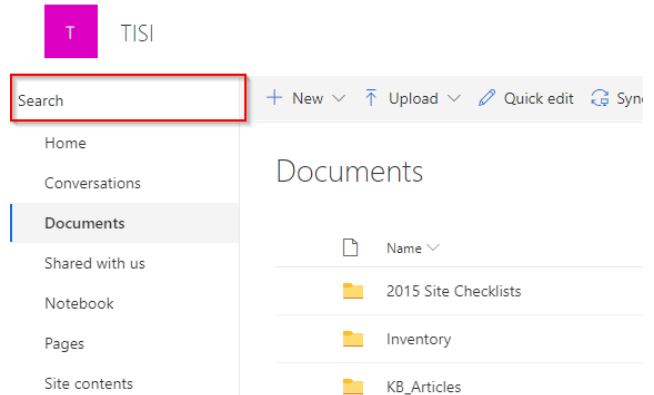
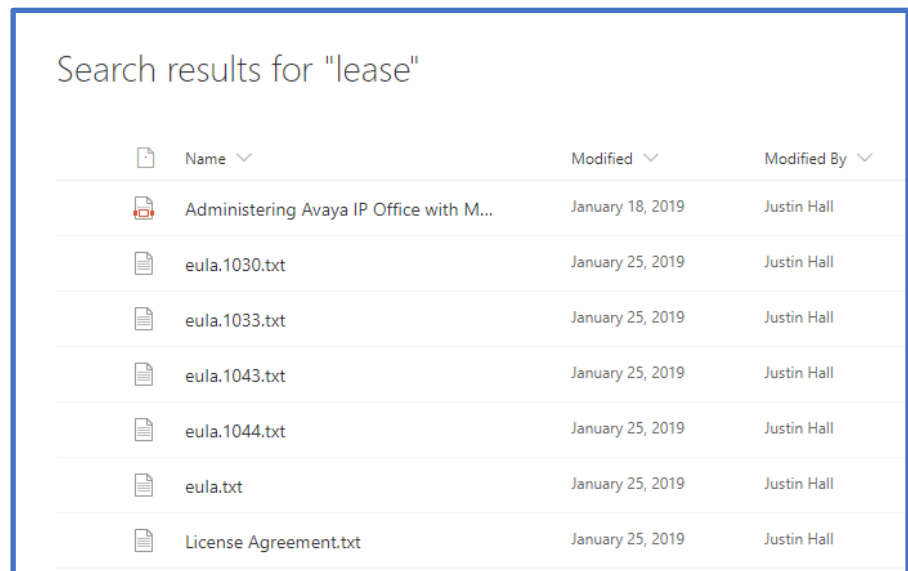


## How can I Search for a Document?

To search for a document across the entire SharePoint site, just go to the “Search” box at the top of the features area and type in what you are looking for. Press Enter.



The results will be displayed as shown below.



The screenshot shows the search results for the query "lease". The results are displayed in a table with columns for Name, Modified, and Modified By. The first result is "Administering Avaya IP Office with M...", which is highlighted with a red icon. The other results are text files with names like "eula.1030.txt", "eula.1033.txt", "eula.1043.txt", "eula.1044.txt", "eula.txt", and "License Agreement.txt".

Name	Modified	Modified By
Administering Avaya IP Office with M...	January 18, 2019	Justin Hall
eula.1030.txt	January 25, 2019	Justin Hall
eula.1033.txt	January 25, 2019	Justin Hall
eula.1043.txt	January 25, 2019	Justin Hall
eula.1044.txt	January 25, 2019	Justin Hall
eula.txt	January 25, 2019	Justin Hall
License Agreement.txt	January 25, 2019	Justin Hall

You can then hover over the item you are interested in. The “Actions List” will appear and you can continue to work on that document as you need to.