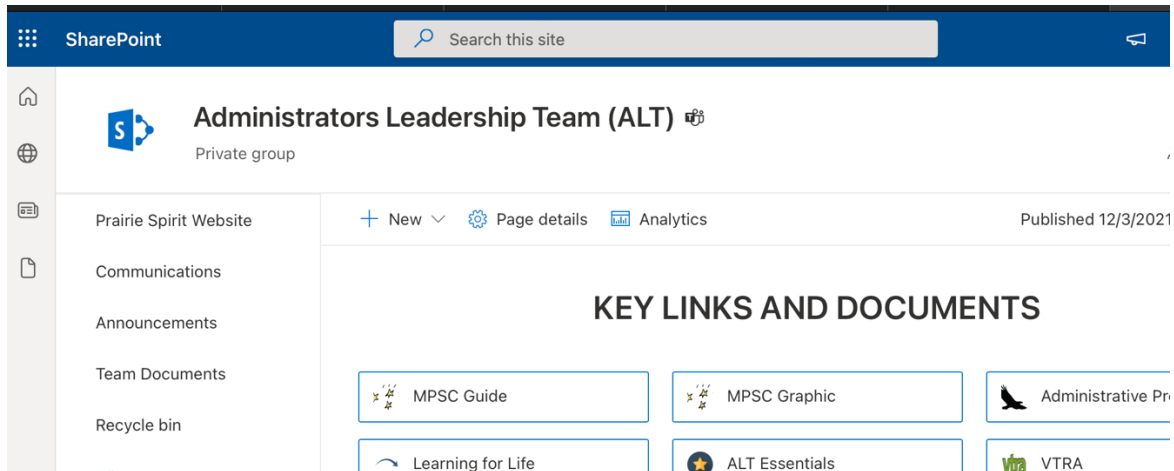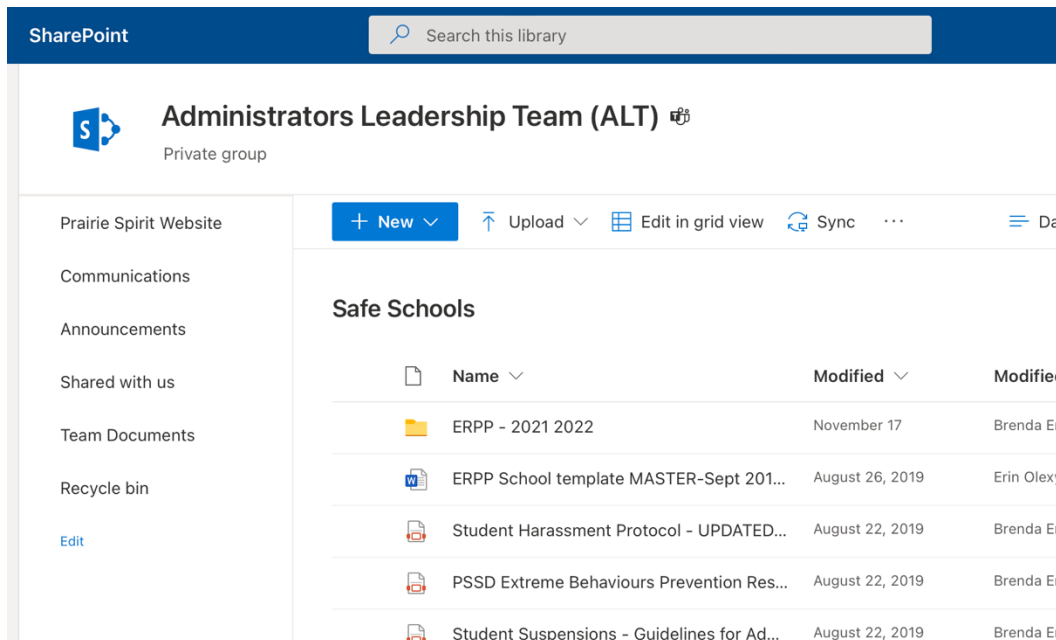# Searching in Office 365 SharePoint Sites

Site Search: in the SharePoint application or while visiting any SharePoint Modern Site, there is a search bar in the upper centre of the site. From the SharePoint Application Home screen, you can search all accessible SharePoint content. Note "Search this site" appears in the search bar.

Library Search: narrow your search right off the start by choosing a library and searching just that library. The example below shows the Safe Schools library and the search bar text changes to "Search this library".

Whole words to find documents. Searching for board will not match the words "blackboard" or "overboard". See the next tip to improve your search.

Wildcard *.

Use the asterisk* character as a wildcard at the end of any word in your query. For example, "tech*****" finds documents that contain "technician" or "technology". **Note**: Using * at the beginning of a word or in the middle of a word doesn't work. The asterisk is only supported at the end of the word.

Phrases

Placing quotations around a phrase or search string forces the results to contain that exact phrase. A search for "CVAC sports" Will not show results for CVAC but will force the entire phrase to appear before returning the result.

Filters

Options appear above your search results which allow you to narrow results to date ranges and file types

Boolean Logic Operators

If you want more specific results, add parameters. SharePoint allows you to use Boolean logic to keywords and properties, connecting them with the operators.

- **AND:** searches content for the presence of two words.
  Example: When you search for **School AND Learning**, you will find documents where **both** words are included in a document.
  (using the math operator + works the same as AND)

- **OR:** searches content for either word.
  Example: When you search for **School OR Learning**, you will find documents where **any** of the words are present in the document.

- **NOT**: searches content that contains one word.
  Example: When you search for **School NOT Learning**, you will only find documents that contain the word school, **excluding** any documents that contain the word Learning.
  (using the math operator - works the same as NOT)

WHAT YOU WANT

"I'm looking for the new HR benefits overview. It's a PDF file posted by a woman in human resources with the last name of 'Matthew' or 'Matthews'—I can't remember which—that features the words "benefits" and "insurance" a lot. Oh, and I want the current version, so don't give me the 2015 copy."

HOW TO SEARCH IT

Use quotation marks to find files with the exact phrase "human resources", not the separate words.

Use – to exclude any results that contain "2015".

Return only files that were created or modified by anyone whose first or last name begins with "matt".

"human resources" benefits OR insurance -2015 filetype:pdf author:matt*

Search text is limited to 2,048 characters, including spaces

Use "OR" to find results that include "benefits", "insurance", or both.

Return only PDF documents in my results.

Graphic created by Matt Wade