# **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:

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:

returns all emails from ZDNet which do not contain the consecutive words

Daily Update .

Online URL: <a href="https://support.quikbox.com/article.php?id=8">https://support.quikbox.com/article.php?id=8</a>