

## Search Operators and Boolean Search Queries

<https://campus.barracuda.com/doc/45712804/>

**Table 1. Search Operators and Boolean Search Queries.**

Operator	Description	Sample Usage
" " (1)	Quotation marks. Use quotes to search for an exact word or set of words.	<b>"Offline mailbox"</b> <b>"Booking tonight"</b>
+/-	Plus/minus sign. Common words are ignored and are not searched by default, for example, "which" and "that" are common words. Add a + or - to a common word to include the word in the search. Search that include common words such as which, page, that,	<b>+which</b>
OR	Allows results where at least one of the terms appears in the message. Generally used to join similar or synonymous concepts. The more words connected by the <b>OR</b> the more messages that are returned.	<b>Offline OR Tonight OR Mailbox</b> <b>"Double Glazing" OR "Glass Window"</b>
AND	Applied by default except when using other boolean operators within a set of parentheses ( ) or phrases.	<b>"Global warming" AND "CO2 Emissions" and (London or "West Coast")</b>
NEAR	Requires the terms to be within 10 words of each other in either direction. Use the <b>NEAR</b> operator when you require that certain terms appear in the same sentence or paragraph of the document.	<b>Network NEAR deployment</b>
( )	Parentheses. Requires the terms and operations that occur within the parentheses to be searched first. Use parentheses to group terms joined by <b>OR</b> when there is any other Boolean operator in the search.	<b>"Global warming" AND "CO2 Emissions" and (London or "West Coast")</b> Requires the first two terms somewhere in all messages and either <i>London</i> or <i>West Coast</i> .  <b>"Global warming" AND "CO2 Emissions" and (London or "West Coast")</b> Requires <i>CO2 Emissions</i> to be within 10 words of <i>Global warming</i> ; the rest can be anywhere in the messages. The parentheses guarantee that the effect of NEAR stops with <i>Global Warming</i> .

**Note:**

<sup>(1)</sup> Quoting an expression requires standard double-quote characters, which are shift-apostrophe on an American keyboard, or shift-two on a British keyboard, character code 34. If smart quotes (such as those generated by Microsoft Word) are used, they are not treated as delimiting a quoted expression, and instead are treated as characters on which to search.

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