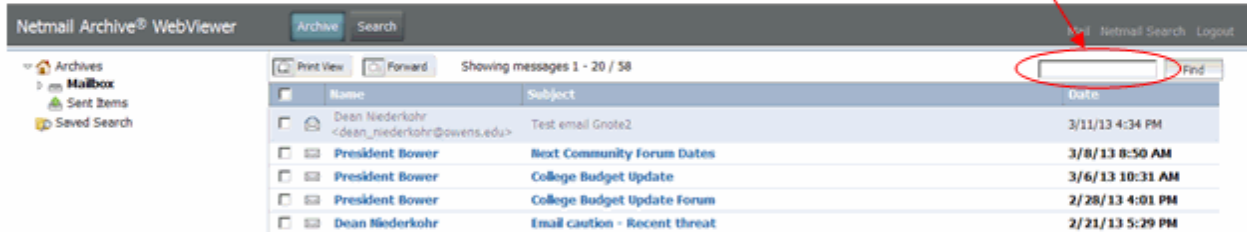


# Searching (Quick Search) Archived Email Messages

## Searching (Quick Search) archived email messages:

You can perform a search of your email archives by typing a keyword into the “Find” field. This will search the selected folder (mailbox in this example) for the keyword, name, etc. If you need to search another folder in the left column, you would need to select it to display the records and then type the same keyword in the “Find” field.



Two methods can be used to search the email archive records. The first method requires more user input and is not as intuitive as the second method, which utilizes a Graphical User Interface (GUI). The steps in using the first method are documented on this page. The second method is documented on following page.

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