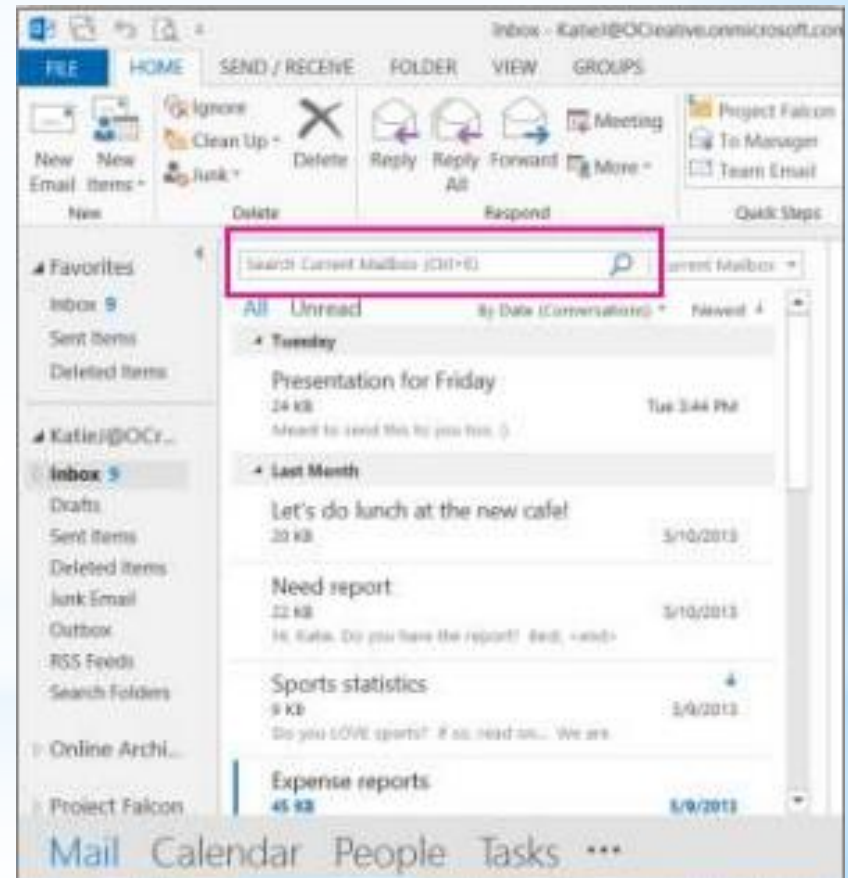


Search

Search is a very handy tool to find an email quick you can either search for a particular folder or an entire mailbox

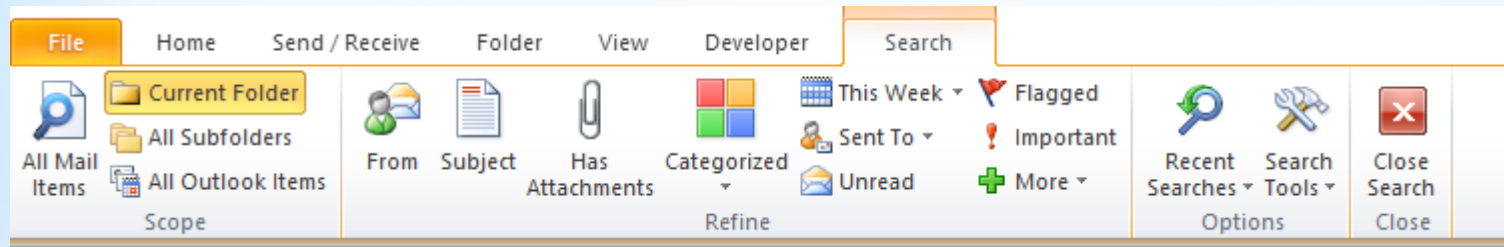
Type the keyword you are searching for in the Highlighted search box (beside the magnifying glass)

On the right side you can pick options such as:
Current Mailbox
Only this folder
And others...



You can Refine your Search by using the “Search tab”

- You can search by “from” (who sent it)
- You can search by “Subject”
- You can search by “has attachments”
- You can search by “lagged items”
- or many other option such as “Category” the email was filed under



You can even look into recent searches