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Search Your Email And Files In A Flash

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Search your email and files in a flash with X1

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Debbie Ginsberg, Educational Technology Librarian

Searching in Windows

Windows includes basic search features, but they aren't fast or all-inclusive.

Basic search: Type Windows Key-F. The Windows Key is on the bottom row of your keyboard.



Basic email search in Outlook 2007: Type Ctrl-Shift-F or type your search in the box next to "Inbox" (in the upper part of the screen. Click the down arrows for advanced search. You will see this search box when you switch to other folders.

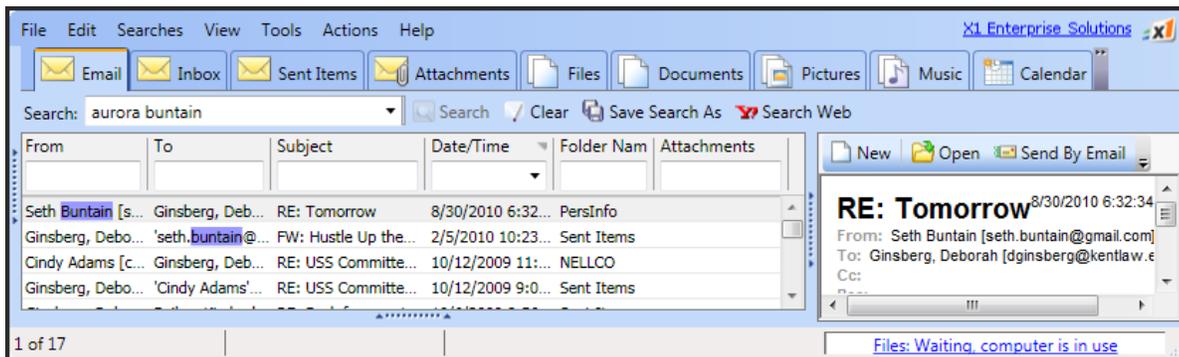


You may see a button saying "Click here to install instant search" underneath the search bar. If you haven't installed instant search, click and follow the instructions to install. Note that even though the search is called "instant search" it may be slow if you have a larger inbox.

Searching with X1

<http://www.x1.com/>

X1 is a software application which enables truly instant searches. Start typing your search in the X1 search box, and the program will narrow your search as you type.



X1 can be used to search everything on your computer, including Outlook and your H drive. X1 indexes your Outlook, contacts, appointments, and tasks. You can search your email by sender, recipient, subject, date, folder, and attachments. Search files by name, document type, date, size, and location. X1 even includes a "search all" feature which can search everything at once. Faculty can purchase X1 through CLC.

Other search options

Xobni

<http://www.xobni.com/>

Free for basic searching; Xobni Plus is \$29.99. Xobni adds fast search functionality directly within Outlook. It can search email and contacts. Xobni Plus searches appointments and tasks and also includes advanced search features. Xobni is great for managing contacts and gather information about them from various social networks. “Xobni” is “inbox” spelled backwards.

Macs

The basic Mac search features work very well. You can search your email, documents, applications, and more directly from the Mac “Finder” window.