

NEO Find Quick Reference Guide

Starting NEO Find

Starting NEO Find when Outlook starts

You can configure NEO Find to start when Outlook starts under Tools | Options | General tab. When you keep NEO Find running with Outlook, it keeps track of all messages coming in/going out while running unnoticed in the background. When looking for a message you are always sure NEO Find is fully in sync with Outlook.

Starting manually

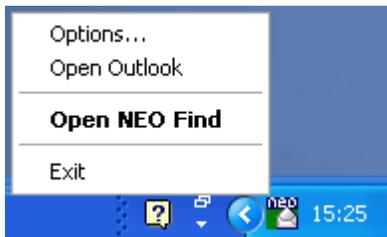
You can always start NEO Find from within Outlook: click the NEO Find icon on the Outlook toolbar or click Go to NEO Find from the Tools menu in Outlook.

NEO Find hides in the system tray

When minimizing NEO Find, it will hide in the system tray (the area where also the computer clock is located). Clicking the NEO Find icon will open and bring NEO Find to the foreground ready to find your messages.

You can configure NEO Find to minimize when starting so it will hide immediately in the system tray by setting this option under Tools | Options.

Right-clicking the NEO Find icon in the System Tray opens a small menu:



Finding Messages

Opening NEO Find

Open NEO Find by clicking the NEO Find icon on the Outlook toolbar or by clicking the NEO Find icon in the system tray.

4 easy ways to find your emails quickly:

F5: Find/select the Correspondent containing all sent and received emails.

F6: Search within this Correspondent

F7: Find an entire email thread when needed

F8: Launch a search through the entire Outlook system

F5: Find/select the Correspondent



F5

Click the **Find Correspondent** button on the toolbar (F5). If looking for Fiona Mackay, enter **mac** in the Folder List filter to short-list your Correspondents for easy selection.



The **green** background color tells you that you have a Folder List filter active.

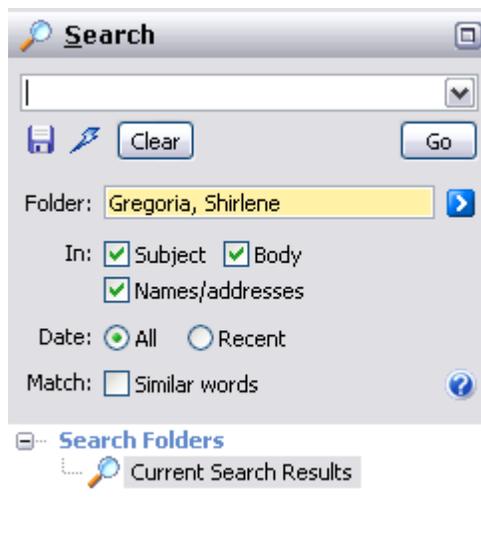
To **clear** the filter, click Clear or press the Esc key.

F6: Search within a Correspondent folder



F6

Highlight a Correspondent and click the **Search in (Correspondent) Folder** button (F6) to quickly search through the mails from a single correspondent.



F7: Find e-mail thread



F7

Highlight a message (e.g., with Subject Product Ideas) then click the **Search on Conversation** button (F7) to find all messages in the same thread.

Current Search Results [Filter on]		
To	Name	Subject
	Terry Johnston	RE: Product Ideas
	Terry Johnston	RE: Product Ideas
To: John Niec	John Niec	RE: Product Ideas
	John Niec	RE: Product Ideas
To: John Niec	John Niec	RE: Product Ideas
	John Niec	Product Ideas

F8: Free Search



F8

Click the **New Search** button on the toolbar (F8) to do a full search through the entire Outlook system producing lightning fast results.



You can even enter logical phrases like **(car or bus) near accident**.

Or enter parameters to limit your search such as searching within a folder.

Closing NEO Find

Closing NEO Find automatically with Outlook

Closing Outlook through the File | Exit command will automatically close NEO Find as well.

By customizing Outlook's toolbar the File | Exit command can be placed anywhere on the toolbar (e.g. to the right of the Help command). This will provide easy access and a single click to close both Outlook and NEO Find. For further details please refer to our Knowledge Base article [T1181](#).

Please keep in mind when closing Outlook's window (through the top right 'X'), Outlook's process is allowed to continue to run which will not force a close-down of NEO Find.

Get help from within NEO

Press F1 to launch NEO Find's help system. You can download the user guide [here](#).

Support and Feedback

Click **Send Email to Support** on the Help menu.