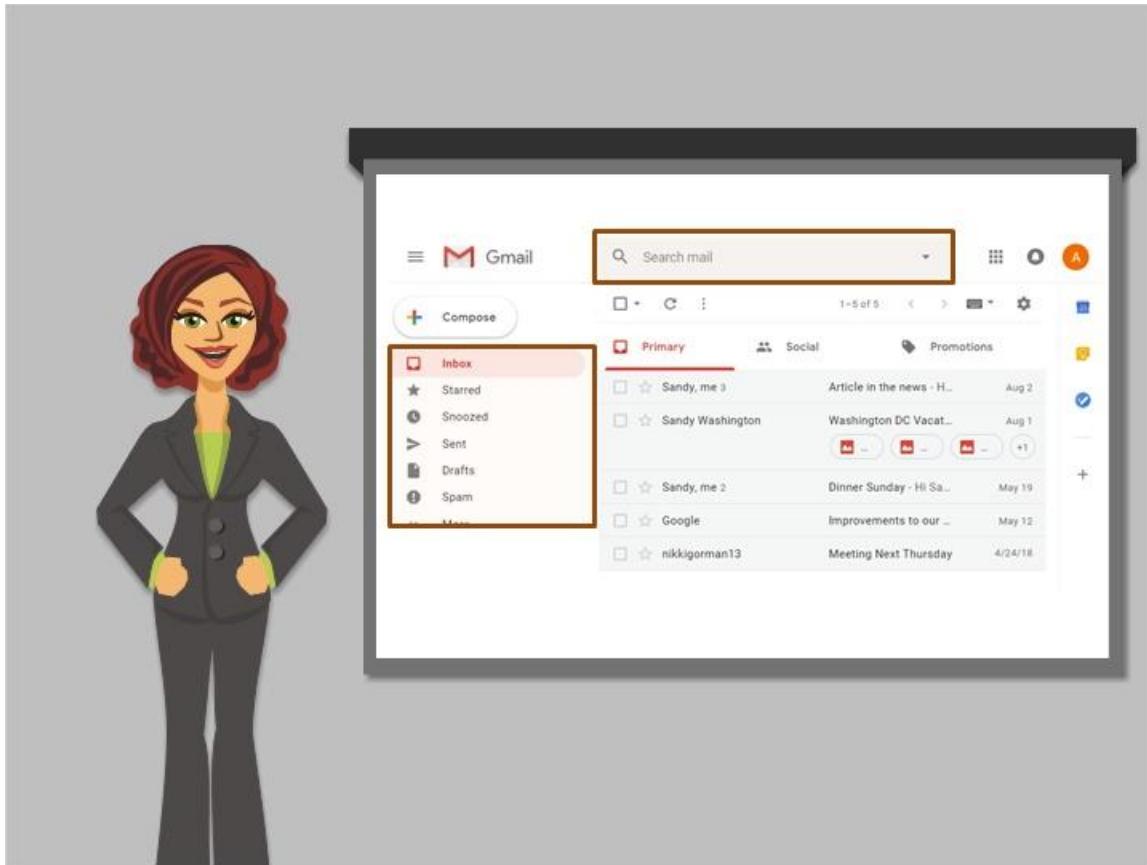
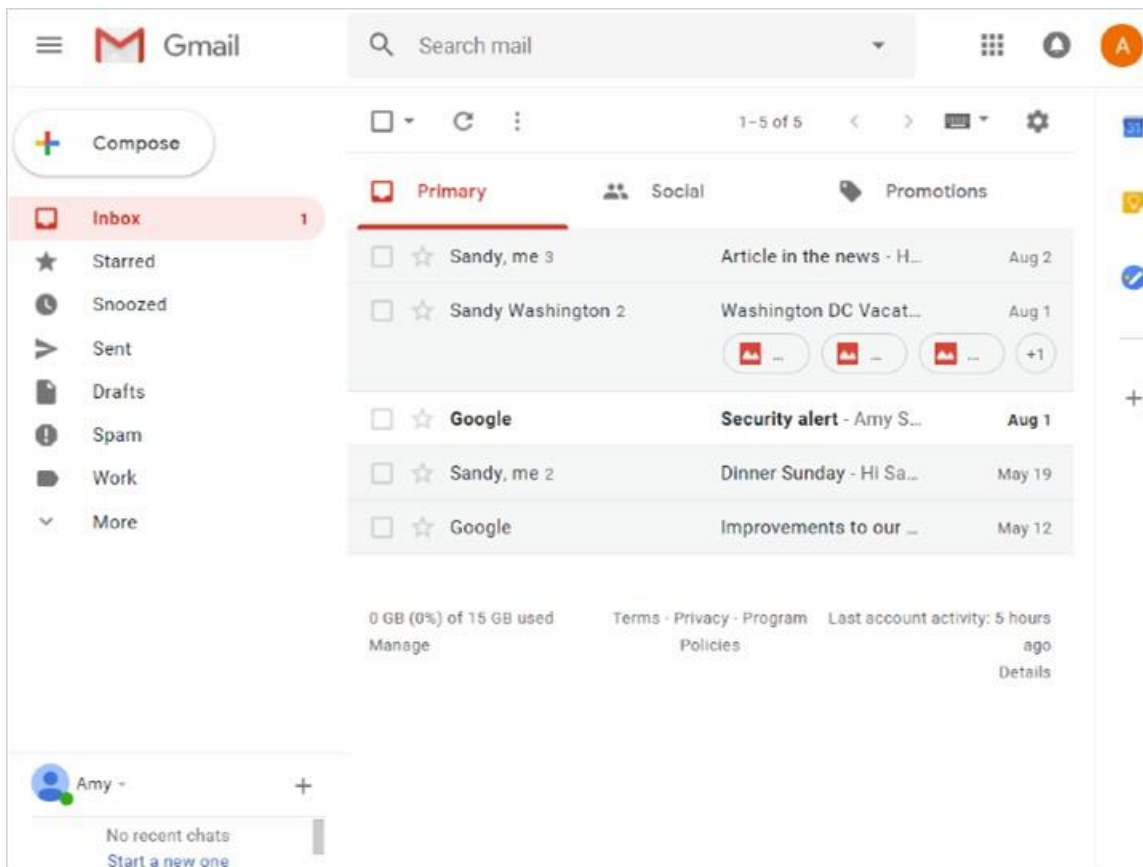


Searching for Messages



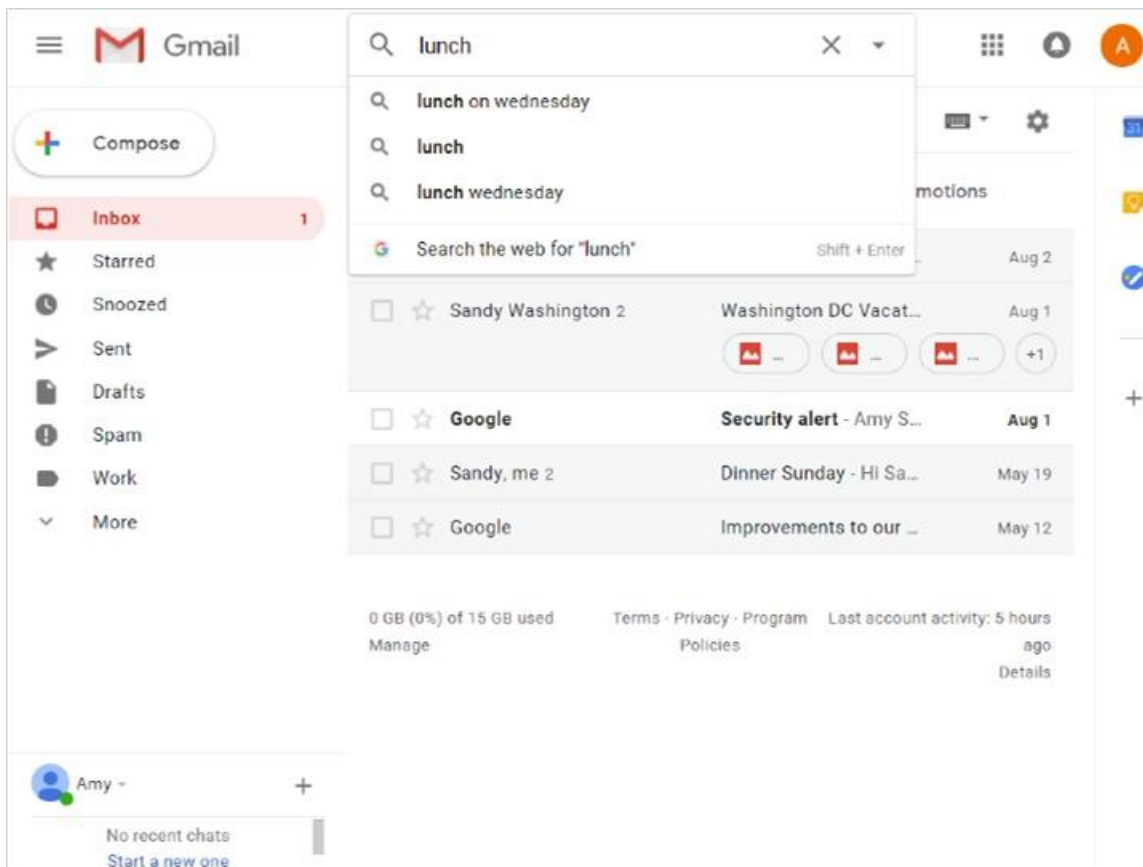
If you need to find a specific email, you don't have to look through the Inbox or other folders. Instead, you can use the Search Mail box at the top.

This will search through all of your email, no matter where it is, or how old it is. You can find messages even if you don't know who sent it, or when.

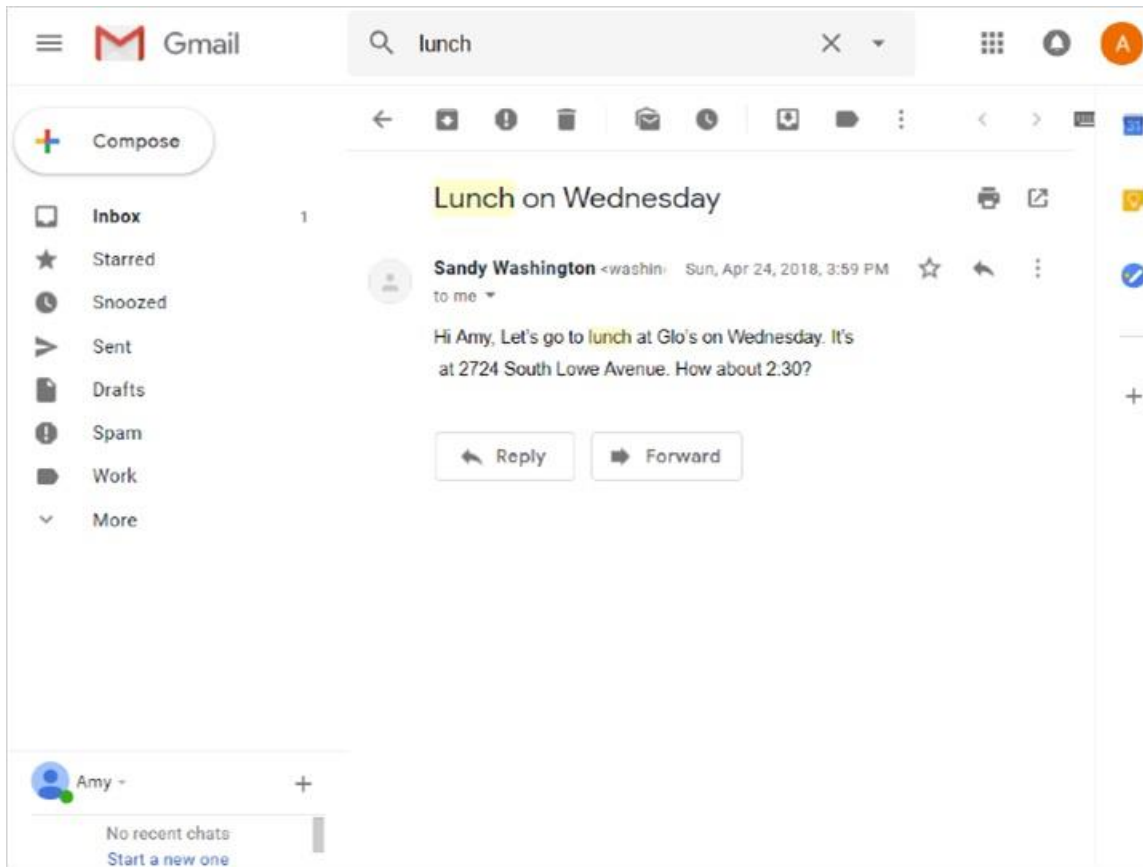


Just like searching for a website, you can type any word or phrase to find what you're looking for. This could be a person's name, a word in the subject, or a word in the message.

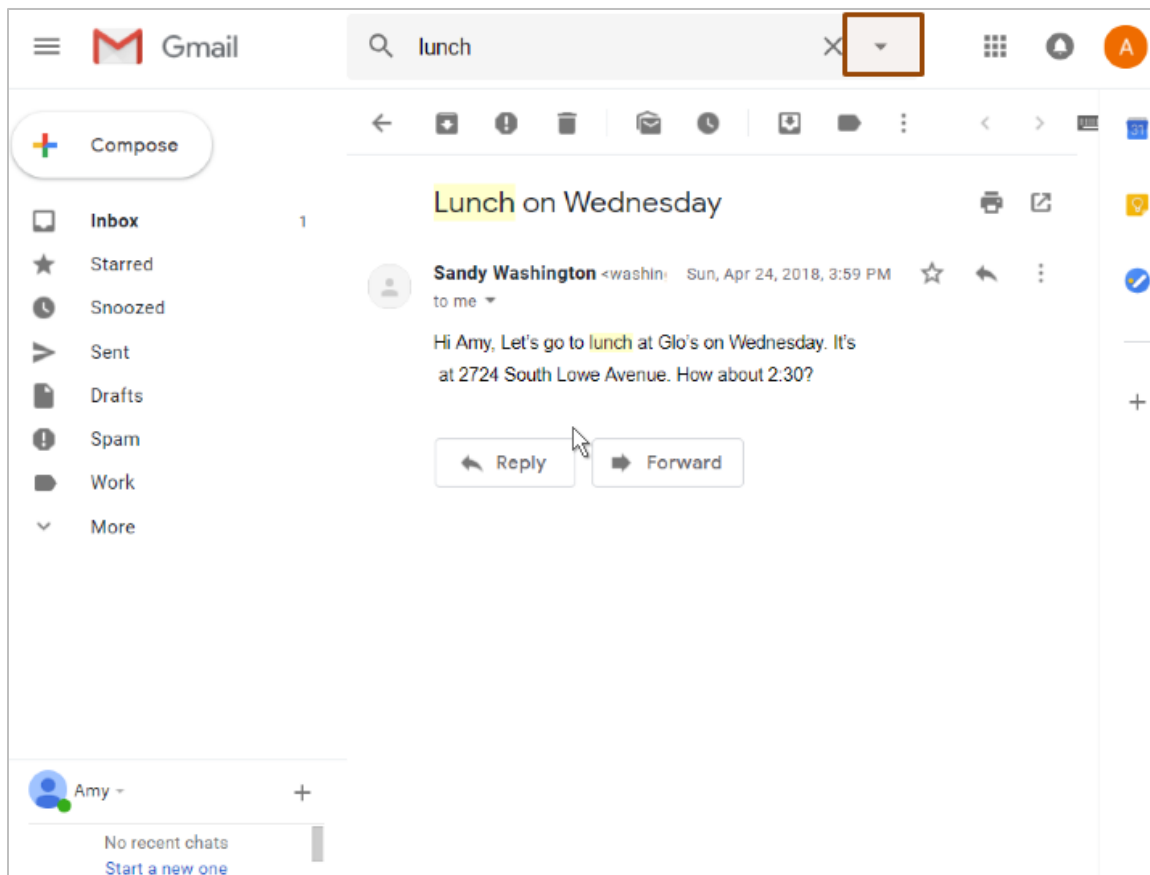
Let's try searching for a message.



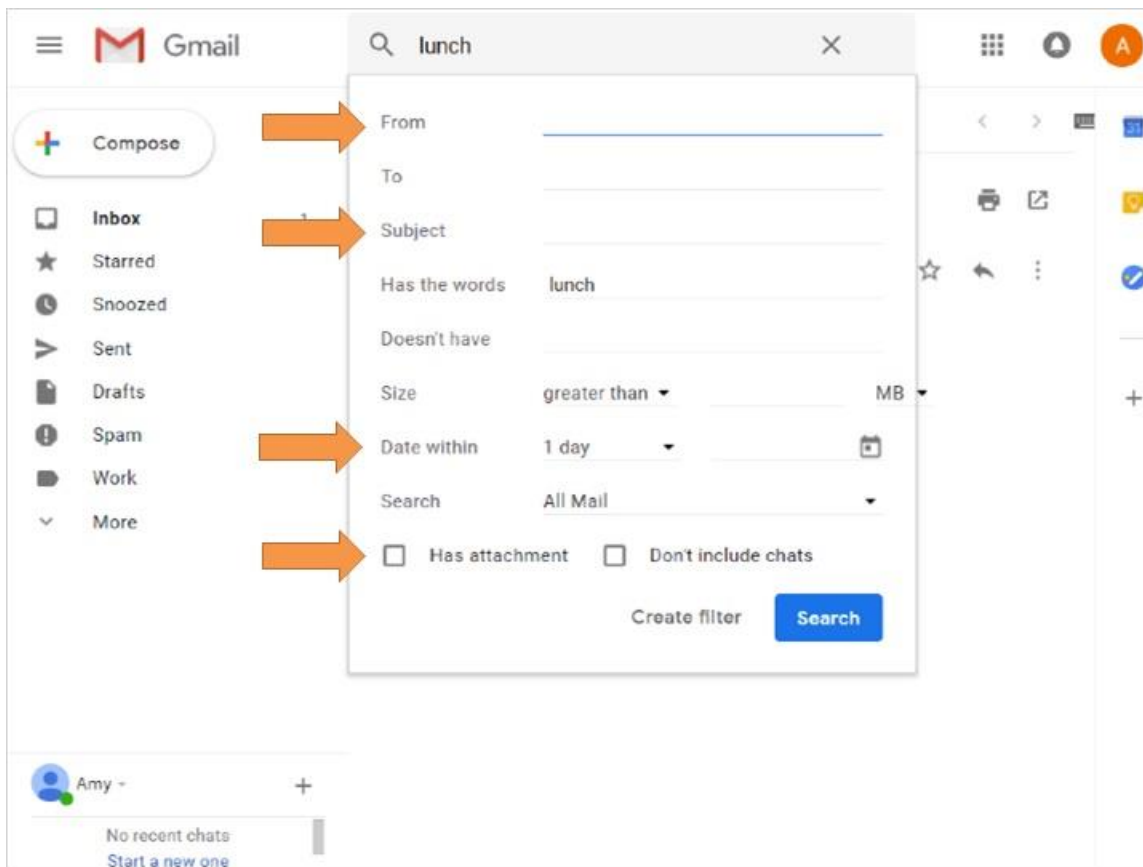
Amy needs to find some details in a message about where to meet her friend Sandy for lunch. She types the word “lunch” and presses the Enter key to do the search.



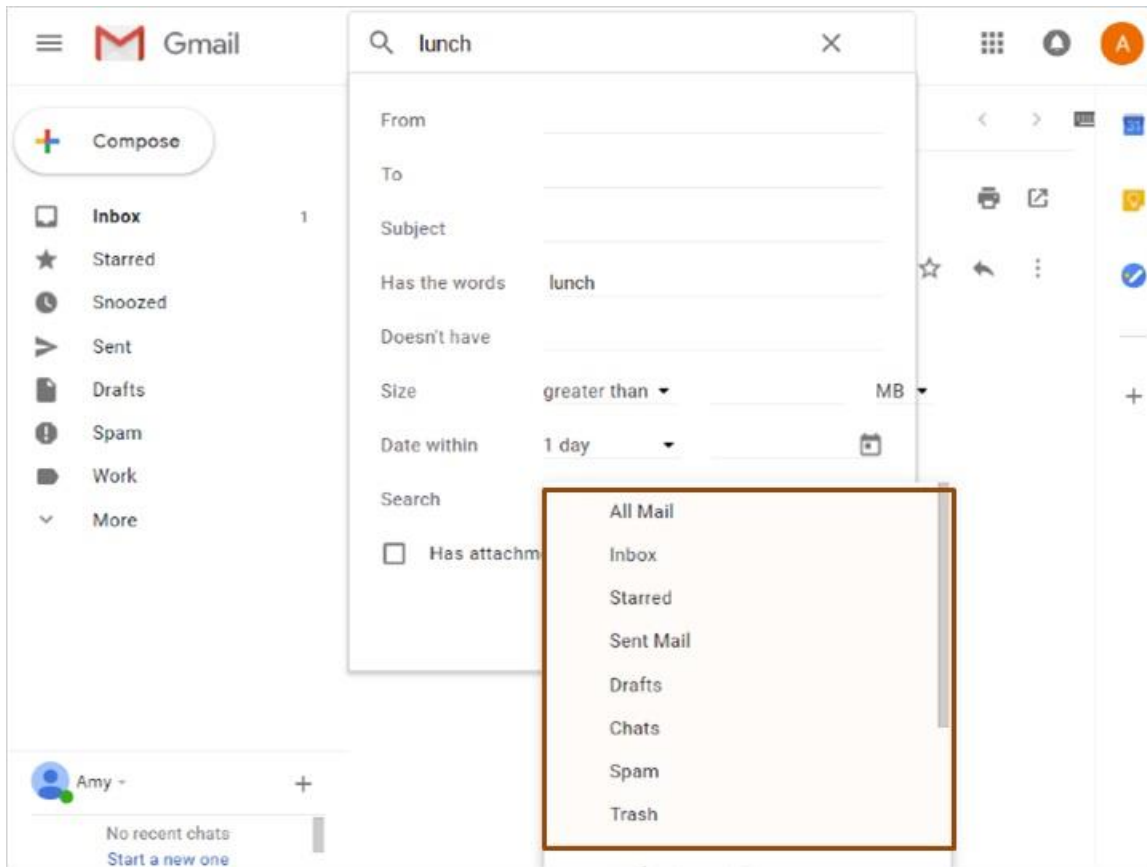
The message comes up in the search results, and Amy can open it to get the information she needs.



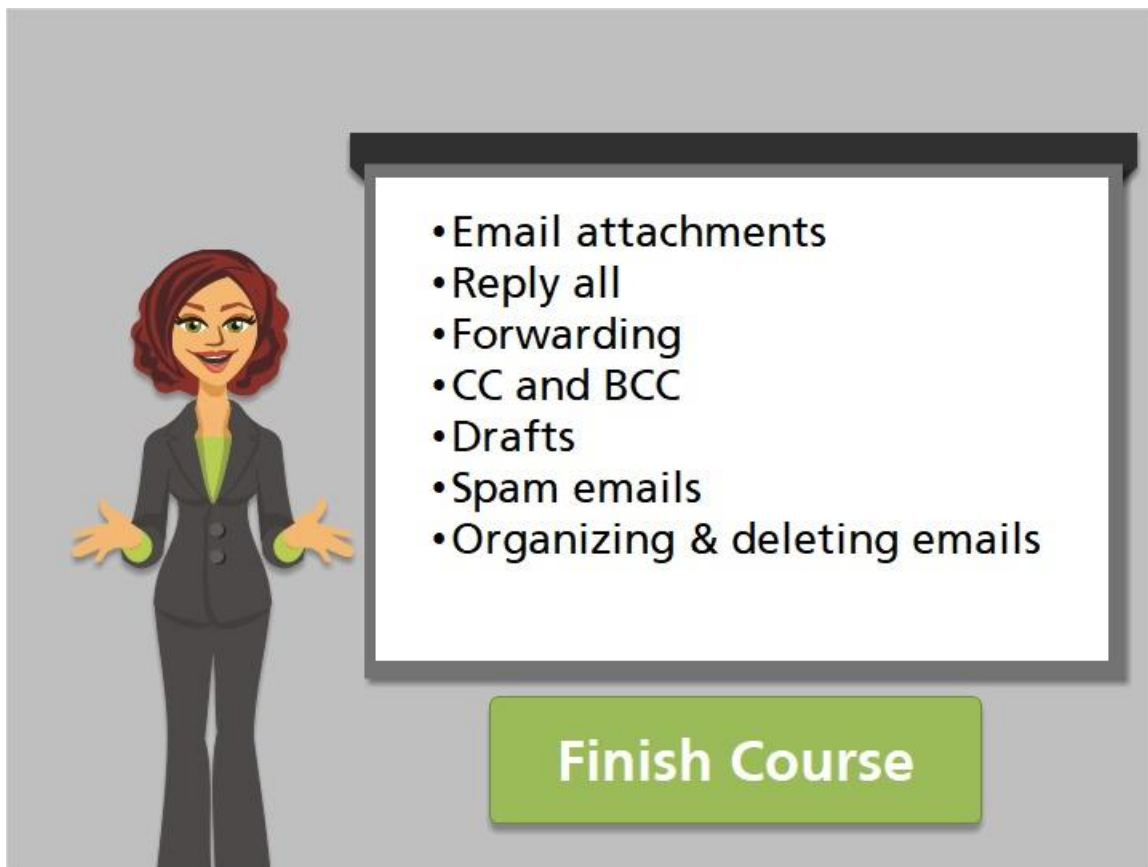
If you can't find what you're looking for, or want to narrow down your search, we can find more search options by clicking the dropdown arrow at the end of the search box.



With these options, you can find messages sent to or from certain people, with a specific subject, from a certain date range, or with an attachment.



You can also open the drop-down menu to search within a specific folder.



Now that you've seen how Amy works with her email, why don't you try exploring some of these features on your own!

On-screen Text:

- Email attachments
- Reply all
- Forwarding
- CC and BCC
- Drafts
- Spam emails
- Organizing & deleting emails