

SEARCHING FOR MESSAGES

ICONDESK offers a search facility within the Mail Manager Window. You may search on the following parameters:

- Date field
- Folder field
- From field (the sender's name)
- To field (the recipient name)
- Subject
- Importance (Normal, High or Low)
- Status Flags (Forwarded, Composed, Read, Sent, Report)

The screenshot shows a 'Search' dialog box with the following elements:

- DateFrom:** A text input field with a dropdown arrow.
- to:** A text input field with a dropdown arrow.
- OK** and **Cancel** buttons.
- Folders:** A text input field with a dropdown arrow.
- From:** A text input field.
- To:** A text input field.
- Subject:** A text input field.
- Importance:** A section with three checkboxes: Inmed, DivrBy, Routine, and Priority.
- Status Flags:** A section with six dropdown menus: Forwarded, Composed, Regt, Sent, and Report.

Method

To search for a message:

1. Click on **FILE** on the Menu Bar of the Mail Manager window.
2. Select the **SEARCH** option. (*The Search window will appear.*)
3. Type in the criteria for the search.
4. Click on **OK**.
(A Search Result window will be generated.)