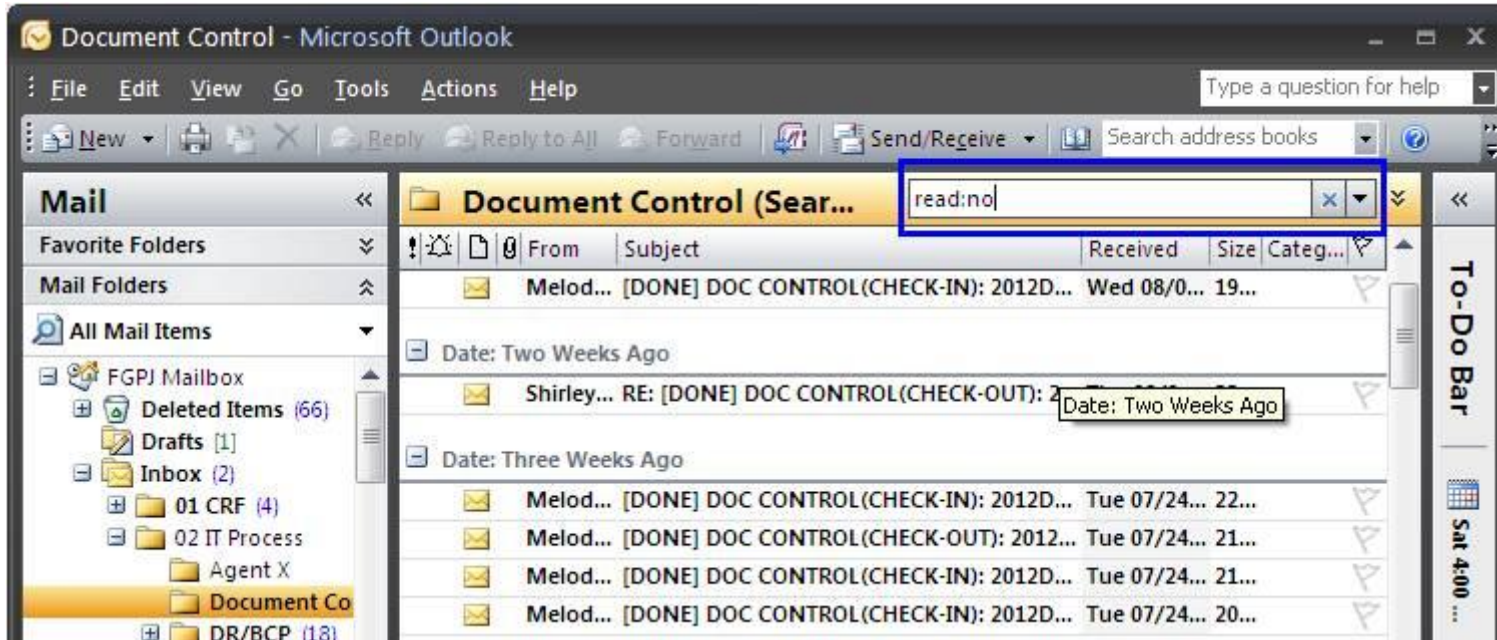Below are some of the easiest commands that offer great help:

**hasattachments:true**
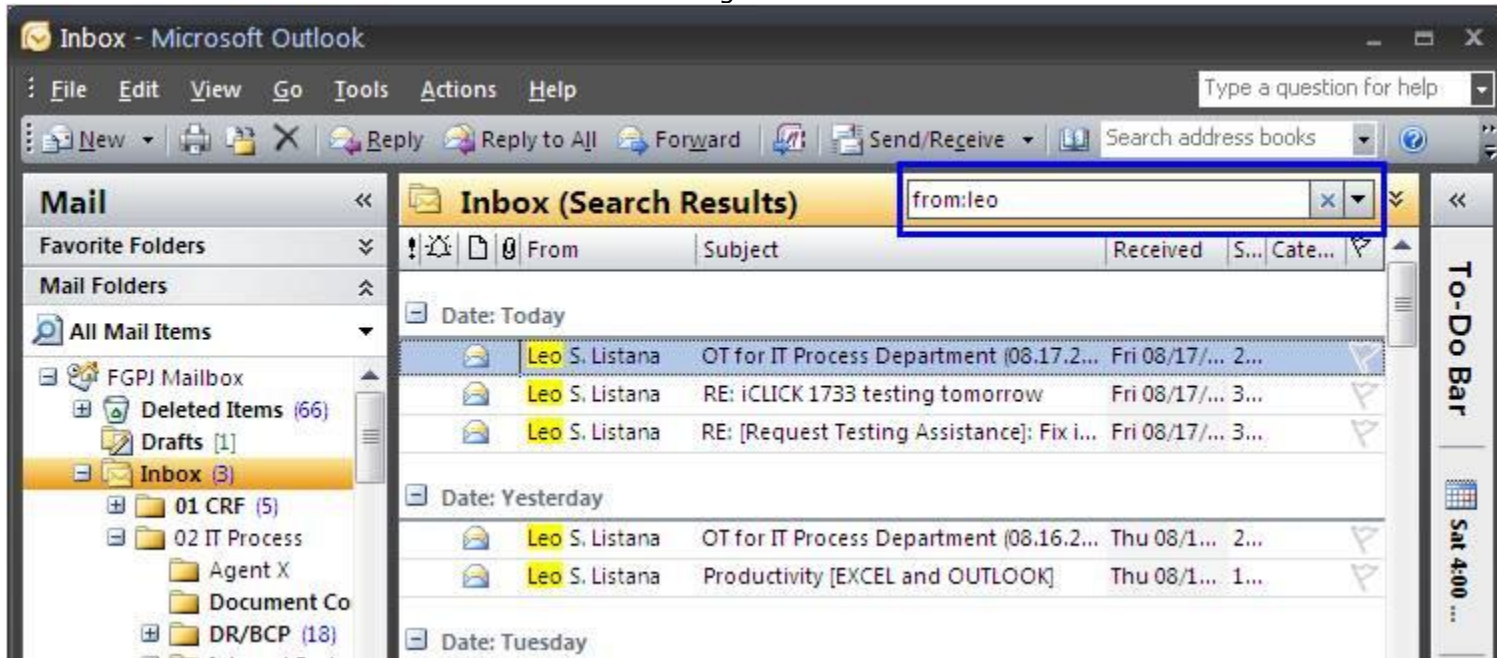Type this in the Instant Search Box to retrieve all emails with attachment.

**read:no**
This command retrieves all unread emails.

## from:[*name of sender*]
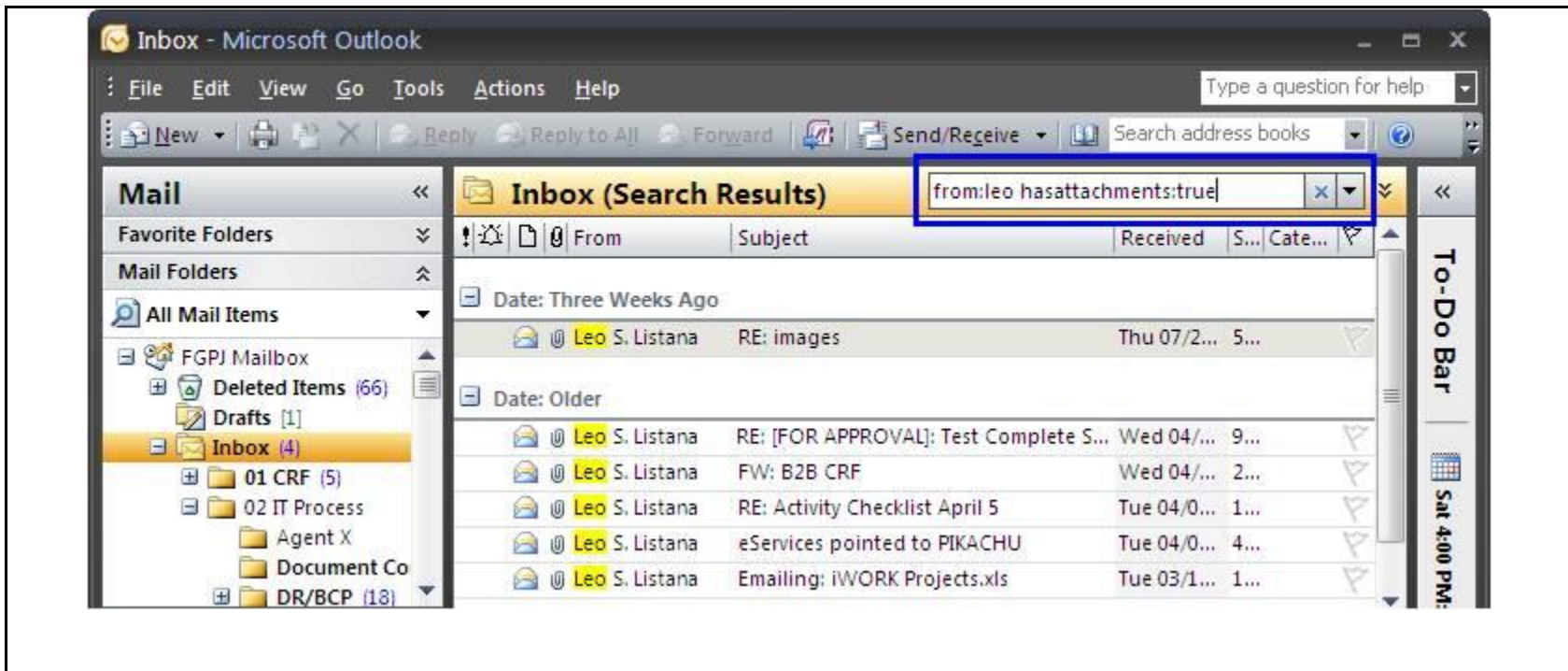This command retrieves all messages from the defined "name of sender".



## Combining Query Commands

Commands may also be combined to set the desired search parameter, for example,

**from:leo hasattachments:true**
This command retrieves all emails from 'Leo' containing attachments.

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