

# Search Across Microsoft 365

Quick Reference Card — Blue Ant Media

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## What's Changing

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In Google Workspace, search is scattered — you search Gmail for emails, Google Drive for files, Google Chat for messages, and the Admin console for people. Each app has its own search bar.

In **Microsoft 365**, there is **one search bar** that works everywhere. It sits at the top of every Microsoft 365 app and searches across all of them at once. Type a name, a file, a keyword, and Microsoft Search finds it whether it lives in your email, your files, a Teams chat, or a SharePoint site.

**MIGRATION HEADS-UP:** Google search history does not transfer. Your recent searches, frequently accessed files, and “quick access” suggestions in Google Drive will not carry over. Google Stars and bookmarks do not migrate either. Re-favorite important files in OneDrive or SharePoint after migration.

## Where to Find Microsoft Search

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Location	Details
<b>Top of every app</b>	Search box at the top center of Outlook, OneDrive, SharePoint, and Teams
<b>Microsoft365.com</b>	The M365 home page has a prominent search bar that searches everything at once
<b>Windows taskbar</b>	Taskbar search also surfaces Microsoft 365 results (files, emails, people)
<b>Keyboard shortcut</b>	Press <b>Alt + Q</b> in any Microsoft 365 desktop app to jump to the search bar

## What Microsoft Search Covers

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When you type in the search bar, Microsoft Search looks across **all your Microsoft 365 content** at once:

Content Type	Source
<b>Emails</b>	Outlook
<b>Files</b>	OneDrive and SharePoint
<b>People</b>	Organization directory
<b>Sites</b>	SharePoint

<b>Chat messages</b>	Teams
<b>Calendar events</b>	Outlook Calendar

**How It Ranks Results:** Microsoft Search uses the Microsoft Graph to learn your work patterns — who you collaborate with, which files you open most, which sites you visit. Results improve the more you use it. Give it a couple of weeks after migration.

## Searching in Each App

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### Outlook

- Search your inbox, sent items, or all folders at once
- Filter by sender, date range, whether it has attachments, and more
- In Google, this was the Gmail search bar — same idea, same location

### OneDrive

- Search your personal files by name, content, or file type
- OneDrive searches **inside documents** too — it finds text within Word files, PDFs, and presentations
- In Google, this was Google Drive search

### SharePoint

- Search within a specific SharePoint site or across all sites you have access to
- Great for finding team documents, policies, and shared resources
- In Google, this was searching within Shared Drives

### Teams

- Search for messages, people, or files shared in Teams channels and chats
- Use the search bar at the top of Teams, then filter by Messages, People, or Files
- In Google, this was Google Chat search — but Teams search also finds files shared in conversations

## Google Search vs. Microsoft Search

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What You Did in Google	How to Do It in Microsoft 365
Search Gmail for emails	Search bar in Outlook (or unified search bar)
Search Google Drive for files	Search bar in OneDrive or SharePoint

Search Google Chat for messages	Search bar in Teams
Search Google Contacts for people	Type a name in the unified search bar
Google Drive "Quick Access" suggestions	Click the search bar — recent files appear automatically
Star a file in Google Drive	Click "Add to Favorites" in OneDrive or SharePoint
Search Google Sites	Search SharePoint sites
Search across all Google apps	Use the unified search bar at microsoft365.com

## Search Tips

Technique	Example
<b>Exact phrase</b>	Search "Q3 revenue report" to find that exact phrase
<b>Filter by file type</b>	Add <code>filetype:pptx</code> or <code>filetype:pdf</code>
<b>Filter by date</b>	Use the date filter to narrow results to a specific time range
<b>Search for people</b>	Type a colleague's name to see their contact card, org chart, and shared files
<b>From: prefix in Outlook</b>	Type <code>from:jane</code> to find emails from Jane specifically
<b>Modified by</b>	When searching files, filter by who last edited the document

**TIP:** Start with the unified search bar at microsoft365.com — it is faster than opening each app and searching separately. Pin frequently used files in OneDrive or SharePoint so you do not have to search for them every time.

## Tips for Getting Started

- **Use Microsoft365.com as your home base** — the home page shows recent files, frequent contacts, and a powerful search bar all in one place
- **Give it a couple of weeks** — Microsoft Search personalizes results based on your activity, so it improves the more you use it
- **Search works on mobile too** — the Outlook and Teams mobile apps have the same search capabilities
- **Pin frequently used files** — instead of relying on search every time, pin important files in OneDrive or SharePoint for quick access

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Need help? Contact [m365support@blueantmedia.com](mailto:m365support@blueantmedia.com) or visit the **M365 Help** channel in Microsoft Teams.