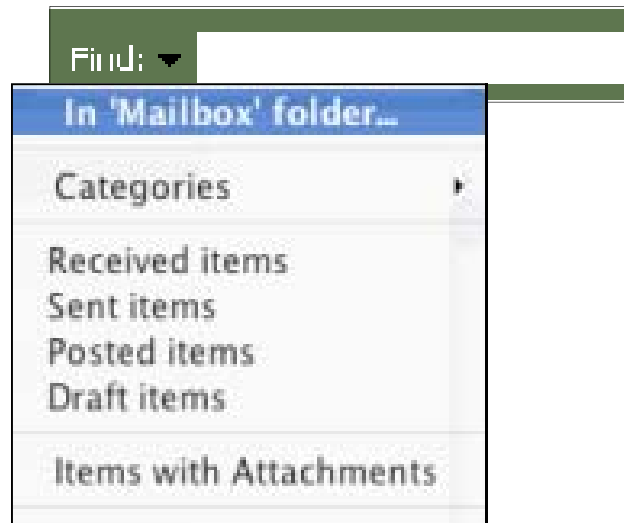


To find items, open the folder you want to search in, then type a word or phrase in the **Find** box. The word or phrase can be any string of consecutive characters contained in the item you are trying to find.



To provide search criteria:

- Click the **Find** drop down arrow and select from the choice of **Received Items**, **Sent Items**, **Posted Items** or **Draft Items**.
- If desired, type a word or phrase in the **Find** field.
- Find searches on **subject**, **sender**, or **recipient**.



- If nothing matches your search criteria you will receive the message “**No items were found**”.

