
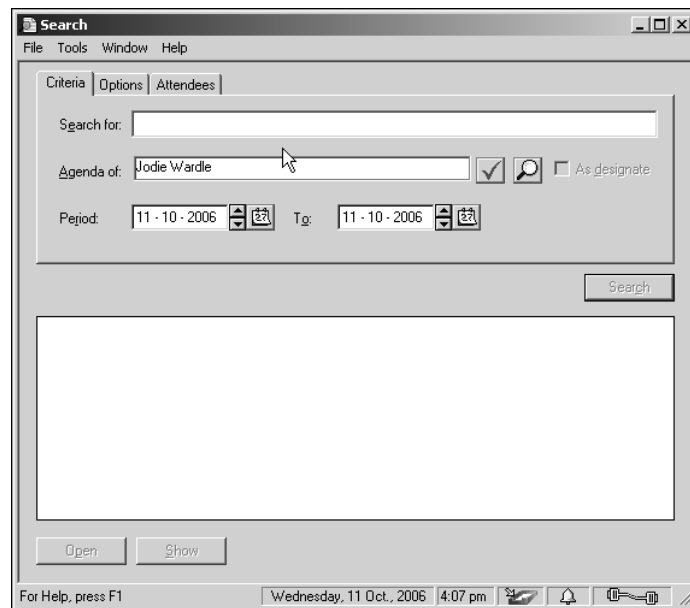



Searching for a meeting

You can search your own or any other user's Agenda for a text string or attendees within a specified date range.

1. Click the **Search Agenda**  button on the Agenda toolbar.
2. From the **Criteria** tab, enter the text you want to search for in the **Search for** field.



3. Enter the name of the Agenda you want to search in the **Agenda of:** field and click the **Checkmark**  button. Select the **As designate** check box if you have designate rights for the user or resource and want to search as a designate.
4. Enter the date period you want used for this search.
5. Click the **Options** tab and select the options you want to use to define the scope of your search.

6. If you want to search for attendees, click the **Attendees** tab and enter the names of the attendees you want to search for. You can also enter groups and resources. Resources must be preceded by **r:**, **re:**, or **res:**. Groups must be preceded by **g:**, **gr:** or **grp:**. Click the Checkmark button after entering each user, group or resource name.
7. When you finish entering the text, options and attendees you want to search for, click Search. The results are displayed in the bottom section of the Search dialog box.
8. To view an entry, select it and click Show. The Agenda you are searching opens in the Day or Week View and the entry you selected is displayed. You can also select an entry and click Open if you want to open the View <Entry> dialog box.