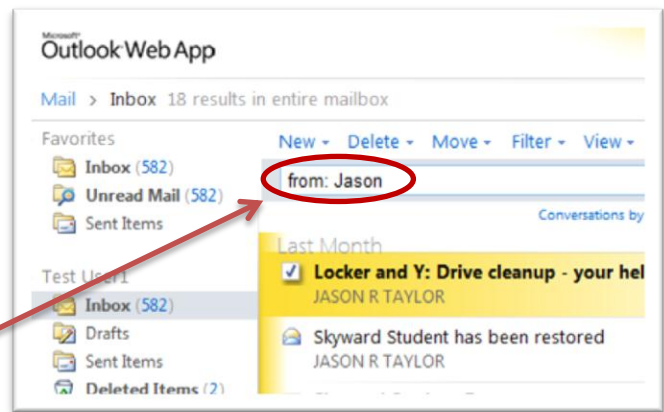
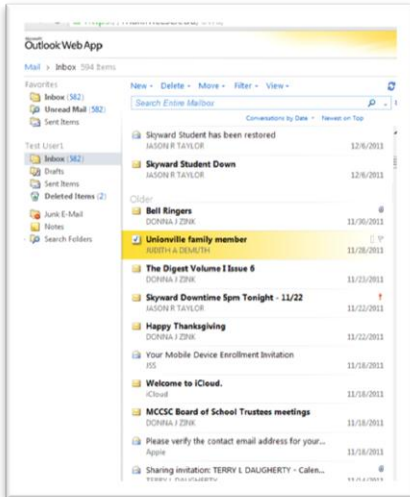


A Simple Email Search

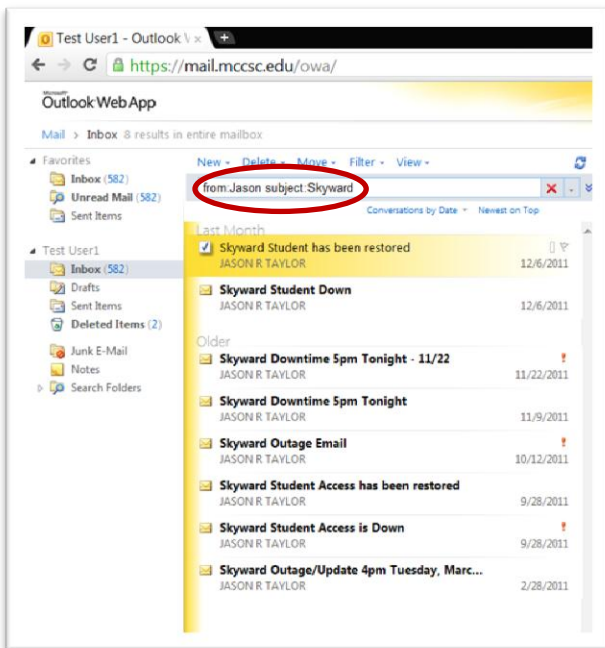
Here is a list of my emails. I want to find the email from one person. Jason Taylor



In the search box, I type `from:Jason` and hit enter or click on search.

Now all of my emails listed are from Jason

If I need to have emails from Jason, and have the subject contain the word Skyward, I would type in the search box `from:Jason subject:Skyward`.



I could drill down more, and use a third term like `body:` to search `body:ECA`

`From:Jason Subject:Skyward Body:ECA`

Search terms other than **from:** and **subject:**

To: – search who you sent emails to

Body: – search the body of the text of emails

Attachment: – will search names of attachments

Cc (and or) **Bcc** – emails with people copied