Quick Search

With quick search you can browse all emails located in the archives you have access to. This feature is especially suitable for simple queries; alternatively, the extended search can be used (see below).

Using Quick Search

The input field is located in the upper part of eMail Search Web Access. Simply enter one or more keywords and press *ENTER* . The search results are displayed. Keywords which appear in the header or the subject line are highlighted.

Searching for Word Fragments

To display all emails containing a word beginning with a particular fragment, use the wildcard character (*). For example:

```
auto*
```

will return *auto* , *automatic* , *automobile* etc.

Searching for Phrases

To search for words appearing consecutively and in a specific order, use quotation marks (“”). For example:

```
"Microsoft Windows"
```

will return the text *Microsoft Windows* but not *Microsoft Works* or *Windows 95* .

Narrowing By Fields

A search for keywords or phrases can be limited to specific fields. For example:

```
subject:News
only in Subject


from:john@
.quikbox.com only in From
to:michael@quikbox.com only in To
```

cc:lisa@quikbox.com only in Cc

bcc:customers@quikbox.com only in Bcc

Excluding Words

To narrow a search, you may want to specify words which must not be present in the emails. To exclude words from the search results, prepend the word with the minus character (-). For example:

```
ZDNet -download-tip
```

returns all emails from ZDNet which do not contain *download-tip* .

Combining Search Options

Any of the search options described above can be combined. For example:

```
ZDNET -"Daily Update"
```

returns all emails from ZDNet which do not contain the consecutive words *Daily Update* .

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