

Tips for effective searches

If you get too many entries back after you do a search for people, you may want to refine your search. You don't have to run the search again — just use the **Refine Your Search** list, which is typically to the left side of the search results list.

Note This procedure works only on a search that you created by using the **People** search tab.

1. Open the search results page that you want to refine.
2. Under **Refine Your Search**, click the item that you want to narrow your search to.

The results page is updated to show only those people who meet your new search criteria.