GROUPWISE SEARCH FEATURE

GroupWise has a function which allows searches through your email messages according to a name, word, or phrase.

SEARCH THE OPEN FOLDER

The ‘Find’ field performs searches only in the open folder:
1. Open the folder where message is stored
2. Type a word or phrase in the white Find field above Mailbox content; all results will be listed
3. Delete the search term from this field to view all messages again

SEARCH ALL FOLDERS

1. Click on the Magnifying Glass icon to open the Find window > click the Find tab
2. Enter a word or phrase in the Full Text field to search all email content, OR
3. Click the down arrow next to Full Text > click Subject > enter a word or phrase to search only the subject line of each email message for a quicker search

You can also search by name:
4. Enter part or all of a sender’s name in the From/Author field, OR
5. Click the down arrow next to From/Author > click To/CC > enter a name for addressee

OPTIONS

To narrow your search for a quicker result, try one or a multiple of the options below:
- Under Item Type and Item source, check a box to select the message type
- Under Item Source, make a selection
- Under Date Range, check the box and enter start and end dates
- Click the Advanced Find button to customize your search, e.g.: