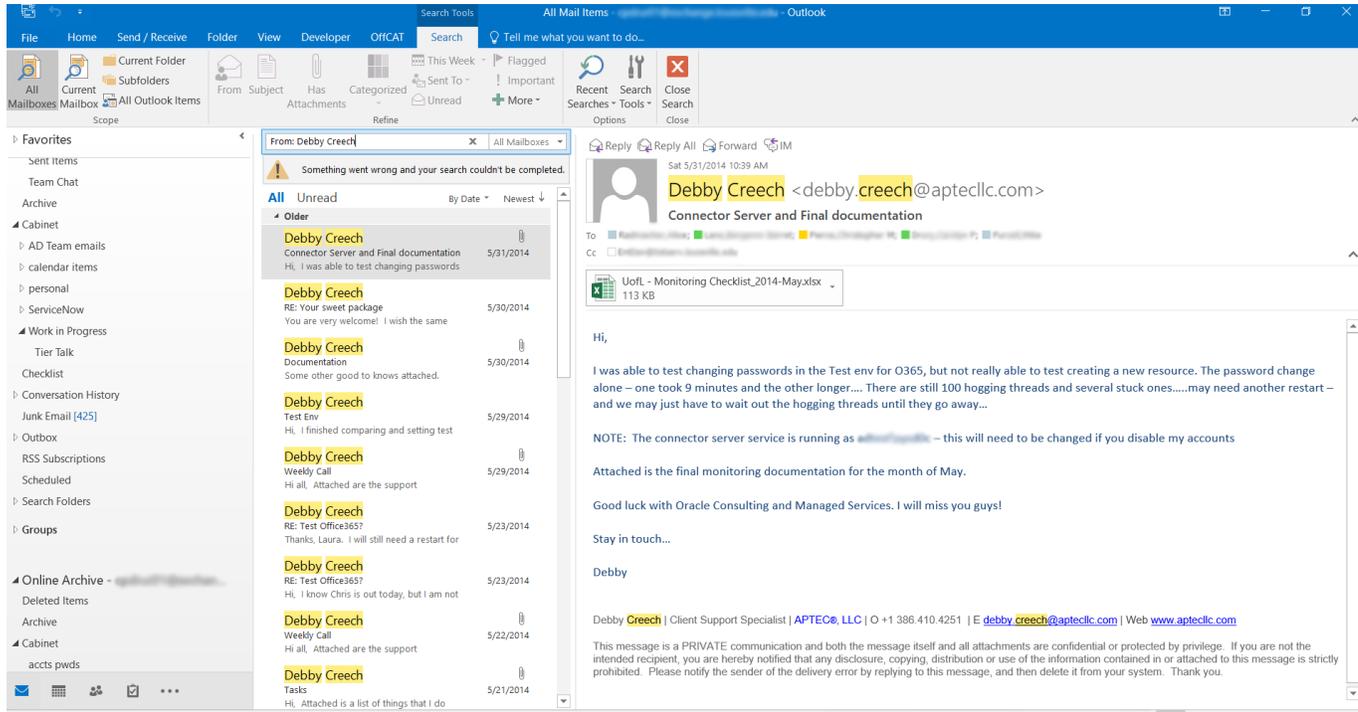


How to Search for Archived Emails in Office 365:

Desktop Client:

To search for an email enter information in the search bar above email listing and if necessary click on other attributes (Scope, Search Tools, etc.).



Outlook on the Web:

Enter the item being searched for in the Search area and click the magnifying glass icon.

