

Advanced Query Search in the Outlook Web App

Use Advanced Query Search (AQS), to refine your search results. In the search box, type a keyword from the table below, followed by a colon and what to search for. For example, to find messages with a subject that contains "report," enter subject:report in the search box.

AQS keyword	Description
From	Searches the From field.
To	Searches the To field.
Cc	Searches the Cc field.
Bcc	Searches the Bcc field.
Participants	Searches the To , Cc , and Bcc fields.
Subject	Searches the subject.
Body or Content	Searches the message body.
Sent	Searches the date sent. You can search for a specific date or a range of dates separated by two dots (..). You can also search for relative dates: today, tomorrow, yesterday, this week, next month, last week, past month. You can search for the day of the week or month of the year.

Important: Date searches must be entered in month/day/year format: **MM/DD/YYYY**.

Received	Searches for the date received. You can use the same search terms as for Sent.
Category	Searches the Category field.
HasAttachment:yes	A search for hasattachment:yes would return only emails with attachments.

To further specify the emails you want to search, use words or names from the mail in conjunction with the search keyword. For example, blue hasattachment:yes would return only e-mails containing the word "blue" that include attachments.

HasAttachment:no	A search for hasattachment:no would return only emails without attachments.
IsFlagged:yes	A search for isflagged:yes would return only emails that are flagged.
IsFlagged:no	A search for isflagged:no would return only emails that are not flagged.