

## How to Use Instant Search

<https://campus.barracuda.com/doc/75694498/>

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.

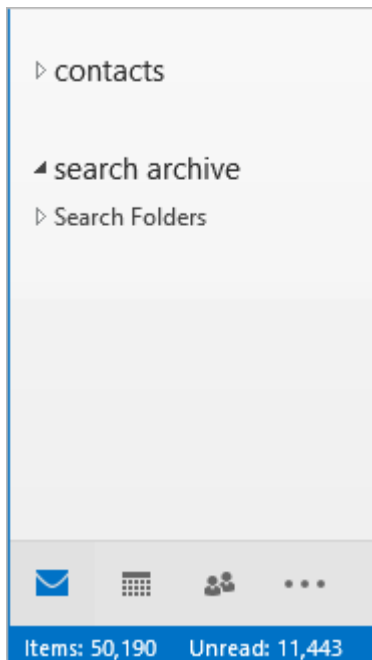
You can select to:

- 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                                                    | <b>subject:"release agreement"</b><br>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 | <b>body:"comprehensive defense"</b><br>Items in which <i>comprehensive defense</i> displays in the Body    |
| attachments   | Search is limited to the contents of message attachments                                                 | <b>attachments:spreadsheets.zip</b><br>Items that have attachments named <i>spreadsheets.zip</i>           |
| to            | Search is limited to the To field of each message                                                        | <b>to:"ray chiang"</b><br>Items in which <i>ray chiang</i> displays on the To line                         |
| from          | Search is limited to the From field of each message                                                      | <b>from:"sue bloom"</b><br>Items in which <i>sue bloom</i> displays on the From line                       |
| hasattachment | Search is limited to messages with attachments                                                           | <b>hasattachment:true</b><br>Items that include an attachment                                              |

|             |                                                                                                               |                                                                                        |
|-------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| cc          | Search is limited to the Cc field of each message                                                             | <b>cc:"ryan douglas"</b><br>Items in which <i>ryan douglas</i> displays on the Cc line |
| messagesize | Search is limited to the specified message size                                                               | <b>messagesize:&lt;1 MB</b><br>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, <b>yesterday</b> | <b>received:today</b><br>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:

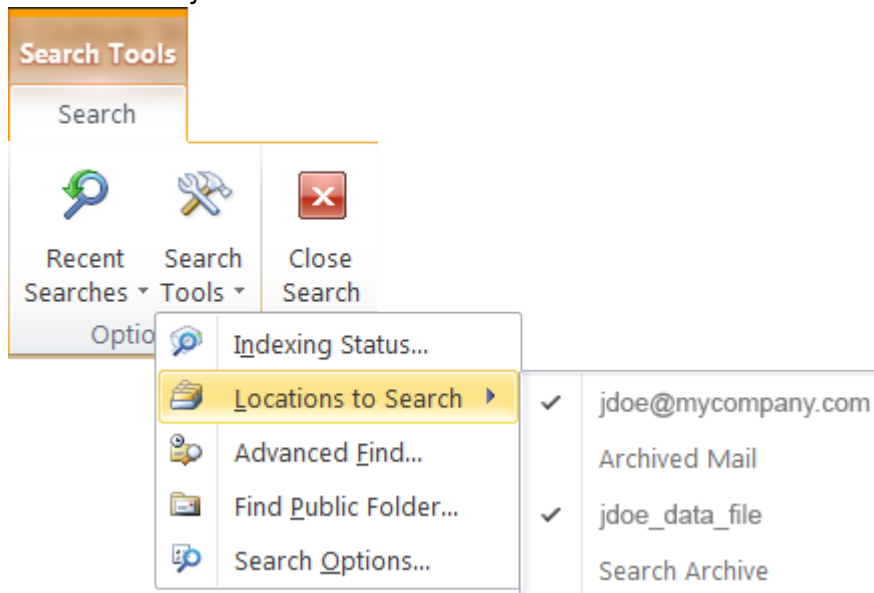
1. In Outlook, click  **Search Archive** in the top pane.
2. Enter your **Search for** criteria using logic operators and keyword expressions.
3. Select the remaining search criteria, and click **Search** to return matching results.

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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