How to search for Emails

Do you want to search for a particular person? You can either click the “FROM” Column or go to the “Search Current Mailbox” line.

Type in who you are looking for and hit Enter. As you can see below, it is including all emails where Tom has been included. The Highlighted names are the ones that were sent directly from him.
How do we make it so we can just see the emails from Tom? Click the “From” column until you see that person at the top. (As I stated above, you could just click the From column but I wanted to show you this way before going to the next option.)

You don’t see the email you are looking for? Go to the drop down box that says by default “Current Mailbox.” You will see many choices. If you have no idea where the email is, you should choose “All Mailboxes.”
This will go back to the default mode, which will show all emails where this person has been included somewhere in the email. You will once again have to click the “From” button until all the emails are from the desired person is listed at the top.

If you want to check using a subject, that can be done too. Again, go to the “Search Current Mailbox” line and type what you are looking for. In this example I chose, “listening tour.” It highlighted itself in yellow. Clicking on the “Subject” column will pair up all those that are alike together. Unless the subject in the Search line is exact it could show multiple answers. With the exact title, it listed the only two results (below: IA Listening Tour).

If you want to clear the current search, just click the “X” and it will clear this. Your mailbox will automatically return to the default set up.