

Searching for Emails

Email search criteria:

- search terms for subject, email text, sender, recipients, attachment name
- Search terms for a time range. Searches for emails that you received within the time range. You define a valid time range with the following details.
 - The key words today, yesterday, last week, last month, last year
 - The key words for those time intervals: last 7 days, last 30 days, last 365 days
 - A day of the week, e.g. Monday
 - A specific month, e.g. July
 - A four digit date, e.g. 2015
 - A date, e.g. 1/31/2015
 - A date interval, e.g. 12/1/2014 - 1/31/2015
- folders that are to be searched
- only search for emails with an attachment

Searching for emails:

1. Click on the **Search** input field. Enter a search term in the input field.


The search menu opens.


- If clicking on the search term or pressing enter, the following data sources are searched: sender, recipient, subject, email text
- In order to only search in the subject, click on **in subject**. Accordingly, you can limit the search to the email text or to attachment file names.
- In order to search for senders or recipients matching the search term, click on a name. You can define whether to search the sender, recipients or both. To do so,



click on **From** next to the name.

- In order to search for emails within a specific time range, use a valid time range as search term.
2. Define the data sources to be searched by clicking on an entry in the search menu.
 - The search results are displayed in the list that is shown in the display area. For each search result, the folder with the found object is displayed.
 3. To select a folder for the search, click on the folder name next to the input field.
 - If you select **All folders**, all folders and sub-folders of the internal email account are searched. Note: Depending on the email server, this function might not be available. In this case, only the current folder will be searched, no sub-folders.
 - If you select a specific folder or the folder of an external email account, only this folder is searched, but no sub-folders.

4. To limit the search to E-Mails with an attachment, click on **Options**  next to the input field. Enable **Has attachment**.

5. To refine the search result, enter further search terms: To remove a search term, click the **Remove** icon  next to the search term.

6. In order to finish the search, click the **Cancel search** icon  in the input field.

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