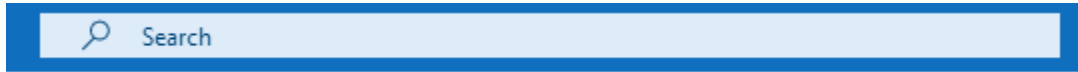
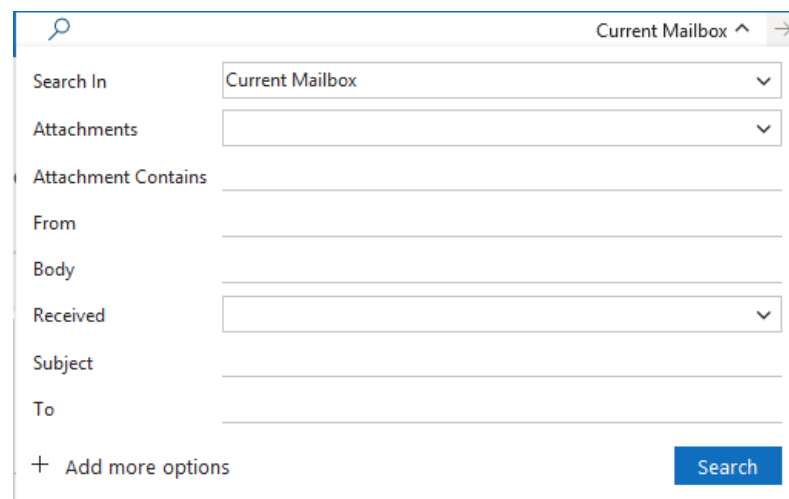
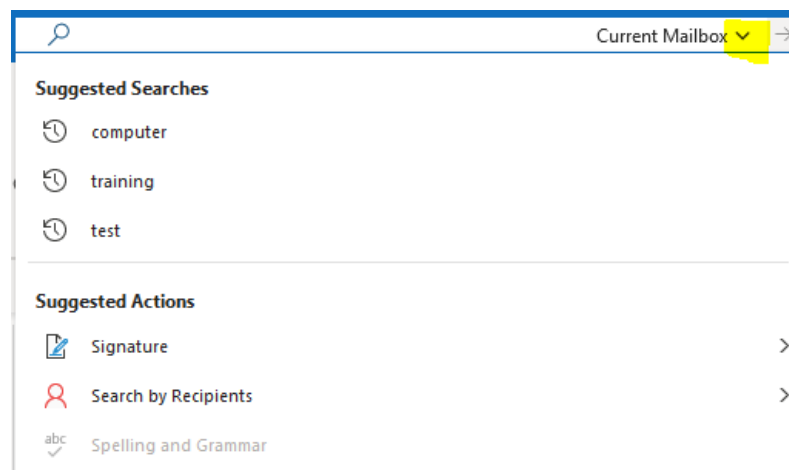


## New Search Tool in Office 365

With the recent update to Office, you may have noticed the Search bar has changed slightly. It is now located on the title bar of the Office applications and offers additional searching capabilities when searching in Outlook:



1. When you click *in* the **Search** field, a drop down will appear with **Suggested Searches** and **Suggested Actions**. Suggested Actions change depending on the folder or message you are viewing.
2. Click on the down arrow next to **Current Mailbox** to display additional fields to search or to change your search to **Current Folder**:



3. Select **+Add more options** for additional search fields. Click **Search** when finished.

**NOTE:** To default your **Search** Results to search in the **Current Folder**, change the option by selecting **File | Options | Search** and choosing the option in the **Results** section:

