

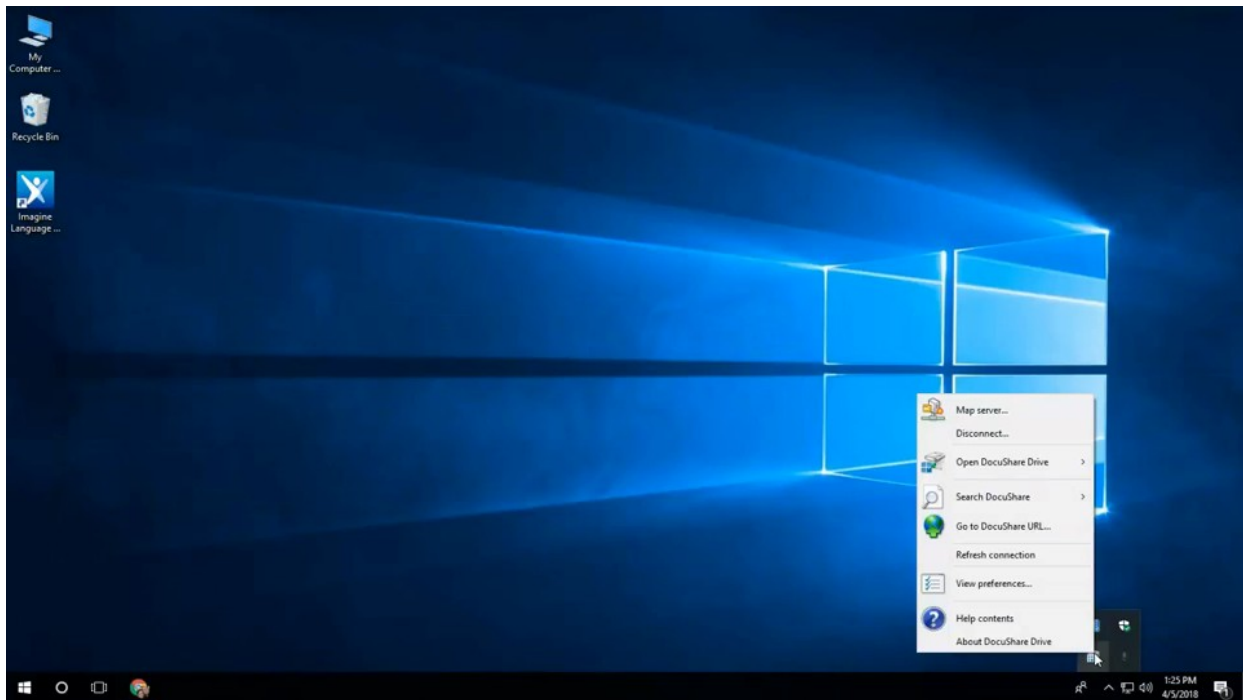
Search DocuShare Drive

Find DocuShare files from Windows

Search scope: Search results are limited to DocuShare content that your account is permitted to access.

STEP 1 Open the DocuShare Drive menu

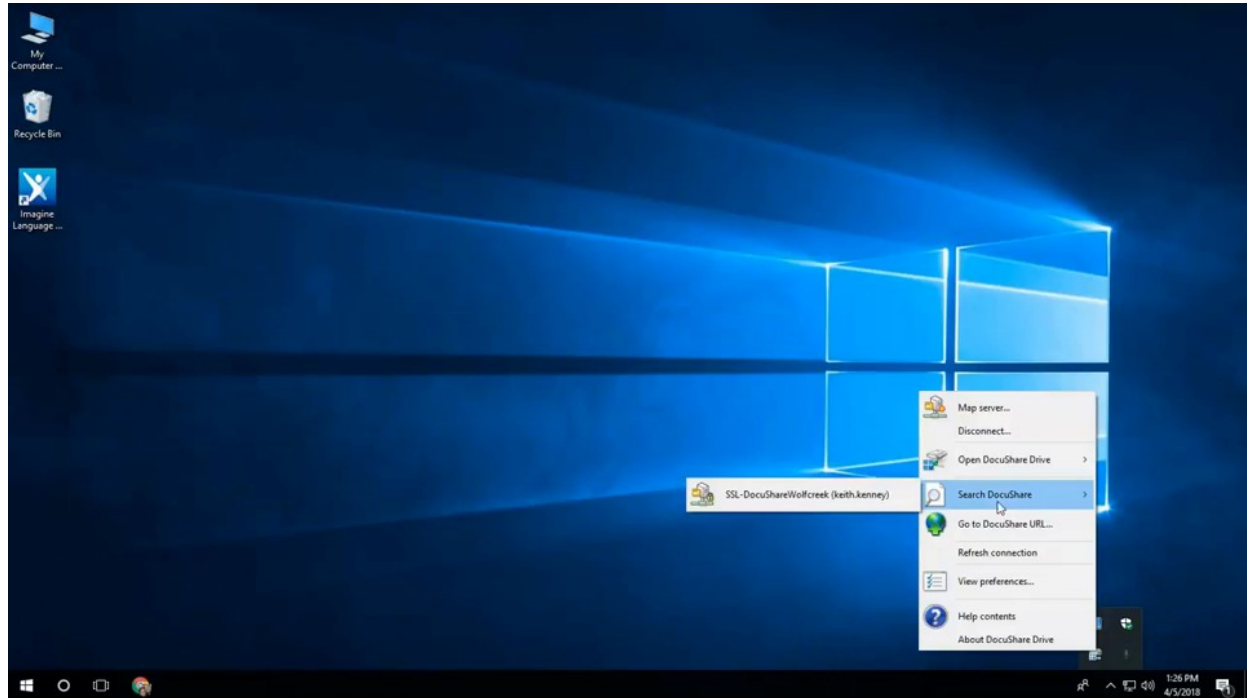
Select the DocuShare Drive icon in the Windows notification area.



Open the DocuShare Drive menu near the clock.

STEP 2 Start a search

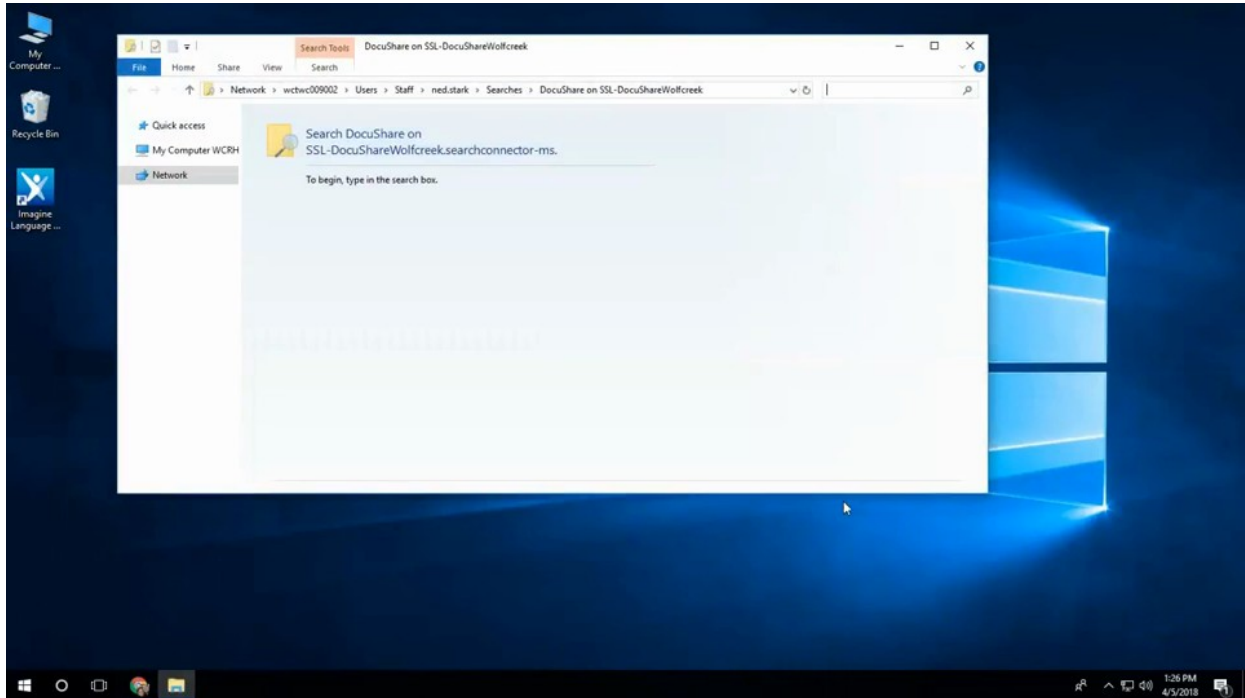
Select Search DocuShare, then choose the server or search location if prompted.



Select Search DocuShare from the menu.

STEP 3 Review the results

Enter the file name or search terms. Open the results folder and select the matching file.



Review the matching DocuShare search results.

Finished

Open the matching file or browse to its DocuShare location as needed.