Microsoft

Getting started with Microsoft Search

Usage Guide

Background

This guide will help you navigate Microsoft Search, which will help improve your search experience and add greater value to your work.

You'll find tips to make the most of Microsoft Search for various industries, including:

- Education

- Financial Services

- Healthcare

- Life Sciences

- Manufacturing

- Retail

Microsoft Search

Welcome to Microsoft Search in Microsoft 365 – intelligent search for the modern workplace.

Users are increasingly turning to search engines to accomplish tasks and make decisions. Currently, over half the internet population will start their internet experience with a search engine.

Searching is the most popular online activity after email.

As our world is rapidly transforming, the amount of data each of us must process is ever increasing.

In fact, the total amount of content in the world is doubling every two years. People spend 20% of their time looking for information and 60% of the people claim to be missing key pieces of data to make decisions daily.

Many of us must manage an ever-increasing number of processes and systems often while on the go.

Microsoft Search benefits

Microsoft Search increases your productivity and saves time finding info you need.

Microsoft Search allows you to search all your enterprise content across Microsoft 365 and more with a consistent experience through all Microsoft entry points. This means you can search wherever you are working.
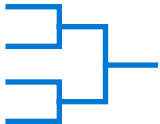
Built on Microsoft Graph and Bing technology Microsoft Search delivers more relevant, personalized results, secure for the enterprise.

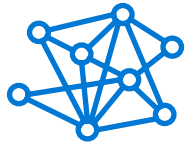# Microsoft Search offers the following benefits

Better results

Richer, more organized user experience

Ability to accomplish key tasks

Microsoft Search was introduced to address these issues

Information overload

Finding the right information amidst the explosion of internet and intranet content.

Outdated search experiences

Modernizing the enterprise search experience which hasn't changed in the past 10 years – i.e. still serving lots of blue links but lacking tools to differentiate between them.

Lack of useful features

Increasing the utility and functional value of search, which wasn't really helping users accomplish tasks – just navigate through links.

5 quick and easy things you can do with Microsoft Search

Find people and files

Easily find contact info, upcoming meetings, organization chart details, and groups relevant to you based on criteria.

Quickly find your own files or content created by co-workers that you have permission to view through the Microsoft connected services.

Get directions

Search for building locations and directions within your organization.

Easily search for directions and see what's nearby on Bing Maps.

Discover conversations

Find people and conversations within your company.

Search your conversations, whether private with individual co-workers or amongst a group within Microsoft Teams or Yammer.

Ask for information without asking

Find the right item faster with top relevant results, quick result suggestions, and proactive recommendations.

People suggestions and results give full access to Office 365 and LinkedIn profile.

Bookmark useful information

Search for bookmarks to internal and public sites and tools.

Open bookmarks directly within the search bar.

How different industries can use Microsoft Search

Education

Use search to learn about a class, get around campus, and collaborate with students and teachers.

Find information on a class or subject

Find information on classes or subjects with quick and powerful search capabilities.

Get around campus in a breeze

Get around campus by searching for locations and more. You'll see tips on finding buildings and getting directions through Bing Maps, which includes helpful data from the web-like destinations along the way or around your building, bringing the best of school and the web together.

Find what you and others were working on

Teamwork means working with colleagues across your organization. With Microsoft Search you can quickly get back to your shared files and conversations through recent, relevant content and people search.

Financial Services

Use search to gather data to conduct analysis, share insights, and work with the right people.

Simplify data gathering

Finance teams need to gather, aggregate, and report on data while conducting business reviews on a regular cadence. Microsoft Search delivers relevant information when it's needed across files, people, and conversations.

Access impactful analysis and actionable insights

Finance experts study how the industry is affected by market changes and trends. To find the most useful information, they must be smart about how they conduct their research. Microsoft Search delivers contextually relevant results, at the right time. This helps you better plan future goals and performance by bringing together the information you need across work and life.

Find expertise in the organization

People are a business' most important asset. Successful projects require not only the right resources, but the right people. Microsoft Search helps you find the people who can help projects succeed based on their skills and expertise.

Healthcare

Use search to safely look up patient medical history, medical professionals, diagnoses, and procedures for patient care while adhering to compliance requirements.

Search for critical patient information while maintaining compliance

Get the critical patient care information you need, with trusted data protection. Microsoft Search provides you with a secure way to connect and find information quickly, designed to help meet the enhanced security and compliance requirements for the healthcare industry.

Quickly access medical information to deliver better care

You can diagnose patient conditions more quickly and precisely to deliver outstanding patient care. Additionally, Microsoft Search provides doctors with relevant results about specific medications, including full descriptions to inform patients prior to prescribing.

Improve efficiency and operational outcomes

You can access medical information on any device to streamline patient care at any given time. Additionally, you can quickly locate patient history, make medical decisions faster, and facilitate best practices.

Life Sciences

Use search to conduct research, discover insights, and get people suggestions across topics.

Accelerate research

Find relevant information for your biological study and research within your internal and public libraries. Once your study is complete, you can instantly publish your discoveries to become searchable for your colleagues to use.

Get insights from the people, sites, devices, and documents you work with

Quickly locate studies and research from colleagues and other sources to make an informed decision on your biotechnology advancements.

Get people suggestions relevant to your search

Easily view and obtain information about suggested people from your internal organization, and see what they are working on, leverage their content, and contact them to collaborate in Office 365.

Manufacturing

Use search to conduct and analyze research on competitors, products, and audiences to identify opportunities and define business goals.

Get back to your work faster

Find documents you recently worked on, see recommended documents where your colleagues have mentioned you, and keep up-to-date with what has been worked on since you last looked at it.

Easily research competitors and products to help build products and services

Use Bing for Business to find essential information about your competitors, products, analytics, and reviews to help you build, position, and market your products and services. You can also search for internal documents to validate your product design shared by your extended team, across different geographies.

Quickly search for fellow team members to coordinate a product design

Simply search and find your team members from different organizations to huddle up for a brainstorming session to design your products, change features, and set targets.

Retail

Use search to assist your team to provide excellent customer experiences, help customers find products, and restock your store inventory

Optimize customer experience with your team on any device, on the go

You don't have to be alone without answers to customer questions or to solve complex problems. With Microsoft Search, you can get instant support from your team and relevant support groups on your mobile device to help your customer, on the go.

Quickly help customers locate store products

It can be frustrating for customers to find the products they're looking for at a large store. By using Microsoft Search, you can help customers locate the items of their interest, show them relevant product information, and send them to the correct aisle and shelf in the store, all from your mobile device.

Save time with intelligent search to restock inventory

Let the power of Microsoft Search help you search for products to restock empty store shelves. Then, get a layout of the store and exact location of the product shelf for you to restock the product.

Microsoft

Take the next step

Make the most of Microsoft Search in your organization. Quickly and securely find the right information you need using any device and any browser across the Microsoft apps you work with every day.

Check out Microsoft Search and get additional guidance, tutorials, and tips at:

https://go.microsoft.comfwlink/?linkid=2079623