# Office365: Search for Email, Contacts & Files

To understand how to search for emails, contacts, events and files in an email follow the instructions below:

1. Visit www.office.com

2. Select "***Sign in***" and log in with your ASU Student Email Address & Password
   *(*Example - NetworkID@students.asurams.edu*)*

Search in Outlook on the web lets you quickly find email, contacts, or events.

3. Select the **Search** box.
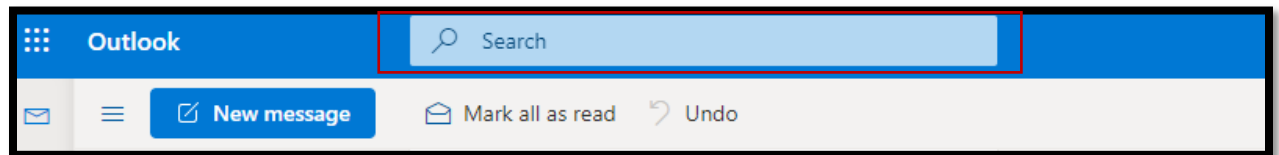
4. Type what you're looking for.
5. To refine results:
   a. Select Filters and change options
      like **Folders**, **From**, **To**, **Subject**, **Keywords**, **Date ranges**, and **Attachments**.
   b. Use an Advanced Query Search keyword, like **To:** or **From:**
6. Once the item is displayed, students can make that Sender a favorite and be stored in your Contacts by selecting the star highlighted in red below.

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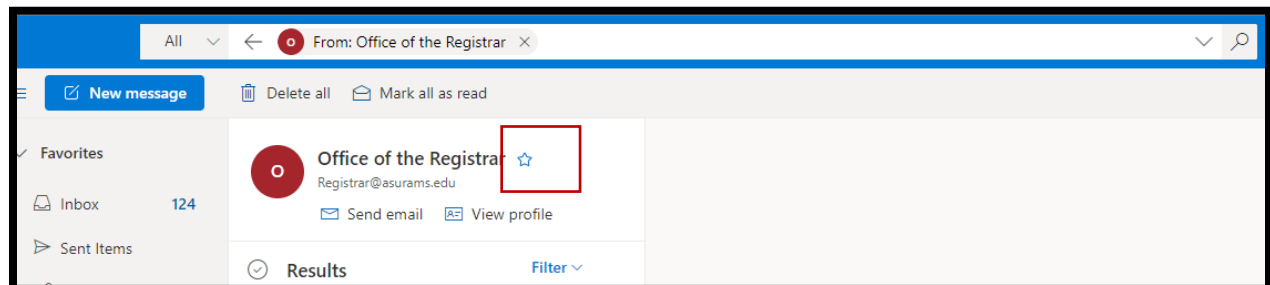
Contact the ASU Helpdesk at (229) 500-4357 for concerns and questions.