

How to Use Instant Search

<https://campus.barracuda.com/doc/54264336/>

If you selected **Enable Outlook Instant Search integration** when [configuring the Barracuda Cloud Archiving Service Outlook Add-In](#), you can search Outlook based on All Mailboxes or All Outlook Items, and select whether to include the Barracuda Cloud Archiving Service results. Note that you can also enable/disable this feature by configuring a group policy setting; when disabled through a group policy setting, users cannot enable this feature from the Barracuda Cloud Archiving Service Outlook Add-In **Configuration** dialog box.

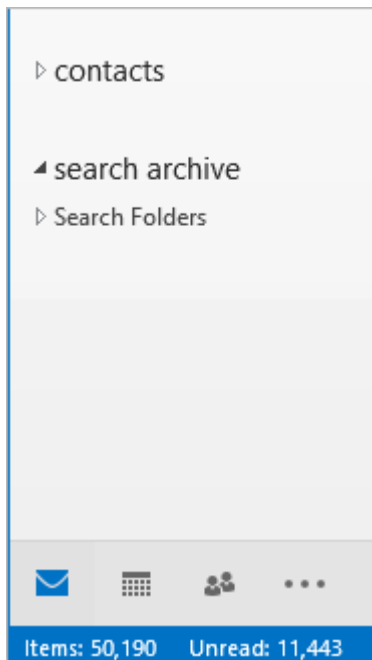
You can select to:

- Search the current mailbox for messages;
- Search the current mailbox for all Outlook items;
- Search only messages archived to the Barracuda Cloud Archiving Service; or
- Search results from the Barracuda Cloud Archiving Service in addition to other selected search locations.

Searches are limited to:

- Messages only; personal information management (PIM) data is not searched, for example, contacts, calendar items, and tasks
- The most recent 250 results
- Messages less than 500 KB in size
- Messages sent in the *past*; messages with date headers in the future are not displayed as such messages are usually malformed

To display the most recent 250 results, click **search archive** in the Outlook left pane:



Search Query Syntax

The following table describes the supported Outlook search query syntaxes.

Table 1. Supported Outlook Search Query Syntaxes.

Syntax	Description	Example
subject	Search is limited to the Subject line of each message	subject:"release agreement" Items where the subject contains the phrase <i>release agreement</i>
body	Searches are performed in the Body of each message as well as in the contents of any message attachments	body:"comprehensive defense" Items in which <i>comprehensive defense</i> displays in the Body
attachments	Search is limited to the contents of message attachments	attachments:spreadsheets.zip Items that have attachments named <i>spreadsheets.zip</i>
to	Search is limited to the To field of each message	to:"ray chiang" Items in which <i>ray chiang</i> displays on the To line
from	Search is limited to the From field of each message	from:"sue bloom" Items in which <i>sue bloom</i> displays on the From line
hasattachment	Search is limited to messages with attachments	hasattachment:true Items that include an attachment

cc	Search is limited to the Cc field of each message	cc:"ryan douglas" Items in which <i>ryan douglas</i> displays on the Cc line
messagesize	Search is limited to the specified message size	messagesize:<1 MB Items whose size is less than <i>1 MB</i>
received	Search is limited to items that arrived on the specified date or relative date, for example, yesterday	received:today Items that arrived today

See the Microsoft support article [Learn to narrow your search criteria for better searches in Outlook](#) for logical operators and search query syntax.

Search Current Mailbox


1. In Outlook, click on the folder you want to search.
2. Click in the Search bar, and enter your search criteria.
3. Press **Return**.
4. All matching messages display in Outlook.

Search All Outlook Items

1. Open **Advanced Find** based on your version of Outlook:
 - In Outlook 2007, click **Tools > Search Tools > Advanced Find**
 - In Outlook 2010 and higher, click in the **Search** field, and click **Search Tools > Advanced Find**
2. From the **Look for** drop-down menu, click **Any type of Outlook item**.
3. Enter your search criteria, and click **Find Now**.
4. All matching messages display in the Search box.

Search Archived Content Only

You can use Instant Search to search only messages archived to the Barracuda Cloud Archiving Service:

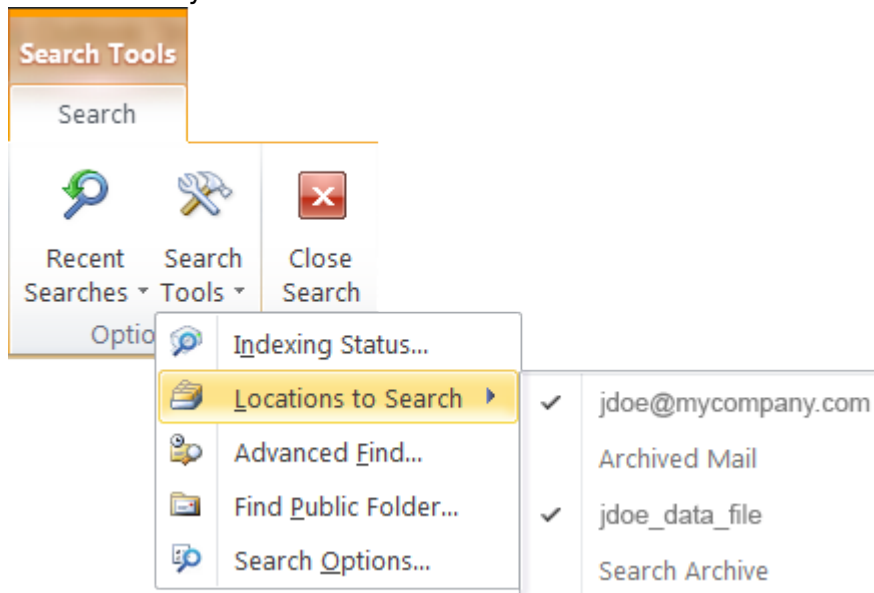
1. In Outlook, click  **Search Archive** in the top pane.
2. Enter your **Search for** criteria using logic operators and keyword expressions.
3. Select the remaining search criteria, and click **Search** to return matching results.

For additional information, refer to Understanding the Barracuda Cloud Archiving Service Search Dialog Box.

Search Outlook and Archived Messages

If you want to search the Barracuda Cloud Archiving Service *in addition* to the current mailbox:

1. Open **Locations to Search** based on your version of Outlook:
 - In Outlook 2007, click **Tools > Search Tools > Locations to Search**
 - In Outlook 2010 and higher, click in the **Search** field, and click **Search Tools > Locations to Search**
2. Select where you want to search *in addition* to the current mailbox:



- **Archived Mail** - Searches copies of the user's archived messages synchronized with the Barracuda Cloud Archiving Service
- **Search Archive** - Virtual store that searches the user's messages archived to the Barracuda Cloud Archiving Service via Instant Search

Figures

1. searcharchive.png
2. magnifying_glass.jpg
3. SelectSearchLocation.png

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