

**The College of New Jersey**

Zimbra<sup>TM</sup>

Collaboration Suite  
User Guide

Part 7



## Searching for Items

The **Search** feature is a powerful tool that lets you find messages, contacts, and attachments. You can search by specific words, by dates, time, URL, size, tag, whether or not a message has been read, whether it has file attachments or attachments of a particular file type.



Zimbra offers two search tools:

- **Search.** This is a quick search that executes whatever search query is currently displayed in the search text box. The drop-down arrow at the left of the search box allows you to select which type of items to search for. You can select to search within messages, your personal contacts, the **Global Address List** contacts, pages and files, or to search all item types. This is an aid to quick searches as described in **Quick-Search** settings.
- **Advanced Search.** This search opens a new pane and makes it easier to execute more complex searches. You can save your advanced search queries and re-execute them again later.

☛ You can set your **Options>General** tab to **Always show search string** to see the current query in the Search toolbar. For example, when this option is set, clicking your Inbox folder shows the query string **in:box**.

## Searching for messages

If you are familiar with text-match searches or word-processing features such as the Find/ Change in Microsoft Word, note that the content search in the Web Client is slightly different from performing a literal string match.

Zimbra search syntax works as follows:

- You can search for phrases, but each word within that phrase is matched literally by whole-word only. Spelling variants are not allowed. For example, if you search for **bananas**, messages with **banana** are not a match. You can search by domain name including the **period** (.).
- Search is not case sensitive; **South**, **south**, and **SOUTH** are all the same thing.
- These special characters cannot be used in your search text. ~ ' ! @ # \$ % ^ & \* () \_ - + ? / { } [ ] ; : "
- The following characters are allowed in a search parameter as long as they are not the first character: - + < >
- The **asterisk** (\*) as a wildcard after a prefix is supported. That is search for do\* returns items with the word dog, door, etc.

- Searching for content will search the body of a message plus any (system-readable) file attachments it may have. A system-readable file attachment is a type of file that can be converted to HTML-viewable text. These include Microsoft Office documents (Word, PowerPoint, or Excel), as well as text files, but not image or audio files.

## Creating queries

Go to the following **Help** topics for descriptions of how to create complex queries.

- **Query language description.** This describes a list of keywords to use in your search.
- **And vs. or searches.** Explains how to use **And** and **Or** in your search.

## Using Quick Search

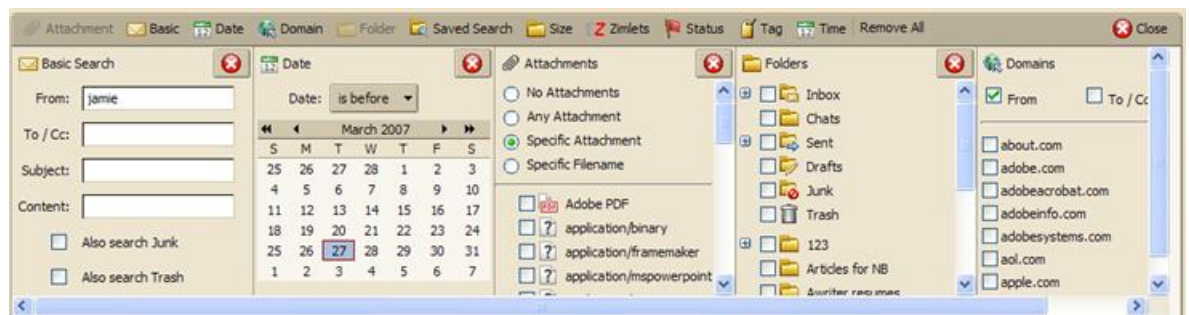
A **Quick Search** shortcut is to simply type in a name or word, without any keywords. For example, to find all mail containing the word **tim** anywhere in the subject line, **To**, **From**, **Cc**, or **Bcc** lines, message body, or file attachment, you could simply type **tim** into the **Search** box and click **Search**.

You can enter any value, such as a word, first name, last name, phone number, or domain name. For contacts in your address books, the field must be a whole word. For example, to search contacts by phone number you would have to enter the full phone number as it appears in the contact entry; you could not search just by the area code alone.

Before you can use the **Quick Search** feature, make sure that you have selected the type of item you want to search for. The drop-down arrow on the left of the search box allows you to select messages, personal contacts, personal and shared contacts, the **Global Address List** contacts, or for all types. When you search for more than one type, the icon displayed in the list lets you know which type of items is included.

## Using Advanced Search

The **Advanced Search** opens separate mini-panes to perform different types of searches. You can open multiple instances of each mini-pane. You might want to do this if you are doing **And** searches.



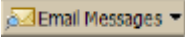


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## Searching for messages

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*To search for messages using the Search text box:*

1. Enter search criteria in the **Search** box, such as **has:attachment** or perhaps the sender's name.
2. Click the **Search** arrow,  and select the type of search from the list.
3. Click **Search**.

*To search for a message using detailed criteria:*

1. Click **Advanced** to open the **Advanced Search** area.
2. Click icons in the toolbar to open the pane for the type of criteria you want to use for your search.
3. Enter information. If you enabled the option to **Always Show Search String**, the **Search** text box updates as you type or make selections.
4. As soon as you enter a criteria in a **Search** pane, or as soon as you have made any selection change in any other **Search** pane, such as changing a radio button or a drop-down search option, the search executes.
5. Items matching the search criteria are listed in the lower right. If the **Conversation** feature is enabled, conversations containing messages that match the search criteria are listed.
6. To refresh the **Search Results** area, click **Search**.

*Using a wildcard in Search:*


The **asterisk** (\*) can be used as a wildcard in a search to find content that contains words that have similar spellings.

Use the **asterisk** (\*) as a wildcard after a prefix. That is search for **do\*** returns items with the word dog, door, etc.

## Saving search queries

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If you create a search that you think you will want to use again, you can save it.

1. Create the search query, either by entering text in the **Search** bar or by creating a query with **Advanced Search**.
2. To save the search, click  on the **Search** bar. The **Save Search** dialog opens.
3. Type the name for your **Saved Search**. Searches are saved as a search folder in the **Searches** section of the Overview pane by default, but you can select another folder.
4. Click **OK**. Your search is saved.

To use a **Saved Search**, click the **Search** folder. The search results immediately display in the Content pane.

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## Search examples

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The different panes in the Advanced Search area can be used to search by different criteria. The following examples include which Advanced Search panes you would use.

Here are a few possible search examples:

- **To search for a specific type of attachment file.** A message with next year's budget spreadsheet attached. You don't remember who it's from or what date it was sent, but the filename has an .XLS extension.

*Open just the **Attachments** pane and choose **Specific Attachment**. A list of check boxes appears beneath the radio button. Scroll down and check the box next to **Microsoft Excel**.*

- To search for a contact within a specific company. A contact who works at a company called **Rivendell**.

*Use the down-arrow to select **Search Contacts**. In the **Advanced Search** area, open the **Basic Search** pane and enter Rivendell under the **Content** field. (You could also do this search without using advanced search.)*

- **To search for an attachment that may be one type or another.** Messages with either PDF attachments or JPEG attachments.

*In the **Attachments** pane, choose **Specific Attachment** and then check both **Adobe PDF** and **JPEG Image**.*

- **To search for an item that was tagged.** Description of the new procedures for your workgroup, which you had tagged as **High Priority**.

*Open the **Tags** pane and select the check box for the **High Priority** tag. Note that tags are user-defined, so this assumes that you have previously created the tag definition, and applied it to the mail message.*

- **To search by a date range.** A message someone claims to have sent you in early December, which you think was never received.

*To set a date range, open two instances of the **Date** pane. In the first one, set the **Date** drop-down to **is before** and select an end date. Use the other **Date** pane to specify **is after** and a start date. You can also search by sender.*

- To search for a specific type of attachment that included a specific phrase. A message with a PDF file that contains the phrase **Mixed Nuts**.

*In the **Basic Search** pane, under **Content**, enter **Mixed Nuts**. In the **Attachments** pane, choose **Specific Attachments** and check **Adobe PDF**. Note that the search does not distinguish between content found in the body of an email message versus content found in a file attachment.*