Search & Tags

Version 3

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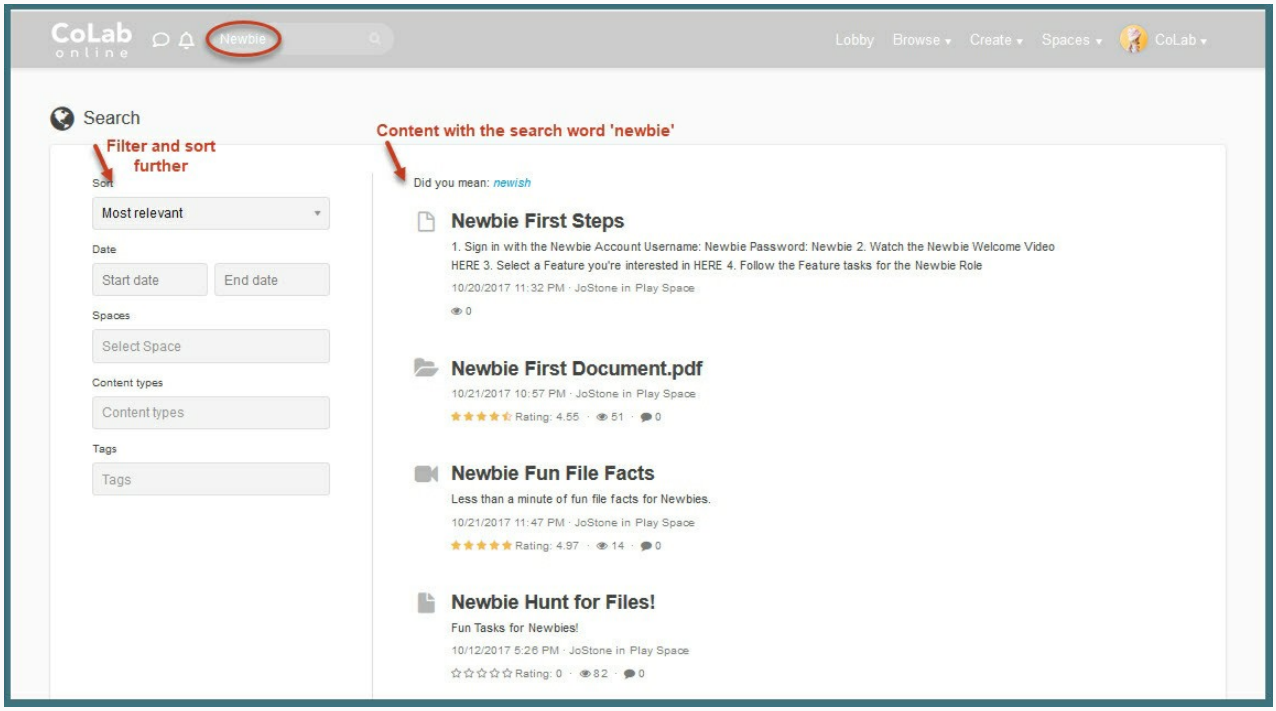
Search & Tags

Search

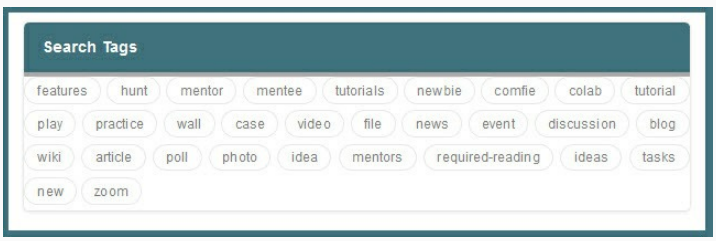
Global search is on the top toolbar. Enter key word(s). Suggestions appear. Refine your search, by clicking enter or click "all results".

You can add filters to your search. For example, a date range, space, or content type. Choose the content types most relevant to your needs such as discussions, files, or messages.

Use the global search to find people, learn more and connect with others in comments, files and messages.



Tags

Tags are another great way to search.

For example, clicking on a tag word takes you to all items for that word. Click the chat, files, wiki etc to discover more. Tags are often are added to content.