



Lookeen Desktop 2026

User Manual

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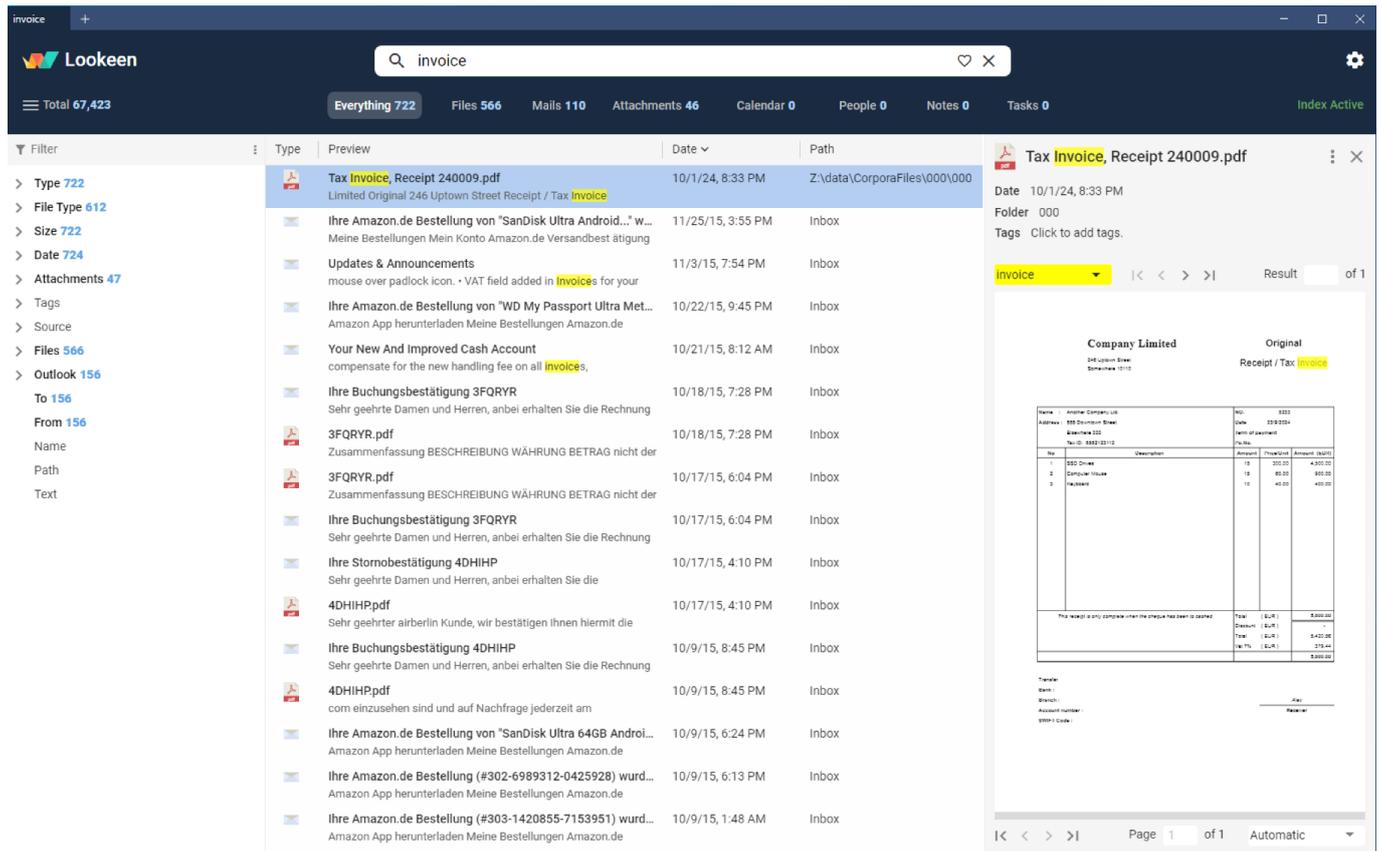
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Welcome to Lookeen



Thank you for choosing Lookeen! Lookeen is your powerful tool for seamlessly searching through Outlook, Outlook 365, Exchange or the file system. Whether you need to find emails, conversations, contacts, files, or any other important information, Lookeen makes it effortless.

Enhance Your Workflow

Lookeen is designed to streamline your daily workflow. With the sheer volume of emails you receive and send each day, managing your Inbox and archives can be time-consuming. Every day, file counts increase.

Lookeen eliminates this hassle by enabling fast, efficient searches across your data, including:

- Outlook 365
- PST files
- Microsoft Exchange Server
- Local and Network Files

Comprehensive Search Capabilities

Lookeen goes beyond just email searches. It also allows you to search through:

- Emails and Attachments
- Appointments and Tasks
- Notes and Contacts
- Files and Documents

With Lookeen, you get a complete desktop search solution, even when Outlook is closed or not installed. This means you can find the information you need, whenever you need it, without any limitations.

Save Time and Stay Organized

Lookeen is not just about searching; it's about saving you time and helping you stay organized. By quickly locating emails, files, and other important data, Lookeen ensures you spend less time searching and more time focusing on your work.

Powerful Tagging and AI Capabilities

Lookeen also includes advanced features to enhance your search experience:

- **Tags:** Categorize and organize your documents and emails with customizable tags. Easily manage and search for tagged items to keep your data organized.
- **AI Capabilities:** Leverage the power of Lookeen AI to perform advanced tasks such as summarizing documents, identifying issues, generating replies, and reviewing content. The AI assistant helps you automate and streamline your workflow, making data management more efficient.

Document Previews and Highlighting

Lookeen's advanced previewer lets you view a wide range of file types, including Word, Excel, PowerPoint, PDF, and many more. Search hits are highlighted directly within the preview, allowing you to quickly jump to the relevant sections of your documents. This feature makes it easy to find and review the information you need without opening multiple applications.

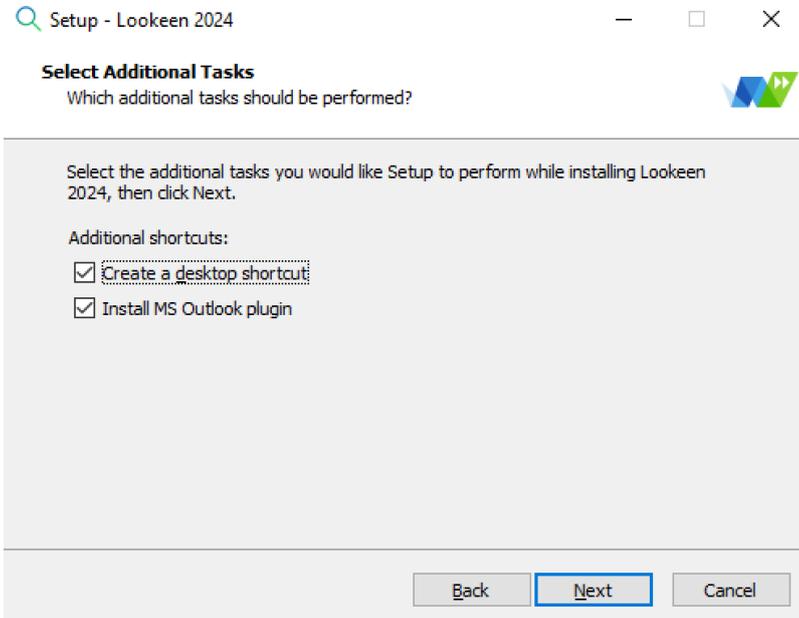
Unlock the Full Potential of Your Searches

Experience the time-saving benefits of Lookeen. Organize your workflow, improve productivity, and never lose track of important information again. Lookeen is your all-in-one solution for efficient data management and search, making your daily tasks easier and more efficient.

Thank you for choosing Lookeen – your indispensable tool for effortless organization, powerful search capabilities, and advanced AI features.

Installation

After accepting the license agreement, you can then choose whether Lookeen should make a shortcut on the desktop and whether Lookeen should install an Outlook plugin. Contrary to previous versions Lookeen will always run as it's own process and the Outlook plugin offers integration with Outlook and enables searches directly in Outlook.



Getting to Know Lookeen

The screenshot displays the Lookeen Desktop interface. At the top, a search bar contains the word 'invoice'. Below the search bar, a navigation bar shows various categories: 'Everything 722', 'Files 566', 'Mails 110', 'Attachments 46', 'Calendar 0', 'People 0', 'Notes 0', 'Tasks 0', and 'Index Active'. On the left side, there is a 'Filter' panel with options like 'Type 722', 'File Type 612', 'Size 722', 'Date 724', 'Attachments 47', 'Tags', 'Source', 'Files 566', 'Outlook 156', 'To 156', 'From 156', 'Name', 'Path', and 'Text'. The main area shows a list of search results for 'invoice', including a PDF document titled 'Tax Invoice, Receipt 240009.pdf' and several Amazon.de order confirmations. On the right side, a preview window shows the selected PDF document, 'Tax Invoice, Receipt 240009.pdf', with a table of items and a total amount of 5,800.00.

No.	Description	Amount	Priority	Amount (USD)
1	SSD Drive	19	200.00	4,000.00
2	Desktop Mouse	19	60.00	600.00
3	Keyboard	19	40.00	400.00
Total				5,800.00

1. The **search bar** is where you enter what you want to search. Searches can be simple words or more complex. A description of all the possible ways to search is [here](#).
2. The **discovery area** on the left allows you to refine your search even further by filtering the search results. You can explore the displayed results and quickly narrow down what you want to find. More details [here](#).
3. The **category selection bar**, below the search bar, allows selecting the type of documents that you want to see. For example, "Mails" will only show results that are emails. It is described [here](#).
4. Above the result area are the **result columns**. Column order can be configured by dragging and dropping them. Columns can also be resized. To configure which columns are shown, use the [Settings](#).
5. The **result area** contains the found results. For each document a short excerpt is shown. Text matches are highlighted. More information can be found [here](#).
6. The **settings** can be shown by clicking on the wheel icon on the top right. Configure what to index, when to index and how Lookeen displays the results. More details can be found [here](#).
7. The **preview area**, to the right of the results, contains a preview of the document. Text matching the search terms is highlighted. The details area is explained [here](#).

8. **Lookeen AI** allows you to use advanced AI functions to automatically summarize, reply to, and review documents within the search results. These features are designed to enhance productivity by providing quick insights and automated responses. More details on using Lookeen AI can be found [here](#).
9. **Tags** are a powerful way to categorize and organize your documents. They allow you to assign labels to items, making it easier to find and manage them later. Tags can be customized to fit your workflow, and you can create as many tags as you need. By using tags, you can quickly filter and sort through your documents based on the labels you've applied. This functionality helps in maintaining an organized system, ensuring that important documents are easily accessible. Tags can be edited in the preview area, or by right-clicking on a document in the result area. You can enable or disable tags in the User Settings, where you can also manage existing tags and create new ones. Details can be found [here](#)
10. **OCR** enables the recognition and extraction of text from image-based documents, such as PDFs and scanned images. This allows the content of these documents to be searchable without modifying the original file. You can select the languages for OCR recognition in the settings. More details on configuring OCR can be found [here](#).

Search Bar

Enter your search term in the search bar. Lookeen will start searching as you type.



The search bar in Lookeen is designed to facilitate efficient and comprehensive searches.

Search Input Field: The central white bar is where you enter your search term. As you type, Lookeen dynamically updates the search results. If there are favorites or previous searches that match your query a box below the search will show them.

Search Icon: Located on the left side of the search bar, this magnifying glass icon represents the function of searching. Click it to search.

Favorite Icon: The heart icon next to the search bar allows you to mark searches as favorites for easy access later.

Clear Icon: The "X" icon next to the heart icon lets you quickly clear the search term from the search bar.

Lookeen AI Button: The "Lookeen AI" button on the right side allows you to utilize advanced AI features for more refined and intelligent search capabilities.

Category Filters: Below the search bar, there are category filters such as "Everything," "Files," "Mails," "Attachments," "Calendar," "People," "Notes," and "Tasks." Each category displays the number of items found within that category. Clicking on a category filter refines the search results to that specific type of document.

These features combined provide a robust tool for navigating through your documents and finding exactly what you need with ease.

Results Area

In the results area, you'll see all items that match your search criteria. The default number of results displayed is limited to 5000. You can increase the maximum number in **Settings -> View**.

Type	Preview ^	Size	Path	Tags	Date
	003046.pdf FISCAL YEAR 2003: ANNUAL REPORT Office of Management,	1.56 MB	Z:\data\CorporaFiles\003\003		2/12/04, 9:05 PM
	003069.pdf the resources. Commodities are required to be monitored	963.16 KB	Z:\data\CorporaFiles\003\003		2/6/09, 7:24 AM
	003178.pdf and impair the IRS in the computation and collection of diesel	66.57 KB	Z:\data\CorporaFiles\003\003		11/19/03, 4:01 AM
	003186.pdf for the continuing benefit of the American people. As part of this	3.15 MB	Z:\data\CorporaFiles\003\003		10/14/05, 11:16 PM
	003799.pdf without payment of customs duties or tariffs. invoice fraud,	492.19 KB	Z:\data\CorporaFiles\003\003		2/25/09, 7:26 AM
	003862.pdf Market Segment Specialization Program The taxpayer names and	71.59 KB	Z:\data\CorporaFiles\003\003		7/19/07, 1:41 PM
	004513.pdf Howley, Hilda Davis, Barbara Greene, Carolyn Petty, and all of the	7.17 MB	Z:\data\CorporaFiles\004\004		10/16/08, 2:50 AM
	005230.pdf Accreditation Council for Graduate Medical Education ADA	2.96 MB	Z:\data\CorporaFiles\005\005		3/3/04, 12:48 AM
	005237.pdf an 'original source' who has direct and independent knowledge of	40.7 KB	Z:\data\CorporaFiles\005\005		3/6/06, 11:05 PM
	005260.pdf increasingly looking to Internet-enabling tech- nologies to	1.24 MB	Z:\data\CorporaFiles\005\005		1/23/02, 9:07 PM
	005509.pdf The Court Report 4thPolice District April 2008 Building Safer	414.19 KB	Z:\data\CorporaFiles\005\005		5/15/08, 9:59 PM
	005511.pdf levels, transitions from one temperature to another, and the timing	109.17 KB	Z:\data\CorporaFiles\005\005		9/8/07, 4:57 AM
	005553.pdf of the U.S. Trade Representative gratefully acknowledges the	2.65 MB	Z:\data\CorporaFiles\005\005		4/26/08, 6:51 AM
	005709.pdf Jamie Rappaport Clark Director Marshall Jones Deputy Director	670 KB	Z:\data\CorporaFiles\005\005		8/6/01, 11:40 PM
	005778.pdf MEMORANDUM FINDINGS OF FACT AND OPINION VASQUEZ,	58.28 KB	Z:\data\CorporaFiles\005\005		4/16/03, 12:33 AM
	009165.pdf NPPD's ability to obtain tax-exempt financing, structured the deal	59.63 KB	Z:\data\CorporaFiles\009\009		12/12/00, 11:10 PM

The results are displayed in a tabular format with the following default columns:

- Type:** The file type (e.g., .doc, .html, .txt).
 - Preview:** A brief preview or snippet of the document content.
 - Date:** The date and time the document was last modified.
 - Size:** The size of the document in KB.
 - Path:** The file path where the document is stored.
- and other columns.

These columns can be configured in Settings -> View to match your specific needs and preferences. This flexibility allows you to tailor the results area for optimal efficiency and relevance. If a column is filtered, the background will become green. In the example above, filters for Type and Date are active.

You can also interact with the columns in the following ways:

Click a column: Click on a column header to sort the results by that column. Click again to change the order (ascending or descending).

Drag to change order: Drag and drop the column headers to rearrange the order of the columns.

Click on the border to resize: Click and drag the border between column headers to resize the columns.

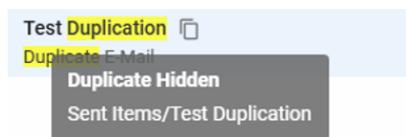
This flexibility allows you to tailor the results display for optimal efficiency and relevance.

Duplicates

Lookeen automatically detects and groups similar or identical search results. This can be controlled in the settings.

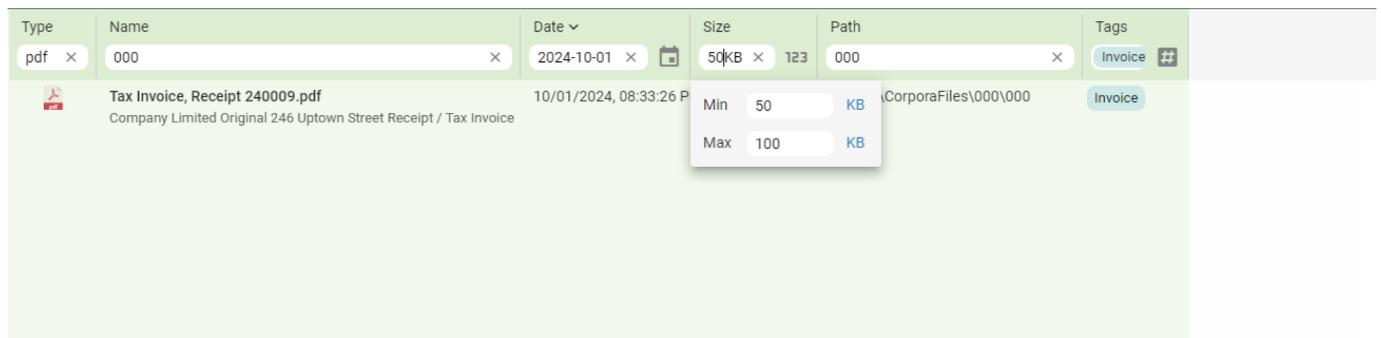
For example, if a mail is in the Sent and Inbox folders it will be shown only once to declutter the search results.

An icon next to the title will indicate that duplicates have been hidden.



Column Filters

Each column in the results area provides different filtering options, depending on the type of data. Filters can be grouped into two categories: **Text Filters** and **Advanced Filters** (those with an icon).



Text Filters

These filters allow you to input free text to narrow down results based on partial or full matches:

These filters allow you to input free text to narrow down results based on partial or full matches. For example:

- **Type (Extension):** Enter a file extension (e.g., "pdf", "doc") to filter results by the file type.
- **Name:** Filter by document name or partial name. For example, entering "000" will display files with "000" in their name.

- **Path:** Filter based on the file's location by entering part of the directory path (e.g., "CorporateFiles\000").
- **From:** Search results by the sender's email address.
- **To:** Filter by the recipient's email address

Advanced Filters

Some columns provide additional filtering options by clicking the filter icon next to the column header. These filters offer more complex inputs like date ranges, size thresholds, or tag selection:

- **Date:** Click the calendar icon next to the "Date" column to bring up an editor where you can specify a date or a range of dates (e.g., 2024-10-01 to 2024-10-31). This allows you to limit results to files modified within the selected range.
- **Size:** Click the size icon to bring up an editor where you can enter a size filter (e.g., 80KB). You can specify the file size to filter out results below or above that size.
- **Tags:** Click the tag icon to filter by specific tags assigned to files, such as "Invoice". Selecting a tag will limit the results to those that include the selected tag.

Using Filters

Each filter provides a straightforward way to narrow down search results. You can apply one or more filters across different columns to pinpoint the exact documents you are looking for. Filters can be easily cleared by clicking the "X" next to any active filter or modified directly by adjusting the inputs.

This filtering system allows for quick, customized searches, ensuring that you find relevant documents without sifting through unnecessary results.

Category Selection

At the top of the results area there are tabs for the various category elements.



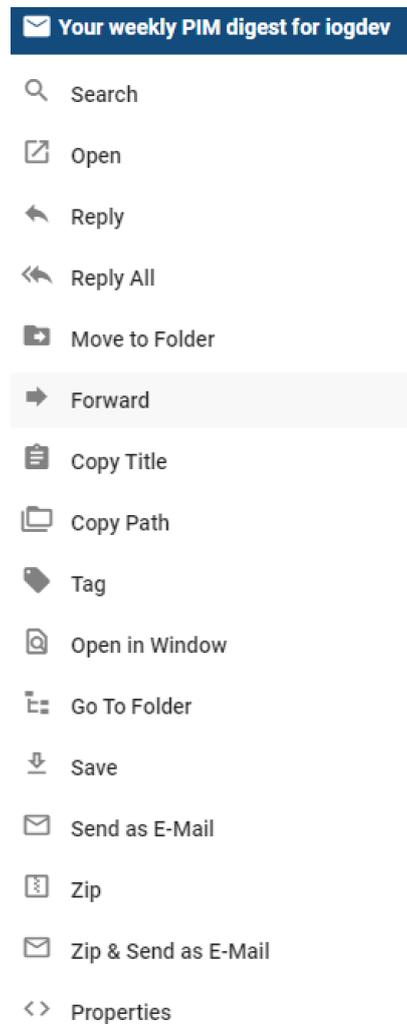
The results for each category are displayed by clicking on a tab. You can return to the complete results list by clicking on the "Everything" tab.

The Context Menu

Double-click on an item to open it. By right-clicking on an item, the context menu will open with options to refine and restrict your search queries, as well as edit the selected element. You can select multiple items.

The context menu may vary depending on the type of items you select and the number. For example, if the selected item is a file, Reply and Forward will not be shown.

The context menu offers the following functionality:



Search: Initiate a search based on the selected item.

Open: Open the selected item.

Reply: Reply to an email.

Reply All: Reply to all recipients of an email.

Move to Folder: Move the selected item to a different folder.

Forward: Forward the selected email.

Copy Title: Copy the title of the selected item.

Copy Path: Copy the file path of the selected item.

Tag: Assign or manage tags for the selected item.

Open in Window: Open the selected item in a new window.

Go To Folder: Navigate to the folder containing the selected item.

Save: Save the selected item.

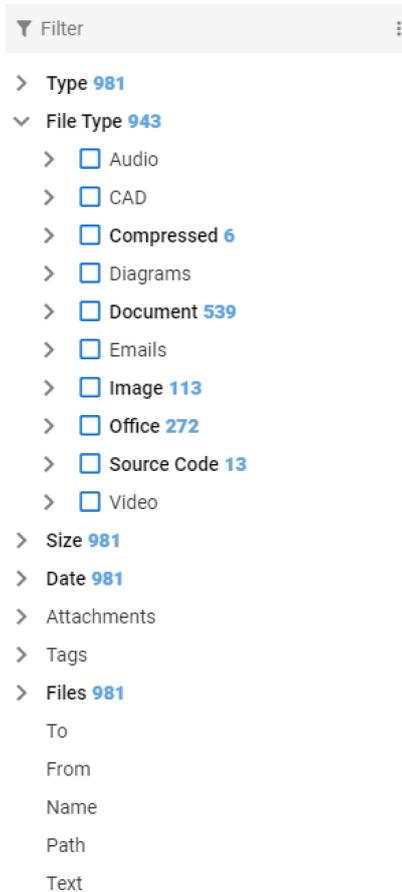
Send as E-Mail: Send the selected item as an email.

Zip: Compress the selected item into a zip file.

Zip & Send as E-Mail: Compress the selected item into a zip file and send it as an email.

Discovery

In this panel, you can explore and refine your search results using various criteria. The panel includes several categories that you can expand and select to narrow down the search results:



Type: Filter results based on the general type of item, such as Mail or a File.

File Type: Refine results by specific file types, such as Audio, CAD, Compressed, Diagrams, Document, Emails, Image, Office, Source Code, and Video. You can select the exact subtype by opening the Item,

Size: Filter results based on the file size.

Date: Refine results by the date they were last modified.

Attachments: Focus on items that include attachments.

Tags: Use tags to further categorize and filter your results.

Files: Filter results to show only files, with additional subcategories based on their storage paths, such as drive C: or D: and further subfolders.

To: Narrow down results based on the recipient.

From: Filter results by the sender.

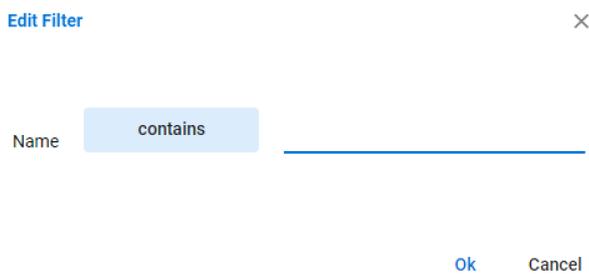
Name: Search by the name of the item.

Path: Refine results based on the file path.

Text: Filter results based on the content text within the items.

By selecting these filters, you can quickly narrow down your search results to find exactly what you are looking for, making your search more efficient and precise.

If you click on **Name**, **Path**, or **Text** in the filter options, you can define specific filters to narrow down your search results. This allows you to customize your search criteria based on particular attributes of the documents:



Edit Filter ×

Name contains _____

Ok Cancel

- **Name:** Filter results by specifying conditions that the document names must meet.
- **Path:** Define filters based on the file paths where the documents are stored.
- **Text:** Create filters that search within the text content of the documents.

These customizable filters help refine the search results to match your exact requirements, making it easier to locate specific documents within your dataset.

Details

When you select an item by clicking on it in the results list, it will be displayed in the details area.



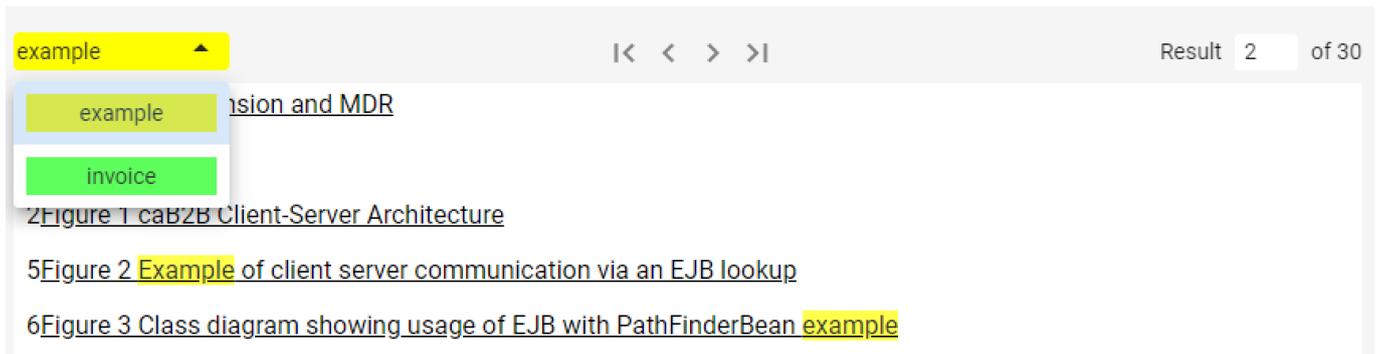
This area provides detailed information about the selected item, including:

- **Date and Time:** The date and time the item was created or received.
- **Folder:** The folder where the item is stored.
- **From:** The sender of the email or the source of the document.
- **To:** The recipient(s) of the email.
- **Tags:** Any tags that have been applied to the item. Click on the tags to change them.

Additionally, a context menu is available with several actions, such as:

- **Copy:** Copy the content of the item.
- **Search:** Perform a search based on the selected item.
- **Send E-Mail:** Send an email directly from this interface.
- **Set this email as From filter:** Use this email address as a filter for the sender.
- **Set this email as To filter:** Use this email address as a filter for the recipient.
- **Add this email as From filter:** Add this email address to an existing filter for the sender.
- **Add this email as To filter:** Add this email address to an existing filter for the recipient.

Search Results Highlighting



Above the main preview area is a navigation section that allows you to jump to the locations where the query was found within the document. This section includes:

Search Term Dropdown: Displays the search term used and highlights its occurrences in the document.

Navigation Buttons: Buttons to move to the previous or next occurrence of the search term.

Result Indicator: Shows the current result number and the total number of results found within the document.

Search hits are highlighted in the document in the highlight color of the search term.

Paging and Zoom



The preview area includes paging and zoom options to help you navigate and view documents more effectively. Here's how these features work:

Paging

Navigation Buttons: Located at the bottom of the preview area, these buttons allow you to move forward or backward through the pages of the document. You can jump to the first or last page using the double-arrow buttons.

Page Indicator: Displays the current page number and the total number of pages, helping you keep track of your position within the document.

Zoom Options

Zoom Dropdown Menu: Found at the bottom right corner of the preview area, this menu provides various zoom levels such as "Automatic," "Fit Width," "Fit Height," and specific percentages (e.g., 50%, 75%, 100%, 150%, 200%). Selecting a zoom level adjusts the document view accordingly.

Fit Width: Scales the document to fit the width of the preview area.

Fit Height: Scales the document to fit the height of the preview area.

Tags



The **Tags** screen in the main results view allows you to manage tags for your documents and emails directly from the search results. This feature provides a convenient way to categorize and organize your items on the fly. Here's what you can do:

Edit Tags and Comments: Select Tags in the context menu or click on the tags in the Details Area, to bring up the "Edit Tags and Comments" window. Here, you can add, remove, or edit tags associated with the item.

Search or Create: Use the search bar at the top to find existing tags or create new ones. Simply type the tag name and press Enter to create a new tag.

Tag Management: Tags can be color-coded for easy identification. You can see the tags applied to the document or email, and you can click on a tag to remove it if needed.

Searching with Tags

Lookeen allows you to search using tags to quickly find related items:

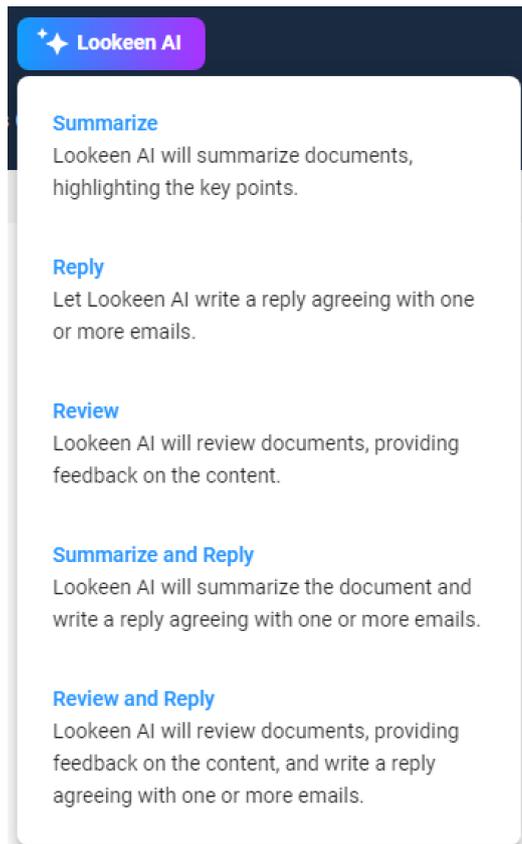
Using `tag:<tagname>`: Enter `tag:<tagname>` in the search bar to find all items associated with a specific tag. For example, `tag:Gebucht`.

Using `#<tagname>`: Alternatively, you can use `#<tagname>` to search by tag. For example, `#Erledigt`.

These functionalities help you efficiently organize and retrieve your documents and emails based on the tags you assign, making your search and management tasks much easier

Tags can be configured in the [Tags](#) settings.

Lookeen AI



Lookeen AI brings advanced artificial intelligence capabilities to your daily workflow, enhancing your productivity and efficiency. With Lookeen AI, you can leverage powerful tools to summarize documents, identify issues, generate replies, and review content, all within a seamless interface.

AI Capabilities Overview

Lookeen AI provides several key functionalities designed to simplify and improve your document management and communication processes:

Summarize

The **Summarize** feature allows Lookeen AI to summarize documents, highlighting the key points. This is particularly useful when you need a quick overview of a lengthy document or email, saving you time and helping you focus on the most important information.

Find Issues

With the **Find Issues** feature, Lookeen AI can identify potential problems within documents. This proactive approach helps you detect issues ahead of time, ensuring that your documents are accurate and error-free before they are sent out or archived.

Reply

The **Reply** feature enables Lookeen AI to assist in writing replies to emails. Whether you need to agree with one or more email messages, Lookeen AI can craft a suitable response, saving you time and effort in your communications.

Review

The **Review** feature allows Lookeen AI to review documents, providing feedback on their content. This helps ensure that your documents meet quality standards and are well-composed before finalizing or sharing them.

Summarize and Reply

Combining the capabilities of summarizing and replying, the **Summarize and Reply** feature enables Lookeen AI to provide a summary of the document and then generate a reply based on the summarized content. This two-step approach streamlines your workflow, particularly in managing extensive email threads or detailed documents.

Review and Reply

The **Review and Reply** feature offers a comprehensive solution where Lookeen AI reviews documents, provides feedback, and then generates a reply that agrees with one or more emails. This ensures that your responses are well-informed and address all critical points.

How to Use Lookeen AI

To use Lookeen AI, simply click the **Ask AI** button in the interface. This will bring up a menu with the available AI actions. Select the desired action, and Lookeen AI will perform the task based on the content you have highlighted or selected.

Benefits of Lookeen AI

Efficiency: Automates repetitive tasks such as summarizing, reviewing, and replying to emails, allowing you to focus on more critical work.

Accuracy: Helps identify issues in documents, ensuring that your communications and records are error-free.

Time-Saving: Quickly generates summaries and replies, reducing the time spent on reading and writing.

Enhanced Workflow: Integrates seamlessly with Lookeen's powerful search and organization features, providing a comprehensive solution for managing your emails and documents.

Lookeen AI can be configured in the [AI Assistant](#) settings.

Lookeen OCR

The OCR feature in Lookeen allows you to make text from image-based documents searchable without altering the original files. With OCR, Lookeen extracts text from formats such as PDFs, scanned images, or screenshots, enabling you to search through these documents as if they were regular text files.

	Metamorphosis.pdf One morning, when Gregor Samsa woke from troubled dreams, he
	frankenstein.tiff has accompanied the commencement of an enterprise which you have
	sherlock-holmes.png Chapter 1. Mr. Sherlock Holmes Mr. Sherlock Holmes, who was usually
	moby-dick.bmp CHAPTER 1. Loomings. Call me Ishmael. Some years ago-never mind

How OCR Works

When enabled, OCR processes image-based documents in your search index, extracting text and adding it to the index for fast retrieval. This makes all your documents searchable, even if they don't contain editable text.

Original Document Preservation

OCR does not modify the original documents. The extracted text is stored separately within the search index, allowing the original file to remain unchanged while still making its content searchable.

Search Using OCR

Once OCR is enabled, you can search for words or phrases within your image-based documents just as you would with any other document in Lookeen. The extracted text will appear in your search results, making it easier to find relevant information, no matter the document format.

Index Status

Indexing

✕



Indexing is active.

Type	Status	Progress	Details	Action
Files	Optimizing	93%		
Exchange		100%	10 m 45 s to next index	Start index now
Outlook 365		100%	31 m 54 s to next index	Start index now
Outlook	No Sources			

The Index Status window provides an overview of the current indexing process.

Here's a breakdown of the information displayed:

Type: The category of items being indexed (e.g., Files, Exchange, Outlook 365, Outlook).

Status: The current status of the indexing process for each category, indicating which phase it is in (Explore, Index, Optimize, Cooldown).

Progress: A visual progress bar and percentage indicating how much of the indexing process is complete for each category.

Details: Additional information about the indexing process, such as the time remaining until the next index.

Action: Options to manually start indexing immediately by clicking "Start index now".

At the top of the window, there are control buttons:

Start: If the indexing is paused, Start will unpause the indexing.

Pause: Pauses the active indexing process.

Phases of Indexing

Explore: In this phase, the system scans and identifies the files and data sources that need to be indexed.

Index: During the indexing phase, the identified files and data are processed and added to the search index. If the files are indexed already they will not be indexed again.

Optimize: This phase involves refining and optimizing the indexed data to improve search efficiency and performance.

Cooldown: In this phase the indexing is paused. This means the computer running Lookeen is not taxed while the indexing pauses. All indexing can be paused by pressing pause in the Index Status window, or scheduled in Settings -> Index.

Tip: The first indexing may take some time to complete. This depends on type and size of your data. After your data has been initially indexed, the subsequent indexing operations go much more quickly. This short indexing process only adds all newly obtained, moved, deleted, or changed items (e.g. newly created tasks, appointments or new e-mails).

Lookeen Configuration

Settings

Preview

Control how many lines the preview shows

1 2 3 4

Search Result Count Limit

Control the maximum amount of search results users will be able to see.

Result Limit 5000

Visible Columns

Select which columns should be visible for which type.

Everything Files Mails Attachments Calendar People Notes Tasks

- Type
- Preview
- Date
- Size
- Path
- Tags
- Source
- Container
- From
- Author
- Folder
- Attachment
- To

The **Configuration** menu in Lookeen provides a comprehensive set of options to configure and customize the application to suit your needs. Here's a general overview of what can be found under each section on the left:

Settings

In this section, you can customize the appearance and behavior of the Lookeen interface. Options include configuring the layout, adjusting the number of preview rows, and selecting which columns to display in the results area.

License

In the License section, you can manage your Lookeen licenses. This includes entering license keys, viewing license details, and buying a Lookeen license.

AI Assistant

Here, you can enable and configure the advanced AI features provided by Lookeen AI. This includes settings for automatic summarization, reply generation, and document review.

OCR

This section allows you to enable and configure OCR (Optical Character Recognition). With OCR, Lookeen can analyze image-based documents, such as PDFs, and make their text searchable. You can also select which languages the OCR feature should recognize for accurate indexing.

Tags

This section allows you to manage tags, which are used to categorize and organize your documents. You can create, edit, or delete tags and configure how they are applied.

Index

This section allows you to manage the indexing process. You can start, pause, or stop indexing, delete existing indexes, and change the index location. Additionally, you can configure which types of files are included in the index.

Files

The Files settings provide options to configure what Lookeen should index on your filesystem.

Exchange

This section allows you to configure Lookeen's integration with Microsoft Exchange. You can set up Exchange account information and specify which Exchange folders to index.

Outlook 365

Similar to the Exchange section, the Outlook 365 settings enable you to configure integration with Microsoft Outlook 365. You can manage the account to index and which folders to index.

Outlook

In the Outlook section, you can configure Lookeen's interaction with Microsoft Outlook (non-365). This includes which mailboxes and folders to index. Here you can also select PST archives to index that are not connected to Outlook.

Help

The Help section provides access to Lookeen's support resources. Here you can find user manuals, troubleshooting guides, and contact information for customer support.

Settings

Index

Index Management

Stop indexing, delete the index or change the index path on disk. Changing the location or deleting the index requires the indexing to be stopped.

Type	Status	Documents	Size	Action
Total		0 Documents	1 KB	Delete
Files	Selected 0 folders	0 Documents	0 KB	
Exchange	Disconnected	0 Documents	0 KB	
Outlook 365	Selected 1 folders	0 Documents	1 KB	Delete
Outlook	Selected 0 folders	0 Documents	0 KB	

Data Location

Change the data location to this path. This will create a new index under that location.

[C:\temp](#) 

File Types

Define which files will actually be parsed and can be searched by content and not only by filename.

- > Audio
- > CAD
- > Compressed
- > Diagrams
- > Document
- > Email Files
- > Image
- > Office
- > Source Code
- > Video

The **Settings** section of the Settings menu allows you to customize the appearance and layout of Lookeen. Here's what you can find:

Preview

Control how many lines the preview shows. Select between 1, 2, 3, or 4 lines for the preview area.

Search Result Count Limit

Control the maximum number of search results users will be able to see. Adjust the slider to set the desired limit, with a maximum of 20,000 results.

Visible Columns

Select which columns should be visible for each type of search result. You can select the to and from for example only for the email category view.

Type: Displays the file type (e.g., .doc, .pdf, .html).

Preview: Shows the title and a brief snippet or preview of the document content.

Date: Indicates the date and time the document was last modified or received.

Size: Shows the size of the mail or file.

Path: Displays the file path where the document is stored on your system.

Source: Shows the origin of the document, such as files, or Outlook 365.

From: Indicates the sender of the email or the source of the document.

Tags: Displays any tags that have been applied to the document for categorization.

Folder: Shows the folder in which the document or email is stored.

Attachment: Indicates whether the item has attachments and displays the attachment names.

To: Shows the recipient(s) of the email or the intended destination of the document.

Group Duplicate Search Results

This setting controls how Lookeen groups duplicate search results. Grouping helps reduce clutter in your result list by combining results that are the same or very similar.

You can choose from the following options:

By Content: Groups files that have exactly the same content, even if the file names are different.

By Content and Title: Groups files only if both the content and the title are the same. This is useful if you want to keep files with different names visible, even if the content is the same.

By Exact Matches: Groups only files that are completely identical, including content, title, and other properties.

Show Duplicates: Turns off grouping. All search results are shown individually, including any duplicates.

This setting allows you to control how much detail you see in your search results, depending on whether you prefer a cleaner overview or want to see every version of a search result.

Dark Mode

Select if you want Lookeen to be in light or dark mode or match the system default. Choose the preferred display mode from the dropdown menu.

Language

Select the language in which Lookeen is displayed. Choose from the available languages in the dropdown menu.

Date Format

Select how dates are displayed in Lookeen. Choose from various date formats to match your preference.

Manage Notifications

Lookeen can notify you when certain indexing events occur. The notification will be shown as Windows notification.

The options include:

- **Notify Me Everytime Indexing Starts:** Enable this to receive a notification each time indexing starts.
- **Notify Me Everytime Indexing Completes:** Enable this to receive a notification each time indexing completes.
- **Notify Me Everytime the Index is Updated:** Enable this to receive a notification each time the index is updated.

Dark Mode

Select if you want Lookeen to be in light or dark mode or match the system default.

Light Mode 

Language

Select what Language the Lookeen is shown in.

English 

Date Format

Select how dates are displayed in Lookeen.

9/14/24 

Manage Notifications

Lookeen can notify you when new results arrive for your saved favorites, indexing starts or stops or an indexing run completed and the index was updated.

Notify Me Everytime Indexing Starts

Notify Me Everytime Indexing Completes

Notify Me Everytime the Index is Updated

Hot-Key

Search with Lookeen at anytime by pressing the hotkey.

Two times 

Check for Updates

Lookeen will periodically check for updates and inform you if a new release is available.

Current Version: 14.1.2.0

Automatically check for new versions of Lookeen.

Hot-Key

Configure a hotkey to quickly access Lookeen. The default hotkey is pressing "Ctrl" twice.

Check for Updates

Lookeen will periodically check for updates and inform you if a new release is available. Options include:

- **Automatically check for new versions of Lookeen:** Enable this to have Lookeen automatically check for updates.
- **Check if an Update is available:** Manually check for updates by clicking this button.

License

License

License Management

Information about your current license. To add or change the license, upload a *.lic file or paste the licence code below.

Product: Lookeen 2025 Premium Edition
Licensed To: Lookeen Team
License Active

Buy Lookeen

Upgrade Lookeen from an Older Version

Change License Key

The **License** section provides information and management options for your Lookeen license. Here's what you can find:

License Management

Information about your current license is displayed here, including:

Product: The version of Lookeen you are using (e.g., Premium Edition).

Licensed To: The name of the individual or organization the license is registered to.

Expires: The expiration date of the license.

License Status: Indicates whether the license is active.

Actions

Buy Lookeen: Click this button to purchase a new Lookeen license.

Upgrade Lookeen from an Older Version: Click this button to upgrade your Lookeen license from an older version.

Change License Key: Click this button to change or update your license key. You can upload a *.lic file or paste the license code into the provided field.

Lookeen AI

Lookeen AI

Enable AI Assistant

Enable or disable Lookeen AI Assistant, you will no longer be able to use AI Assistant if you turn this off.

Enable Lookeen AI Assistant

Model

Select the AI Model to use.

GPT 3.5 ▼

Manage AI Actions

Add custom AI Actions, specific to your daily usage. Make Lookeen AI yours.

Title	Description	Action
Summarize	Lookeen AI will summarize documents, highlighting the key poin...	^ v <input checked="" type="checkbox"/> ✎ 🗑
Reply	Let Lookeen AI write a reply agreeing with one or more emails.	^ v <input checked="" type="checkbox"/> ✎ 🗑
Review	Lookeen AI will review documents, providing feedback on the co...	^ v <input checked="" type="checkbox"/> ✎ 🗑
Summarize and ...	Lookeen AI will summarize the document and write a reply agre...	^ v <input checked="" type="checkbox"/> ✎ 🗑
Review and Reply	Lookeen AI will review documents, providing feedback on the co...	^ v <input checked="" type="checkbox"/> ✎ 🗑

Add

The **Lookeen AI** section allows you to enable and configure advanced AI features provided by Lookeen AI. Here's what you can find:

Enable AI Assistant

Toggle this switch to enable or disable the Lookeen AI Assistant. When disabled, you will no longer be able to use AI Assistant features.

Model

Select the AI model to use from the dropdown menu. The available options are "GPT 3.5" and "GPT 4".

Manage AI Actions

Add and manage custom AI actions specific to your daily usage. These actions make Lookeen AI more tailored to your needs. Here are the default AI actions listed:

Summarize: The Lookeen AI will summarize documents, highlighting the key points.

Find Issues: The Lookeen AI will identify issues in documents. Let Lookeen AI assist in spotting problems.

Reply: Let the Lookeen AI write a reply agreeing with one or more email messages.

Review: The Lookeen AI will review documents, providing feedback on their content.

Summarize and Reply: The Lookeen AI will summarize the document and write a reply based on the summary.

Review and Reply: The Lookeen AI will review documents, providing feedback on their content and suggesting replies.

For each AI action, you can:

Toggle On/Off: Enable or disable the action.

Reorder: Change the order of actions using the up and down arrows.

Edit: Modify the details of the action.

Delete: Remove the action.

Add: Click the **Add** button to create a new custom AI action, specifying the title and description to define how Lookeen AI should assist you.

Lookeen OCR

OCR

Analyze Documents with OCR

Control if documents should be analyzed with Optical Character Recognition (OCR). This enables searching by text contained in images and PDF documents.

 This feature is available with your Lookeen 2024 Premium Edition.

Enable OCR

OCR Languages

- Afrikaans
- Albanian
- Amharic
- Arabic
- Assamese
- Azerbaijani
- Basque
- Belarusian
- Bengali
- Bosnian
- Bulgarian

Select All Select None

The OCR feature allows you to analyze and search the text contained within images and PDF documents. This feature is especially useful for processing scanned documents or image-based content that would otherwise be inaccessible for text-based searching.

Enabling OCR

When enabled, the software will process images and PDFs in your document index, extracting and storing the recognized text in the index. This extracted text is then searchable within the software, allowing you to find content even in image-based documents.

Note: The OCR process does not modify the original document in any way.

OCR Languages

You can choose which languages OCR will recognize. The OCR Languages section provides a comprehensive list of supported languages for OCR scanning. Select the languages that correspond to the content of your documents by checking the boxes next to each language.

Note: OCR is not available with all Editions.

Tags

Tags

Enable Tags

Enable or disable Tags, you will no longer be able to use Tags if you turn this off.

 This feature is available with your Lookeen 2024 Premium Edition.

 Enable Tags.

Manage Tags

Create new tags, rename existing ones, or delete them. You can also choose a color for your tags.

Search or create

Color	Name	Actions
	invoice	Edit Delete
	spam	Edit Delete
	to_pay	Edit Delete

The **Tags** section allows you to manage tags, which are used to categorize and organize your documents. Here's what you can find:

Manage Tags

Create new tags, rename existing ones, or delete them. You can also choose a color for your tags to help visually distinguish them.

Search or Create: Use the search bar to find existing tags or type a new tag name to create it.

Existing Tags: A list of existing tags is displayed with their respective colors.

Color: Click on the color button to give each tag a color, or let Lookeen decide.

Edit: Click "Edit" to rename a tag.

Delete: Click "Delete" to remove the tag.

Tags help in maintaining an organized system, ensuring that important documents are easily accessible and categorized according to your preferences.

Note: *Tags are not available with all Editions.*

Index

Index

Index Management

Stop indexing, delete the index or change the index path on disk. Changing the location or deleting the index requires the indexing to be stopped.

Type	Status	Documents	Size	Action
Total		0 Documents	1 KB	Delete
Files	Selected 0 folders	0 Documents	0 KB	
Exchange	Disconnected	0 Documents	0 KB	
Outlook 365	Selected 1 folders	0 Documents	1 KB	Delete
Outlook	Selected 0 folders	0 Documents	0 KB	

Data Location

Change the data location to this path. This will create a new index under that location.

[C:\temp](#) 

File Types

Define which files will actually be parsed and can be searched by content and not only by filename.

- > Audio
- > CAD
- > Compressed
- > Diagrams
- > Document
- > Email Files
- > Image
- > Office
- > Source Code
- > Video

The **Index** section of the Settings menu allows you to manage and configure the indexing process in Lookeen. Here's what you can find:

Index Management

These settings show the number of documents in the index and the size on disk.

Click on "Delete" in the "Total" row to delete the complete index. Click on "Delete" next to a source to delete the index.

Warning: This action cannot be undone.

Data Location

Change the path where the index data is stored. This will create a new index under the specified location.

File Types

Define which types of files are parsed and included in the index by content. You can search all files by name, but only the types selected here can be searched by content.

Options include Audio, CAD, Compressed, Diagrams, Document, Emails, Image, Office, Source Code, and Video. For each type you can select subtypes. For example the Document type contains, "pdf", "html", "rtf", "txt" and other types.

For a complete list of all supported file formats, see [Supported File Formats](#) in the Appendix.

Use the "Select All," "Select None," or "Reset" buttons to manage your selections.

Shared Index

Using the Shared Index, Lookeen can access other external indexes. Ensure that Lookeen has read access to these files. You can either select an index folder or a sub-index (e.g., PST or FILE) in the index directory. For example, `\\SHARE\Lookeen\Data\index` or `\\SHARE\Lookeen\Data\index\FILE`.

Note: *Shared Indexes are not available with all Editions.*

Cooldown

After completion the Source will pause for this amount of minutes.

0 Hours 32 Minutes

Index Speed

Index speed can be controlled with this option. The faster the index speed, the higher the resource usage.

Slow  Fast

Slow Networks

Pause indexing if one of these (slow) networks is present.

Pause Indexing on Battery

Lookeen can automatically pause indexing if the computer is running on battery. Lookeen will resume indexing once the computer is connected to a power outlet.

Pause on Battery

Pause Indexing

To reduce load on the system and the infrastructure, an indexing schedule can be setup. During the selected times indexing will be paused.

Current Status Lookeen is not pausing indexing due to the schedule.

Do Not Pause
Pause 8AM-6PM, Mo-Fr
Pause Mo-Fr

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00 AM	■						
1:00 AM	■						
2:00 AM	■						
3:00 AM	■						
4:00 AM	■						

Cooldown

After completion, each source will pause for this specified amount of time. Set the number of hours and minutes to determine the cooldown period.

Index Speed

Control the indexing speed with this option. Adjust the slider to balance between fast indexing and resource usage. Faster indexing will consume more system resources.

Slow Networks

Pause indexing if a slow network is detected. This helps in maintaining performance when network conditions are not optimal.

Pause Indexing on Battery

Automatically pause indexing if the computer is running on battery power. Lookeen will resume indexing once the computer is connected to a power outlet. Toggle the switch to enable or disable this feature.

Pause Indexing

Reduce the load on the system and infrastructure by setting up an indexing schedule. During the selected times, indexing will be paused. You can choose predefined schedules such as:

- Do Not Pause
- Pause 8AM-6PM, Mo-Fr
- Pause Mo-Fr

Customize the schedule by selecting specific times and days on the provided timetable. The current status will indicate whether Lookeen is pausing indexing due to the schedule.

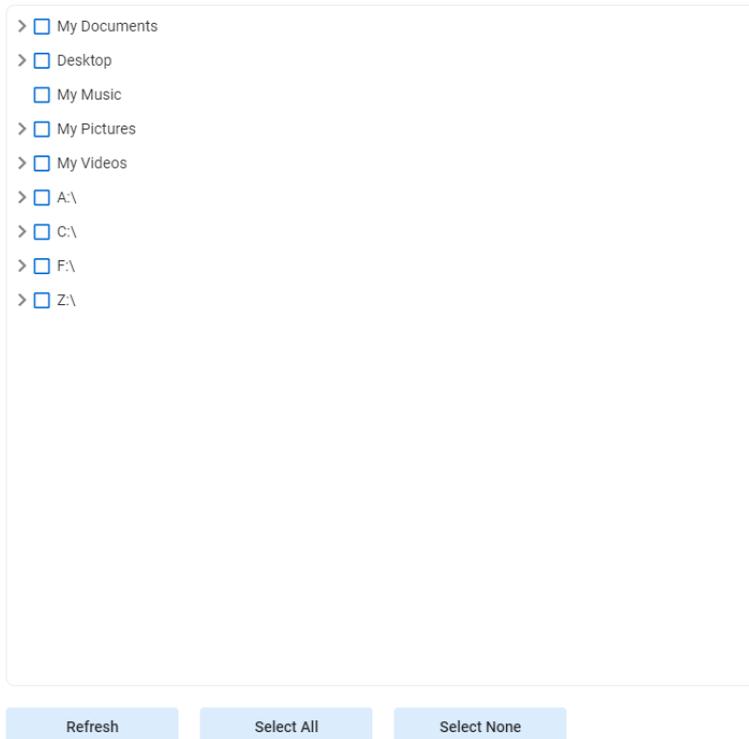
Files

The **Files** section allows you to manage the locations that Lookeen will index. Here's what you can find:

Files

Locations

Edit the indexed locations.



The screenshot shows a list of indexed locations within a light blue border. Each item consists of a right-pointing chevron, a checkbox, and the location name. The items are: My Documents, Desktop, My Music, My Pictures, My Videos, A:\, C:\, F:\, and Z:\. Below the list are three buttons: Refresh, Select All, and Select None.

>	<input type="checkbox"/>	My Documents
>	<input type="checkbox"/>	Desktop
	<input type="checkbox"/>	My Music
>	<input type="checkbox"/>	My Pictures
>	<input type="checkbox"/>	My Videos
>	<input type="checkbox"/>	A:\
>	<input type="checkbox"/>	C:\
>	<input type="checkbox"/>	F:\
>	<input type="checkbox"/>	Z:\

Refresh Select All Select None

Locations

Edit the indexed locations by selecting or deselecting folders and drives. The available options include:

Documents: Index files located in your Documents folder.

Desktop: Include files from your Desktop.

Music: Index audio files from the Music folder.

Pictures: Include image files from the Pictures folder.

Videos: Index video files from the Videos folder.

Downloads: Include files from the Downloads folder.

Drives: Select specific drives (e.g., C:, E:, Y:, Z:) to include in the index.

You can expand each folder or drive to further refine the locations to be indexed. This customization allows you to control which parts of your file system are included in Lookeen's indexing.

Exchange

The **Exchange** section allows you to configure Lookeen's integration with Microsoft Exchange. Here's what you can find:

Exchange

Connection Settings

Setup the exchange server and configure the impersonation user and password. Refer to the manual how to configure these values.

Import from Outlook

Exchange Server Address (e.g. my-exchange or https://my-exchange:4...

Exchange User (user\domain or user@domain)

Exchange Password

Lookeen is not connected to Exchange.

Connect

Locations

Edit the indexed locations.

Please successfully connect to Exchange first.

Refresh

Select All

Select None

Connection Settings

Setup the Exchange server and configure the impersonation user and password. Refer to the manual for detailed configuration instructions.

Import from Outlook: Click this button to import Exchange settings directly from Outlook.

Exchange Server Address: Enter the Exchange server address (e.g., `my-exchange` or `https://my-exchange:443`).

Exchange User: Enter the Exchange user in the format `user\domain` or `user@domain` (e.g., `alex@rootdomain1.local`).

Exchange Password: Enter the password for the Exchange user.

Connect: Click this button to connect to the Exchange server. The connection status will be displayed (e.g., "Lookeen is connected to Exchange").

Locations

Edit the indexed locations by selecting or deselecting folders within the Exchange account. This allows you to control which parts of your Exchange data are included in Lookeen's indexing.

Outlook 365

The **Outlook 365** section allows you to configure Lookeen's integration with Microsoft Outlook 365. Here's what you can find:

Outlook 365

Outlook 365 Authentication

Authenticate with Outlook 365 to index your mails stored in Outlook 365.

Lookeen is **connected** to Outlook 365.

Disconnect alex@

Locations

Edit the indexed locations.

- > Mail Folders
- > Calendar
- Contacts
- Tasks
- Notes

Refresh

Select All

Select None

Outlook 365 Authentication

Authenticate with Outlook 365 to index your emails and other data stored in Outlook 365.

Connected Status: Displays whether Lookeen is connected to Outlook 365. For example, "Lookeen is connected to Outlook 365."

Disconnect Button: Click this button to disconnect Lookeen from your Outlook 365 account.

Locations

Edit the indexed locations by selecting or deselecting folders and data types within Outlook 365. The available options include:

Mail Folders: Index emails stored in your mail folders.

Calendar: Include calendar events.

Contacts: Index contact information.

Tasks: Include tasks.

Notes: Index notes stored in Outlook 365.

These settings allow you to control which parts of your Outlook 365 data are included in Lookeen's indexing, ensuring that your emails, calendar events, contacts, tasks, and notes are searchable and organized within the Lookeen interface.

Outlook

Outlook

Local Outlook Indexing

Index mails in your local Outlook or local PST files.

[Import Accounts From Outlook](#)

Locations

Edit the indexed locations.

> alex.kainz@

> alex@

[Refresh](#) [Add PST/OST](#) [Select All](#) [Select None](#)

The **Outlook** section allows you to configure Lookeen's integration with Microsoft Outlook (non-365). Here's what you can find:

Locations

Edit the indexed locations by selecting or deselecting folders within your Outlook account.

Email Account: Your Outlook email account (e.g., example@example.com) is listed, with options to expand and select specific folders to include in the index. Hover over the folder icon to see what the path of the OST or PST is.

How Lookeen Indexes Outlook Files

Lookeen directly indexes PST and OST files, which has several benefits and some limitations.

Benefits:

Speed: Lookeen can index your emails very quickly.

No Need for Outlook: You don't need to have Outlook running for Lookeen to index your emails.

Reliability: Direct indexing reduces the chances of errors that might occur when relying on Outlook.

Limitations:

Compatibility Issues: Sometimes, Lookeen might encounter issues with certain files that Outlook can read without problems.

Fixing Issues: If Lookeen has trouble reading a file, you can often fix the issue using a tool called [scantpst](#), which repairs Outlook data files.

In simpler terms, Lookeen makes it easy and fast to search through your Outlook emails, even when Outlook isn't open. However, if there's a rare problem with reading some email files, a quick repair tool can usually fix it.

Help

Help

Help

Visit our [Help Page](#) for the user manual and step-by-step tutorials.

Error Report

If you've encountered a problem or error, please let us know. Your feedback is invaluable in helping us improve our software.

Submit Error Report

Show Lookeen Log

Lookeen Support may ask you to open the log console in case of technical issues.

Show Log

The **Help** section provides resources and tools for getting assistance with Lookeen. Whether you're looking for step-by-step instructions or need help troubleshooting an issue, this section gives you direct access to valuable resources.

Help Page

Visit our Help Page for the user manual and step-by-step tutorials.

Error Report

If you've encountered a problem or error, you can submit an error report directly through the **Help** section:

Click **Submit Error Report** to send feedback and details about the issue to our support team. Your feedback is invaluable in helping us improve the software and resolve any technical problems.

Show Lookeen Log

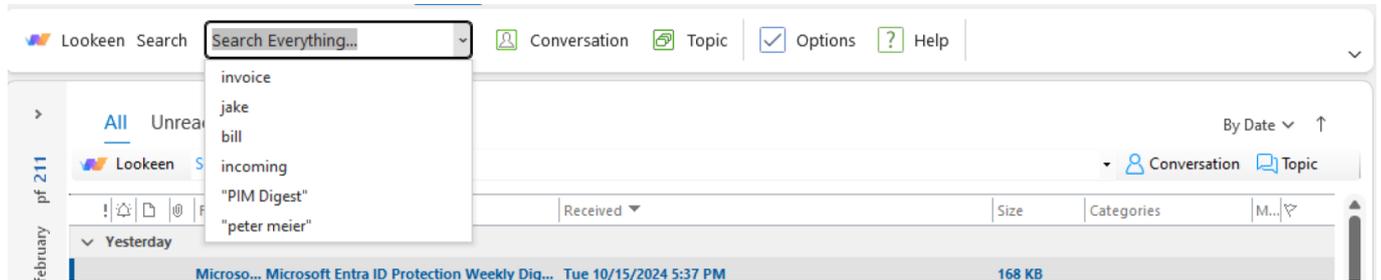
The **Show Lookeen Log** option opens the log console, which contains technical information about Lookeen's activity. Our support team may request this log to diagnose and solve issues you are facing.

Click **Show Log** to open and view the Lookeen log for troubleshooting purposes.

Outlook Integration

Lookeen integrates itself as a search bar. Simply search inside Outlook to find what you need.

The Lookeen search bar is normally displayed above the Inbox and can be found in the same place in all other folders of the Outlook mailbox.



One click on the "Lookeen" logo opens the Lookeen window, if it is not already open.

In the text box, you can enter your search term(s) and then start searching by pressing the Enter key.

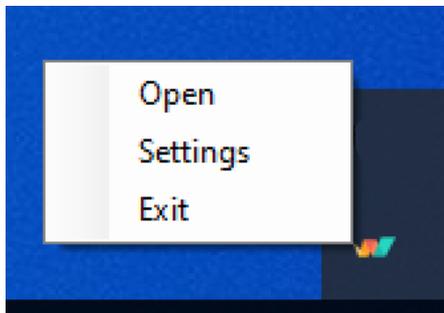
When an email is selected and you click on the "Topic" button, Lookeen will display all of the emails with the same subject of this email.

A click on "Conversation" lists all the emails that were sent between you and the sender or receiver of the selected email.

You can also search via the Outlook Ribbon on top of the Outlook window.

Windows

Lookeen offers a quick way to search by using the Lookeen icon in the system tray:



By double-clicking on the icon, the window opens without search term.

You also have the option to open the Settings directly or to close Lookeen.

Search Query Syntax

Lookeen makes searching simple yet powerful, providing you with the flexibility to perform both straightforward and complex queries. Whether you need to find a specific document quickly or conduct an advanced search through vast amounts of data, Lookeen has you covered. This chapter will guide you through the various search functionalities and syntax options available in Lookeen, helping you make the most of its robust search capabilities.

Quotation Marks

Putting text in quotation marks like **"lookeen search"** will search for the exact phrase **lookeen search**. This will for example not find a text like **lookeen is used for search**. Quotation marks can be used to find an exact match, for example, **"look"** will find **look een** but not **lookeen**.

Sentence Fragments

To search for sentence fragments or phrases where words appear close together, you can use apostrophes or the proximity operator:

Using apostrophes like **'customer service'** allows you to search for phrases where the words appear close together within a sentence. Unlike quotation marks which require an exact match, apostrophes provide more flexibility.

The **~** operator allows for proximity searches, meaning you can find words within a certain distance from each other. For example, **"lookeen search"~3** will find documents where "lookeen" and "search" appear within three words of each other. This is especially useful for finding related terms that aren't in the exact order but are still close to each other in a sentence.

AND / and

can be used in queries to make sure that one word and the other word are contained in the document. **lookeen and search** will find all documents that contain the word **lookeen** and the word **search**. AND is the default and can be omitted.

OR / or

can be used in queries to make sure that one word or the other word are contained in the document. **lookeen or search** will find all documents that contain the word **lookeen** or the word **search**.

Wildcards * / ?

Use * in queries to match any amount of characters. ? to match a single character.

"l*ok" will match **lookeen** but also **looking**.

"loo?een" will match **lookeen** and also **loobeen**

To search for words containing * or ? put the word in apostrophs like "**lookeen**"

Exclusion -

- can be used in front of search terms to mean the term is excluded. So it will find all documents that do not contain the term.

Proximity Search (~)

The ~ operator allows for proximity searches, meaning you can find words within a certain distance from each other.

This is especially useful for finding related terms that aren't in the exact order but are still close to each other in the document.

Document Properties - Name:Value

Use the name:value notation for searching for a specific document property only. For example using subject:dog will only search for emails that contain the word dog in the subject. While using dog without the **subject:** prefix will search for dog in the name of the emails or files, in the content or in all other properties.

Date Formats

Lookeen supports various date formats for searching:

Single Date Formats

1. **Year only:** YYYY (e.g., 2005)
 - For range start: expands to January 1st of that year
 - For range end: expands to December 31st of that year
2. **Year and month:** YYYY-MM or YYYYMM (e.g., 2005-03 or 200503)
 - For range start: expands to the 1st of that month
 - For range end: expands to the last day of that month
3. **Full date:**
 - ISO format: YYYY-MM-DD or YYYYMMDD (e.g., 2005-03-14 or 20050314)

- DD.MM.YYYY (e.g., 14.03.2005)
- MM/DD/YYYY (e.g., 03/14/2005)

Range Formats

Dates can be combined into ranges using:

- date1 to date2 (e.g., date:[20150101 to 20150115])
- date1 date2 (space-separated)
- >date (greater than, e.g., date:>20150114)
- <date (less than, e.g., date:<20150114)

Date Field Names

These field names accept dates:

- **date:** - general date field
- **received:, sent:, cd:** - all map to DATE field
- **start:** - searches dates after specified date
- **end:** - searches dates before specified date
- **md:** - modified date
- **idat:** - indexed date

Examples

```
date:2005 // All of year 2005
date:2005-03 // All of March 2005
date:20050314 // Specific date: March 14, 2005
date:14.03.2005 // Specific date (DD.MM.YYYY)
date:03/14/2005 // Specific date (MM/DD/YYYY)
date:[20150101 to 20150115] // Date range
date:>20150114 // Dates after Jan 14, 2015
date:<20150114 // Dates before Jan 14, 2015
start:20150114 // Dates on or after Jan 14, 2015
```

Example Searches

Search	Description
"Dog Breed"	Documents where the term "dog breed" is mentioned. Searches for e-mails that match the specified category.
date:[20231231 TO 20241231]	The search term is only searched for within the specified time frame 2023-12-31 to 2024-12-31
Dog	Documents mentioning dog
Dog Cat	Documents mentioning dog and cat
Dog Photos -Cat	Mentioning both dog and photos, but not cat
"lookeen search"~3	Search for documents where the words "lookeen" and "search" appear within three words of each other.
body:dog	Dog in the document text
ext:html	All files with an "html" extension
folder:Inbox	The search term is only searched for in the "Inbox" folder
from:"Alex"	Searches only emails from this sender
from:sales	Searches only for emails from senders that start with "sales" e.g. sales@lookeen.net
-from:"Alex"	Excludes this person/folder/archive from the search query.
Iname:Last Name	Searches the contacts for the specified last name
location:Location	Searches the calendar for the specified location
name:invoice	Searches for documents whose name starts with "invoice"
phone:089	Searches the contacts for the specified telephone number
size:[1MB to 2MB]	Searches for a documents between 1 and 2 Megabytes in size
start:20231231	Searches for documents that have a date newer than 2023-12-31
subject:dog*	dog, dogs, dogcatcher etc. in the subject line
subject:Subject	Searches for the specified term in the subject field
tag:invoice	Searches for the tag "invoice" #name can also be used as short-cut
type:file	Searches for the specified data type: mail, attachment, contact, note, calendar, journal, file

The following table contains all of the search prefixes that you can add to a search term in the search box:

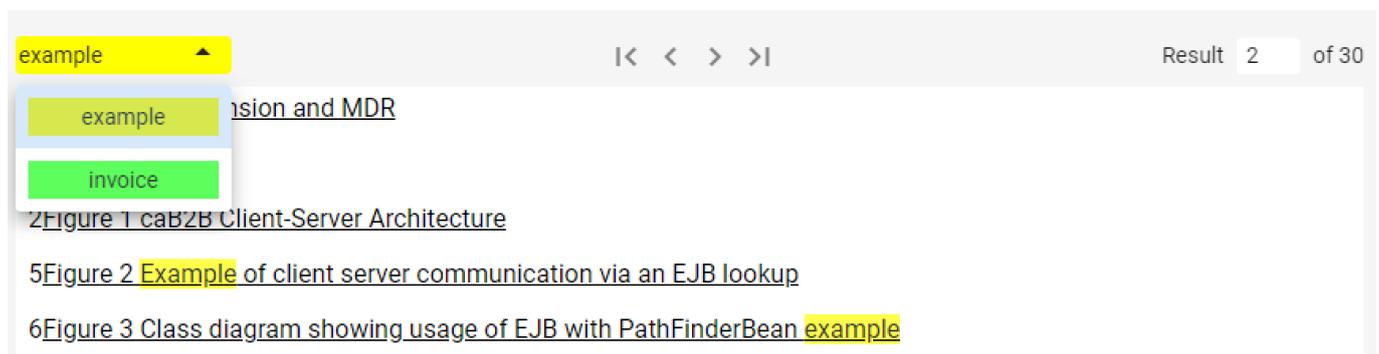
Filter	Description
att:File Extension	Searches by attachment extension
atts:File Name	Searches for emails that have attachments with the specified file name.
bcc:Name	Searches for the specified name in the bcc field
body:Text	Searches emails or files that contain the specified text as content
cat:Category	Searches for emails that match the specified category.
cc:Name	Searches for the specified name in the cc field
company: Company	Searches for the specified company name in contacts
date: [YYYYMMDD TO YYYYMMDD]	Restricts the search to the specified period. date: [20150101 TO 20150115] for example, searches for the period 01/01/2015 to 15/01/2015
date:YYYYMMDD	Searches by date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
email:Name	Searches for documents where Name was a Sender, Receiver or on CC.
end:YYYYMMDD	Searches documents before the specified date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
ext:File Extension	Searches for the specified type files and attachments.
fn:File Name	Searches for attachments or files with the specified file name
fname:First Name	Searches the contacts for the specified first name
folder:folder name	Searches only in the given folder
from:Name	Searches for the sender "name"
Iname>Last Name	Searches the contacts for the specified last name
location:Location	Searches the calendar for the specified location
name:Name	Searches for the specified name in contacts
size:[NumberUnit to NumberUnit]	Searches documents within a certain size range. Size range is [<NumberUnit> to <NumberUnit>] where NumberUnit are numbers and units, like 1MB, 12KB or 15GB specifying the range.
start:Date	Searches documents after the specified date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
tag:Name	Searches for the tag "name" #name can also be used as short-cut
to:Name	Searches for the recipients "name"
type:File Type	Searches for the specified data type: mail, attachment, contact, note, calendar, journal, file

Shared Index

Overview

Normally each user has their own personal index for their data. However, it can be very useful, not only to have a personal index, but also to search in several Lookeen indexes. Suppose that in a corporate network, there are many public documents or large public folders stored on an Exchange server that need to be used by many users. Normally, each user would have to bear the personal responsibility of indexing this data. This, however, relies upon each user to remember and take the time to index, which changes the way they work, while also increasing network traffic.

With the "Shared Index" feature, a user creates a central index and makes this accessible to all users. This is simply done by passing-on the index path. Individual users can now simultaneously browse through personal and external indexes.



Important Security Note:

The Lookeen index will not have Active Directory access rights or other rights structures built in - when a user adds an external source index he has full access to search this data. This means: If the user who created the external index has more rights than the user who adds the index, this user may get access to data via the external index for which he has no authorization. Please take care of to whom you make the external index sources available and which location you select for the index path.

If you need to manage shared indexes with access rights managed through Active Directory Lookeen Server may be the right tool for you. From small teams to large companies, Lookeen Server builds a central index with full permission control.

More information about Lookeen Server is available [here](#).

Generate an external index source

An external source index doesn't differ in structure from a conventional personal index.

Tip: If you want to use local or network folders, please make sure that you include these folders with their UNC path. Simply share the folder first for network access and add it via "Network". Any user who wants to search or open the data, must have access to this network resource.

Searching with external index sources

If you are searching in an external index, you can use the Refine and Exploration area on the left side of Lookeen to select which internal and external indexes should be used for the search.

Possible Application Scenarios

- Access to all PST files, even if this is not integrated into your Outlook
- In the corporate network: your public folder can be indexed centrally!
- In the corporate network: centrally index your network documents!

Troubleshooting

How to Rebuild the Index

Rebuilding the index in Lookeen is a common solution for resolving issues related to search accuracy, missing results, or index corruption. It allows you to remove the current index and create a clean, up-to-date version based on the currently selected sources.

What does rebuilding the index mean?

The index contains the text of all the documents that Lookeen has indexed. It enables fast and accurate search results across files, emails, and other sources.

When you rebuild the index, you remove the current contents and instruct Lookeen to scan your selected sources again from scratch. This ensures that all information is up to date and that the search works as expected.

When should you rebuild the index?

You may need to rebuild the index in the following situations:

- Search results are missing, incomplete, or outdated
- You're troubleshooting performance or stability issues
- The index is broken or corrupt and Lookeen cannot search properly

Step 1: Delete the Existing Index

Settings

License

Lookeen AI

OCR

Tags

Index

Files

Exchange

Index

Index Management

Stop indexing, delete the index or change the index path on disk. Changing the location or deleting the index requires the indexing to be stopped.

Type	Status	Documents	Size	Action
Total		0 Documents	1 KB	Delete
Files	Selected 0 folders	0 Documents	0 KB	
Exchange	Disconnected	0 Documents	0 KB	
Outlook 365	Selected 1 folders	0 Documents	1 KB	Delete
Outlook	Selected 0 folders	0 Documents	0 KB	

To begin, delete the current index:

1. Open the Settings tab in Lookeen and select Index from the menu.

2. In the Index Management section, you will see the current indexing sources listed (e.g., Files, Outlook 365, Exchange).
3. Click Delete next to the source you want to remove. You can delete a specific source or remove all of them by clicking Delete in the first row.

After deletion, the source will show 0 documents and 0 KB size. Refer to the screenshot for an example of the Index Management view.

Step 2: Start Reindexing

Indexing

×



Indexing is active.

Type	Status	Progress	Details	Action
Files	Optimizing	93%		
Exchange		100%	10 m 45 s to next index	Start index now
Outlook 365		100%	31 m 54 s to next index	Start index now
Outlook	No Sources			

Once the old index has been removed:

1. Return to the main Lookeen window
2. In the Search Area, click Index Active to open the Indexing Status window.
3. If indexing is paused, click Start to resume it.
4. To begin indexing specific sources immediately, click Start index now in the Action column next to each source.

Progress and status will be displayed for each type (e.g., Files, Outlook 365). Refer to the screenshot to see the Indexing Status interface.

When is reindexing complete?

Reindexing is complete when:

- The progress bar shows 100% for each selected source
- The status indicates "Optimizing" or "Idle"
- No sources show errors or disconnection

You can continue to use Lookeen during indexing, results will appear as soon as Lookeen has indexed a document.

Appendix

Supported File Formats

The following table lists all supported file formats organized by category:

Category	File Extension	Description
Audio	flac	Free Lossless Audio Codec
Audio	mp3	MPEG Audio Layer 3
Audio	ogg	Ogg Vorbis Audio
Audio	wav	Waveform Audio File
CAD	dwf	Design Web Format
CAD	dwg	AutoCAD Drawing Database
CAD	dxf	Drawing Exchange Format
Compressed	7z	7-Zip Archive
Compressed	gz	Gzip Compressed Archive
Compressed	rar	Roshal Archive
Compressed	tar	Tape Archive
Compressed	zip	ZIP Archive
Diagrams	vsd	Visio Drawing (Legacy)
Diagrams	vsdx	Visio Drawing
Document	chm	Compiled HTML Help
Document	epub	Electronic Publication
Document	html	Hypertext Markup Language
Document	indd	Adobe InDesign Document
Document	pdf	Portable Document Format
Document	rtf	Rich Text Format
Document	txt	Plain Text File

Document	wpd	WordPerfect Document
Image	ai	Adobe Illustrator Artwork
Image	bmp	Bitmap Image
Image	emf	Enhanced Windows Metafile
Image	eps	Encapsulated PostScript
Image	gif	Graphics Interchange Format
Image	ico	Windows Icon
Image	jpg	JPEG Image
Image	png	Portable Network Graphics
Image	psd	Adobe Photoshop Document
Image	snagx	Snagit Capture File
Image	svg	Scalable Vector Graphics
Image	tif	Tagged Image File
Image	webp	WebP Image
Office	csv	Comma-Separated Values
Office	doc	Microsoft Word (1997-2003)
Office	docx	Microsoft Word (2007 and later)
Office	odp	OpenDocument Presentation
Office	ods	OpenDocument Spreadsheet
Office	odt	OpenDocument Text Document
Office	ppt	Microsoft PowerPoint (1997-2003)
Office	pptx	Microsoft PowerPoint (2007 and later)
Office	xls	Microsoft Excel (1997-2003)
Office	xlsx	Microsoft Excel (2007 and later)
Outlook	eml	Email Message

Outlook	msg	Outlook Email Message
Source Code	ahk	AutoHotkey Script
Source Code	as	ActionScript Source
Source Code	au3	AutoIt Automation Script
Source Code	bash	Bash Shell Script
Source Code	bat	Windows Batch File
Source Code	cbl	COBOL Source Code
Source Code	clj	Clojure Source Code
Source Code	cmd	Windows Command Script
Source Code	conf	Configuration File
Source Code	cpp	C++ Source Code
Source Code	cs	C# Source Code
Source Code	css	Cascading Style Sheet
Source Code	fs	F# Source Code
Source Code	go	Go Source Code
Source Code	groovy	Apache Groovy Source
Source Code	h	C/C++ Header File
Source Code	ini	Windows Initialization File
Source Code	java	Java Source Code
Source Code	js	JavaScript Source
Source Code	json	JavaScript Object Notation
Source Code	ksh	Korn Shell Script
Source Code	lua	Lua Script
Source Code	nsi	NSIS Installer Script
Source Code	perl	Perl Script

Source Code	php	PHP Hypertext Preprocessor
Source Code	pl	Perl Script
Source Code	ps1	PowerShell Script
Source Code	py	Python Script
Source Code	r	R Statistical Language Script
Source Code	rb	Ruby Script
Source Code	sh	Unix Shell Script
Source Code	sql	Structured Query Language Script
Source Code	tcl	Tool Command Language Script
Source Code	tex	LaTeX Document
Source Code	vbs	Visual Basic Script
Source Code	xml	Extensible Markup Language
Source Code	yaml	YAML Ain't Markup Language
Source Code	zsh	Z Shell Script
Video	avi	Audio Video Interleave
Video	mkv	Matroska Video
Video	mov	QuickTime Movie
Video	mp4	MPEG-4 Video
Video	webm	WebM Video
Video	wmv	Windows Media Video

Supported OCR Languages

Lookeen supports optical character recognition (OCR) for the following languages. English and German are included by default, and additional languages can be downloaded as needed:

Language Code	Language Name
afr	Afrikaans
amh	Amharic
ara	Arabic
asm	Assamese
aze	Azerbaijani
bel	Belarusian
ben	Bengali
bod	Tibetan
bos	Bosnian
bul	Bulgarian
cat	Catalan; Valencian
ceb	Cebuano
ces	Czech
chi_sim	Chinese - Simplified
chi_tra	Chinese - Traditional
chr	Cherokee
cym	Welsh
dan	Danish
deu	German *
dzo	Dzongkha

ell	Greek
eng	English *
epo	Esperanto
est	Estonian
eus	Basque
fas	Persian
fin	Finnish
fra	French
gle	Irish
glg	Galician
guj	Gujarati
hat	Haitian
heb	Hebrew
hin	Hindi
hrv	Croatian
hun	Hungarian
iku	Inuktitut
ind	Indonesian
isl	Icelandic
ita	Italian
jav	Javanese
jpn	Japanese
kan	Kannada
kat	Georgian
kaz	Kazakh

khm	Central Khmer
kir	Kirghiz
kor	Korean
kur	Kurdish
lao	Lao
lat	Latin
lav	Latvian
lit	Lithuanian
mal	Malayalam
mar	Marathi
mkd	Macedonian
mlt	Maltese
msa	Malay
mya	Burmese
nep	Nepali
nld	Dutch
nor	Norwegian
ori	Oriya
pan	Punjabi
pol	Polish
por	Portuguese
pus	Pushto
ron	Romanian
rus	Russian
san	Sanskrit

sin	Sinhala; Sinhalese
slk	Slovak
slv	Slovenian
spa	Spanish
sqi	Albanian
srp	Serbian
swa	Swahili
swe	Swedish
syr	Syriac
tam	Tamil
tel	Telugu
tgk	Tajik
tgl	Tagalog
tha	Thai
tir	Tigrinya
tur	Turkish
uig	Uighur; Uyghur
ukr	Ukrainian
urd	Urdu
uzb	Uzbek
vie	Vietnamese
yid	Yiddish

* Included by default with Lookeen installation