



North Spencer County School Corporation Technology Tips

Wednesday, May 23, 2007

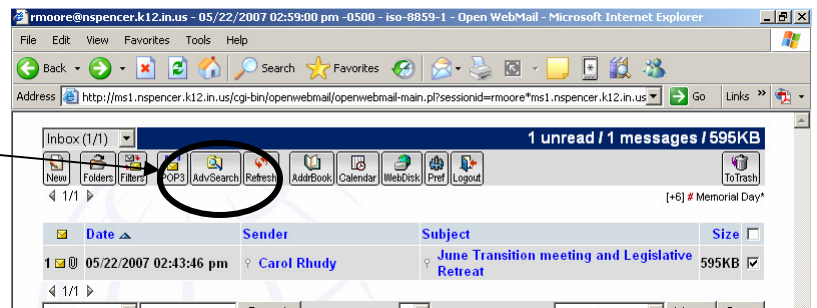
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Robert Moore, Webmaster, etc.

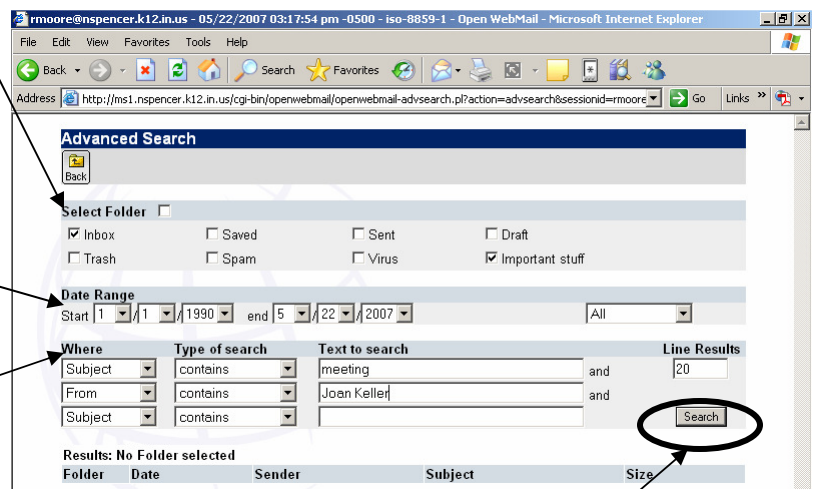
Searching for an Old Message

It happens to the best of us. You received an e-mail from someone that was very, VERY important. After you read it, you sent it to a folder so you would be sure to know exactly where it is when you need to look back at it. The problem is that you receive so many messages from so many people and it was so long ago and you just can't remember where the darn thing is! Relax. Open WebMail will help you with its Advanced Search tool.

1. Log into Open WebMail and click the **AdvSearch** icon.



2. Next, check the boxes next to the folder(s) you think might contain the elusive e-mail. You can check one or more, but you must check at least one. If you check **Select Folder**, it will search all folders.



3. Adjust the **Date Range** if you want to. This will narrow the search for messages dated between the "start" and "end."

4. In the next section, start typing in some clues. For example, I'm looking for a message I received from *Joan Keller* that was something about some *meeting* I'm supposed to attend.

5. When you're done, click the **Search** button.

If that doesn't uncover the missing message, try adjusting steps 2-4 above.

If even that doesn't get it, you can make one of the following claims: (1) you didn't get the message, (2) your mail filter treated it as spam and deleted it, (3) you deleted it accidentally, or (4) you did read it but don't know what in the world happened to it. In any case, just eat some humble pie—perhaps ask the person to resend the information—and move on with your life. ☺