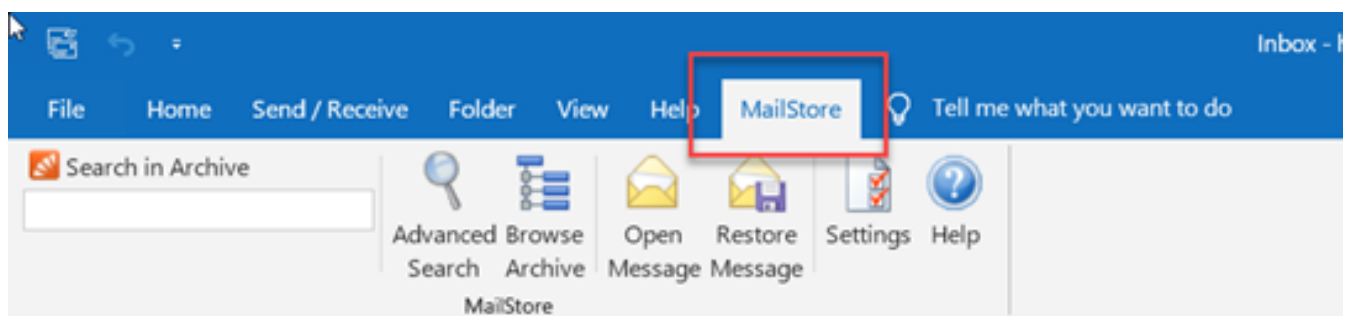


Email Search Using the Outlook Client

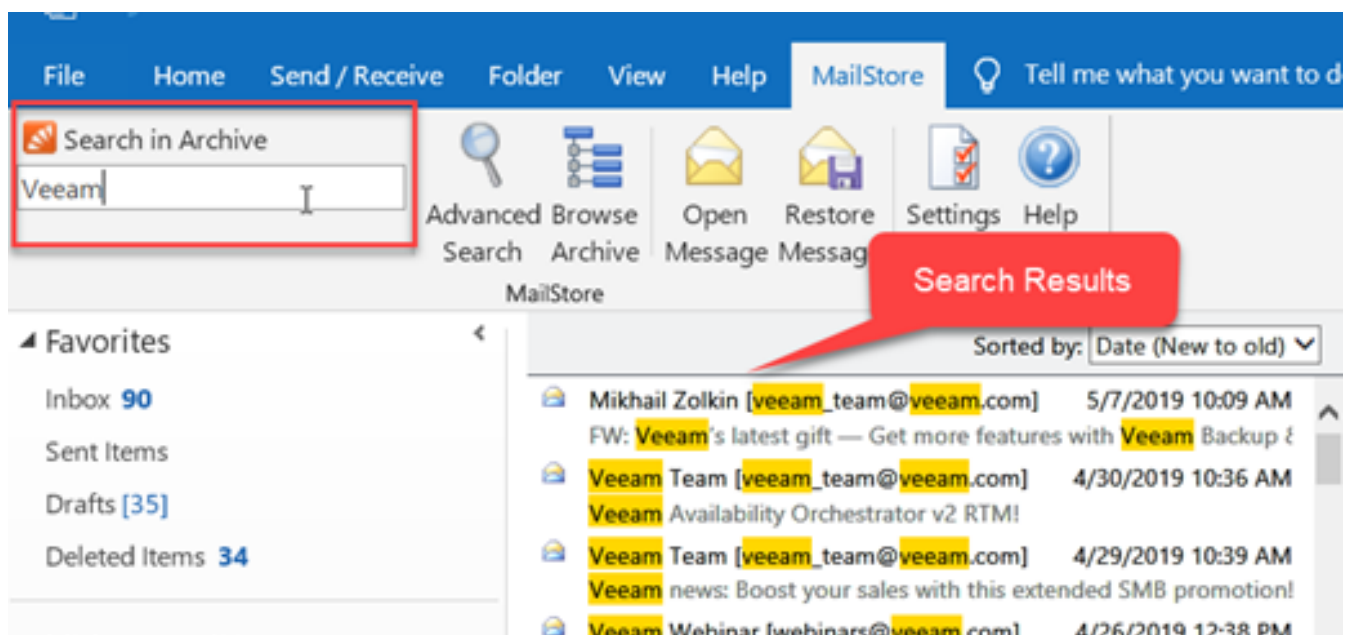
Starting the Search

Click on *Mailstore* tab on your Outlook window.



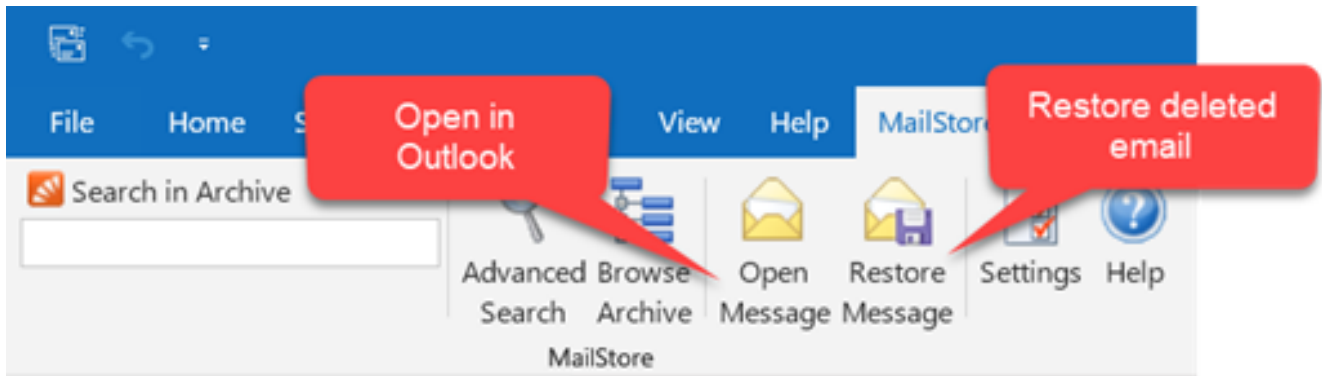
Using Quick Search

The input field is located in the left part of the MailStore Outlook Add-In. 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.



Click on Open Message to open the original email to reply or forward.

If previously deleted, click on 'Restore Message' to restore to your inbox.



Advanced Search

In the MailStore Outlook Add-In, click on *Advanced Search* and enter the search parameters

The screenshot shows the MailStore application window. On the left is a sidebar with 'Favorites' and account lists. The main pane displays a list of emails, many from 'Mims, Tyrone W. [Tyrone.Mims@xerox.com]'. On the right is the 'Search E-mail' panel.

Numbered callouts (1-6) point to specific features:

- 1** Select MailStore (points to the MailStore tab in the top menu bar).
- 2** Select Advanced Search (points to the 'Advanced Search' button in the top toolbar).
- 3** The email has the word "Tyrone". Also, if looking for a number such as a PO# or Invoice # - Use " " marks. For example - "100434-32" could find an email with this invoice # in it. (points to the 'Search for:' text box containing 'tyrone').
- 4** Search only my mailbox or others mailboxes (points to the 'Folder:' dropdown menu showing 'nickr').
- 5** "*" is a Wildcard. Here it means anyone from Xerox (points to the 'From:' text box containing '*xerox.com').
- 6** I am looking for an email with an attachment (points to the 'Messages:' section where 'with attachments' is selected).

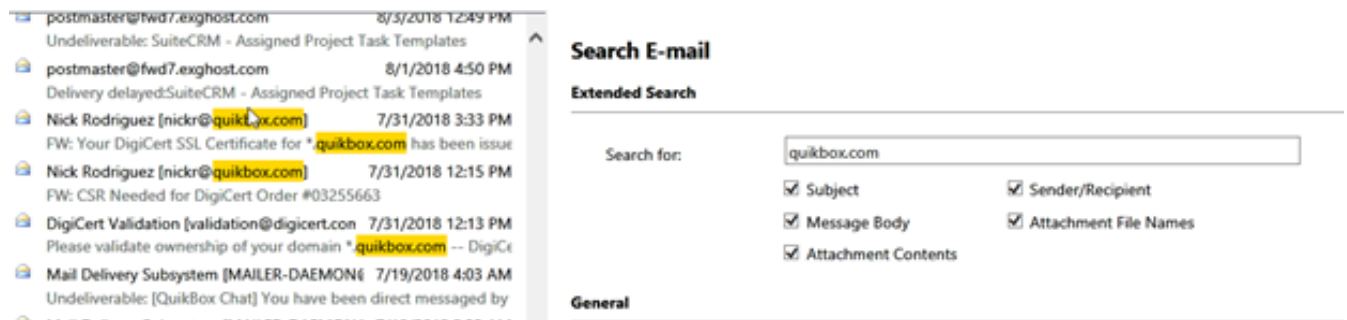
Other visible elements include the 'Extended Search' section with checkboxes for 'Subject', 'Message Body', 'Attachment Contents', 'Sender/Recipient', and 'Attachment File Names'. The 'General' section includes 'Include subfolders' and date range pickers. The 'Extended' section includes 'Size' and 'Priority' filters.

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

quik* will return *quik*, *quikbox*, *quiksearch* etc.

***quikbox.com**

will return all email addresses and domains of *quikbox.com*.



The screenshot shows an email list on the left with several messages from 'postmaster@fwd7.exghost.com' and 'Nick Rodriguez [nickr@quikbox.com]'. The search interface on the right is titled 'Search E-mail' and includes an 'Extended Search' section. The 'Search for:' field contains 'quikbox.com'. Below this, there are checkboxes for 'Subject', 'Message Body', 'Attachment Contents', 'Sender/Recipient', and 'Attachment File Names', all of which are checked. A 'General' section is also visible at the bottom of the search panel.

nickr*

will return all email addresses of *nickr*.

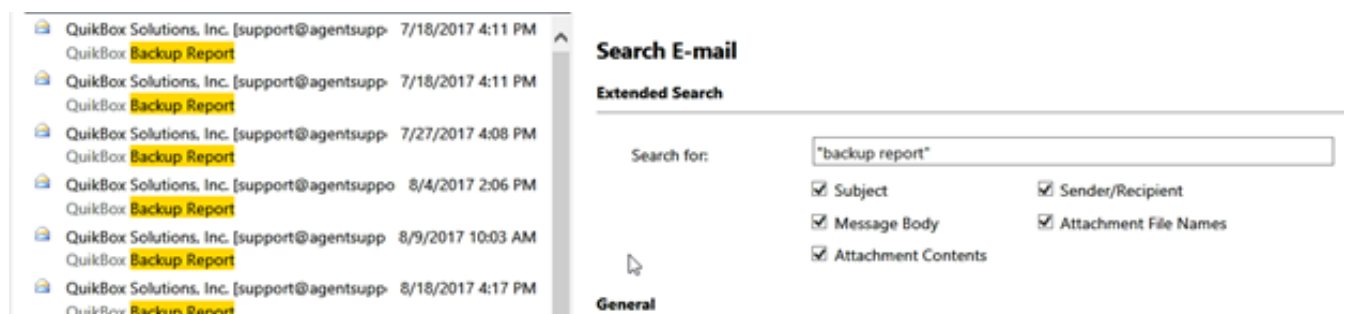


The screenshot shows an email list on the left with several messages from 'Nick Rodriguez [nickr@agentsupport.net]' and 'Nick Rodriguez [nickr@quikbox.com]'. The search interface on the right is titled 'Search E-mail' and includes an 'Extended Search' section. The 'Search for:' field contains 'nickr*'. Below this, there are checkboxes for 'Subject', 'Message Body', 'Attachment Contents', 'Sender/Recipient', and 'Attachment File Names', all of which are checked. A 'General' section is also visible at the bottom of the search panel.

To view all emails containing a word you can't spell correctly, you can use the question mark (?). For example

Me?er

would locate Meier and Meyer, but not Maier.



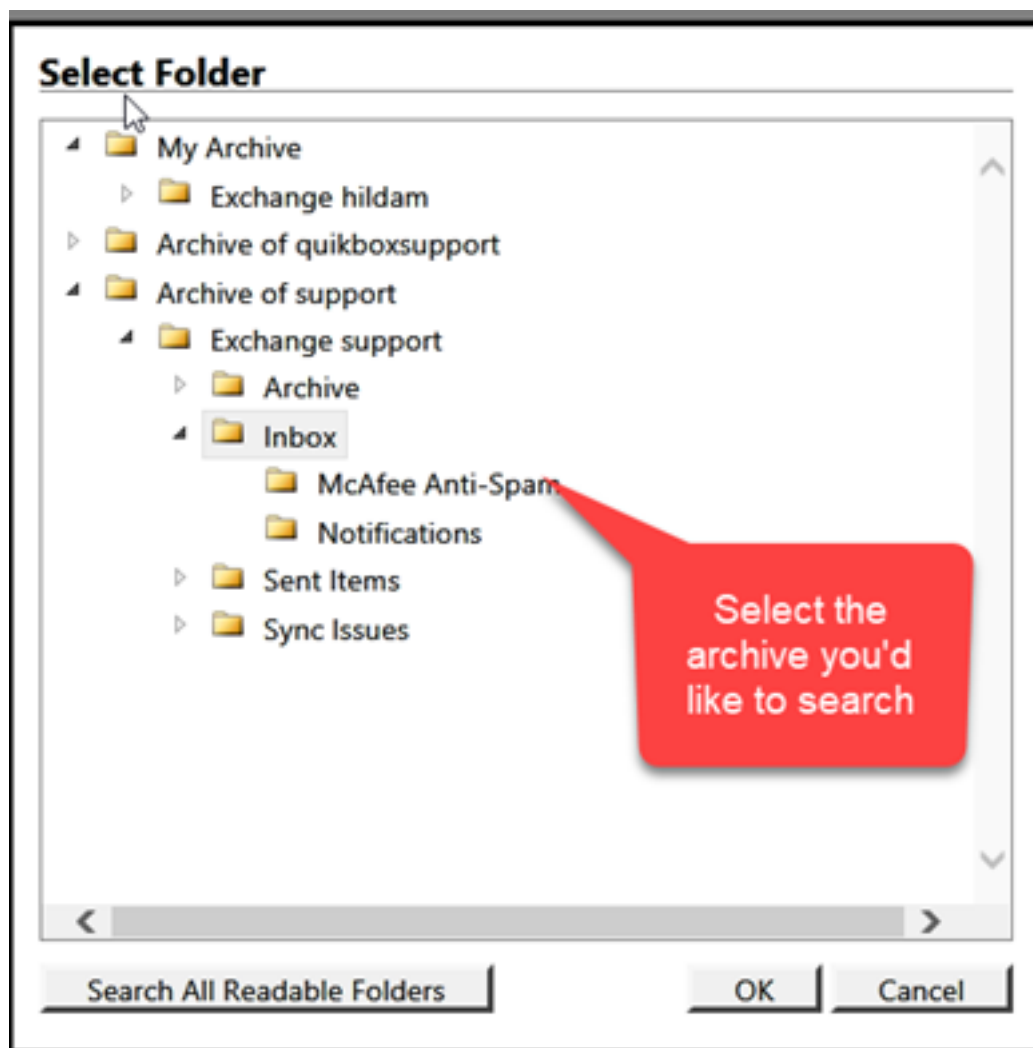
The screenshot shows an email list on the left with several messages from 'QuikBox Solutions, Inc. [support@agentsupp-]'. The search interface on the right is titled 'Search E-mail' and includes an 'Extended Search' section. The 'Search for:' field contains '"backup report"'. Below this, there are checkboxes for 'Subject', 'Message Body', 'Attachment Contents', 'Sender/Recipient', and 'Attachment File Names', all of which are checked. A 'General' section is also visible at the bottom of the search panel.

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

"Backup Report"

will return the text *Backup Report* but not *Backup Success* or *Backup Failed*.

Searching Other Email Archives



Online URL: <https://support.quikbox.com/article.php?id=26>