

## Intro to Email 2: Beyond the Basics Searching for Messages



In the previous lesson Amy learned how to organize her email. In today's lesson, we will use Gmail to show how you can search and find email.

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| ⊦   | Compose | □ - C :                |                                    | 1                         | -3 of 3       | <                | >    |
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| ☆   | Starred | 🔲 🏫 Nikki Smith        | Fun event - Hi Mom, I thought you  | would like to join us. Am | y             | 0                | :t 5 |
| 3   | Snoozed | 🔲 🏫 Ms. Thompson       | Upcoming Field Trip - Dear Parent  | or Guardian, The second   | -gra          | Sep              | 30   |
|     | Sent    |                        | MY TRIP TO 🛛 🗖 The                 | City Z 📴 Field Tri        | p             |                  |      |
| D   | Drafts  | 📄 🚖 Ms. Thompson, me 2 | Welcome New Students - Thank yo    | au for reaching out. My d | ана           | Au               | g 5  |
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| Mee | t       |                        |                                    |                           |               |                  |      |

If you need to find a specific email, you don't have to look through the Inbox or other folders.

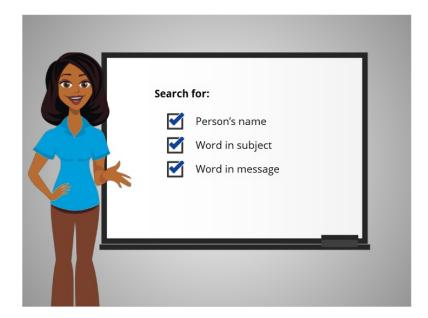
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| 🛛 M Gmail              | Q Search mail          | 辛 ② ⑧ Ⅲ   |
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|                        | Primary                | 왕, Social 🖏 Promotions  |
| Starred                | 🗌 🏫 Nikki Smith        | Fun event - Hi Mom, I thought you would like to join us. Amy Oct 5              |
| ) Snoozed              | 🗌 🏫 Ms. Thompson       | Upcoming Field Trip - Dear Parent or Guardian, The second-gra Sep 30            |
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Instead, you can use the Search field 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.

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| = | M Gmail | Q, field trip                           | × 荘 ⑦ ⑧ ⅲ   |
|---|---------|---|---|
|   |         | Upcoming Field Trip<br>Ms. Thompson, me | œ⇒ Sep 30<br>1-3 of 3 < >   |
| F | Compose | Q. More search results for 'field trip' | Press ENTER   |
|   | Inbox   |   |   |
| ☆ | Starred | 🔲 🏫 Nikki Smith                         | Fun event - Hi Mom, I thought you would like to join us. Amy Oct 5              |
| 0 | Snoozed | 🔲 🚖 Ms. Thompson                        | Upcoming Field Trip - Dear Parent or Guardian, The second-gra Sep 30            |
| ⊳ | Sent    |   | MY TRIP TO 🛛 🛃 The City Z   |
| D | Drafts  | 🗌 🕁 Ms. Thompson, me 2                  | Welcome New Students - Thank you for reaching out. My daug Aug 5                |
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Amy needs to find details about her daughter's upcoming field trip in a message from the school. She types the words "field trip" into the search box and presses the Enter key to do the search.

| =             | M Gmail   | Q field trip  |                           |            | × 辈            | 0 🔅 :                           | # 🔺   |
|---------------|---|---|---------------------------|------------|----------------|---------------------------------|-------|
| + • • • • • • | Compose<br>Inbox<br>Starred<br>Snozed<br>Sent<br>Drafts<br>Work<br>More | <ul> <li>Prom ▼</li> <li>Any time ▼</li> <li>C :</li> <li>☆ Ms. Thompson</li> </ul> | Inbox Upcoming Field Tr   |            | Exclude Social |                                 | rom 🗊 |
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The message comes up in the search results, ...

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| = 附 Gmail                     | Q, field trip  | × 荘                            | 0            | 63     |         |
|-------------------------------|--|--------------------------------|--------------|--------|---------|
| - Compose                     |  | :                              | 1 of 1       | <      | >       |
| Inbox                         | Upcoming Field Trip Intex ×  |                                |              | 0      |         |
| ☆ Starred<br>① Snoozed        | T Ms. Thompson <msthompson@rosementschool.edu> C</msthompson@rosementschool.edu>   | Thu, Sep 30, 2:38 PM (9 days a | go) 🕁        | 4      | :       |
| Sent                          | Dear Parent or Guardian,   |                                |              |        |         |
| 22 I.S. 100 I.S. 100 I.S. 100 |  |                                |              |        |         |
| Drafts                        | The second-grade class will be visiting the City Zoo on May 24. Pte  |                                | e attached h | omewor | rk      |
| Drafts     Work     More      | assignment and make sure they bring it with them on the field trip.<br>Please reach out to me if you have any questions or concerns.   |                                | e attached h | omewor | rk      |
| Work                          | assignment and make sure they bring it with them on the field trip.  |                                | e attached h | omewor | ſĸ      |
| Work                          | assignment and make sure they bring it with them on the <b>field tip</b> .<br>Please reach out to me if you have any questions or concerns.<br>Sincerely,<br>Ms. Thompson<br>Second Grade Teacher                                    |                                | e attached h |        | ek<br>Ø |
| Work                          | assignment and make sure they bring it with them on the field tig.<br>Please reach out to me if you have any questions or concerns.<br>Sincerely,<br>Ms. Thompson<br>Second Grade Teacher<br>Rosemont Grade Teacher                  |                                | e attached h |        |         |
| Work                          | assignment and make sure they bring it with them on the field tip.<br>Please reach out to me if you have any questions or concerns.<br>Sincerely,<br>Ma: Thompson<br>Second Grade Teacher<br>Robernont Grade School<br>3 Attachments |                                | e attached h |        |         |

and Amy can open it to get the information she needs.

Most email providers will highlight the term that you searched, as shown here with "Field Trip." This is helpful when looking for an item in your search results.

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| Upcoming Field Trip     Ms. Thompsonmsthorpson@rosementuchool adu-  | 1of1 < >   |
|---|--|
| Ms. Thompson <msthompson@rosementschool.edu> PM (9 days</msthompson@rosementschool.edu>   |  |
|   |  |
| Dear Parent or Guardian,  | 890) ☆ ← :   |
| The second-grade class will be visiting the City Zoo on May 24. Please have your child complete t<br>assignment and make sure they bring it with them on the field trip.  | he attached homework   |
| Sincerely,<br>Ms. Thompson<br>Second Grade Teacher<br>Rosemont Grade School   |  |
| 3 Attachments   | ± @.   |
| International Antonio | .  |
|   | assignment and make sure they bring it with them on the field fip.<br>Please reach out to me if you have any questions or concerns.<br>Sincerely,<br>Ms. Thompson<br>Second Grade Teacher<br>Rosemmonic Teacher<br>Rosembonic Teacher<br>Rosembo |

If Amy can't find what she's looking for, or she wants to narrow down the search, she can find more search options by clicking the search options icon at the end of the search box.

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With these options, you can find messages sent to or from certain people, ...

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with a specific subject, ...

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from a certain date range, ...

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or with an attachment.

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You can also open the drop-down menu...

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|                        | MY TRU              | Mail & Spam & Trash                       | Field Trip Permissi |          |        |
| Meet                   |                     | Read Mail                                 |                     |          |        |

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!

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