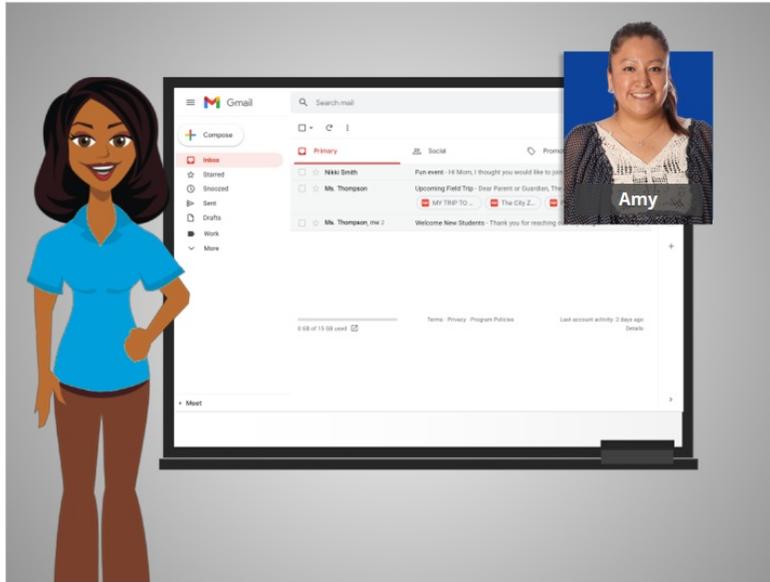
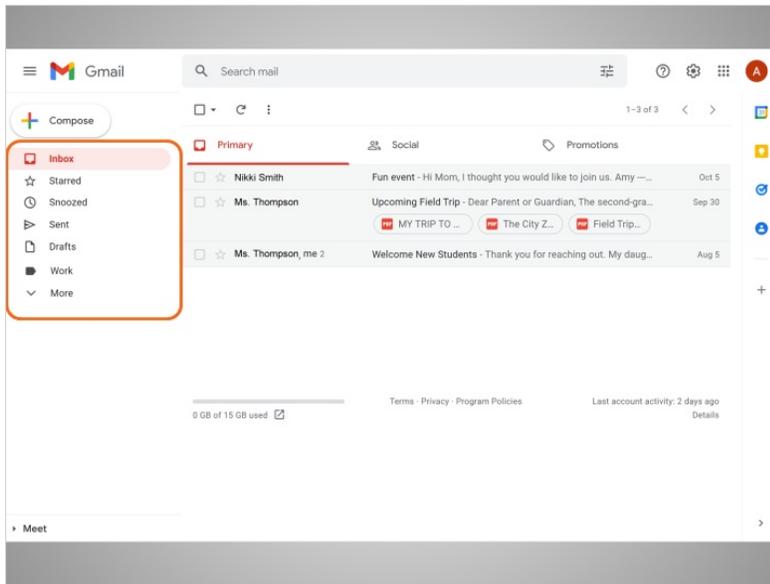


# Intro to Email 2: Beyond the Basics

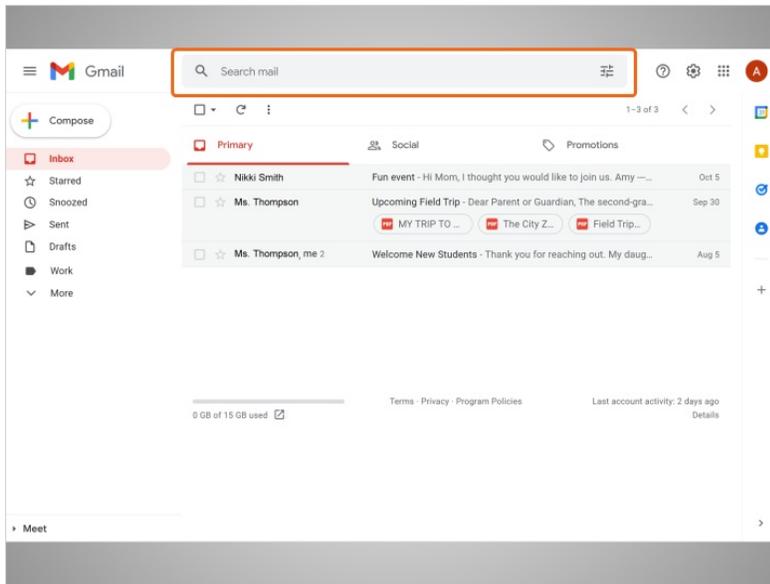
## Searching for Messages



In the previous lesson Amy learned how to organize her email. In today's lesson, we will use Gmail to show how you can search and find email.

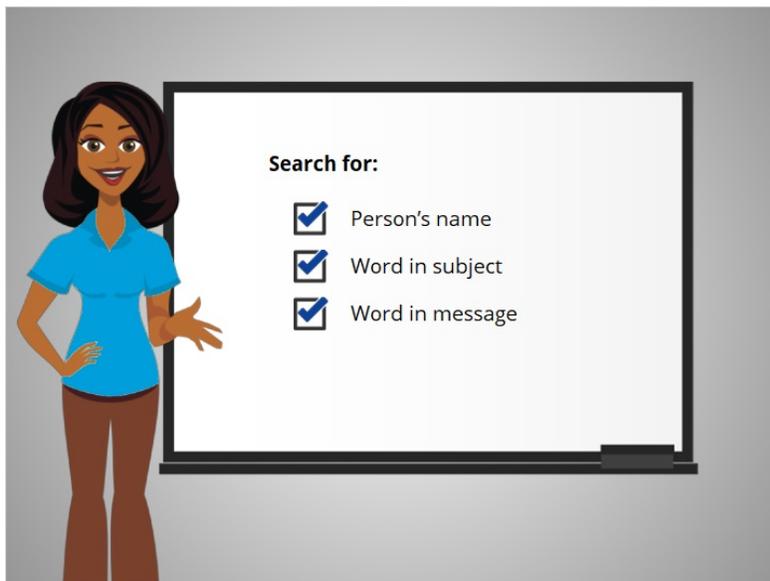


If you need to find a specific email, you don't have to look through the Inbox or other folders.

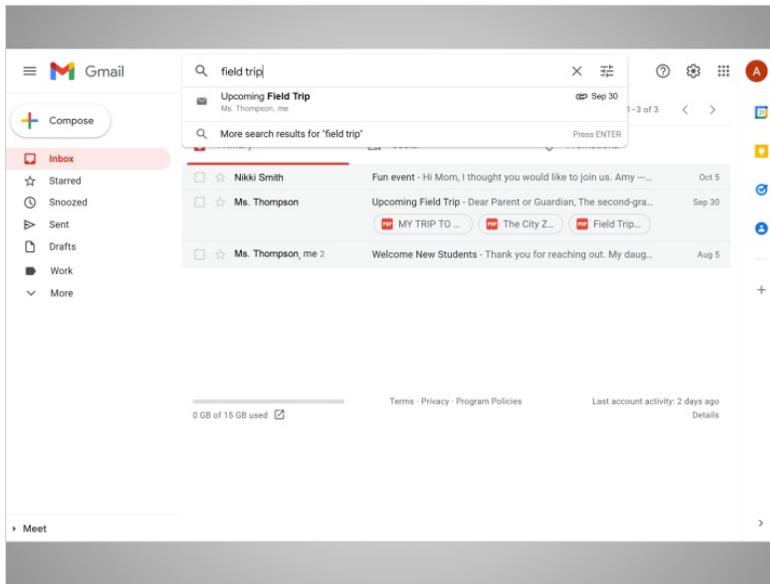


Instead, you can use the Search field at the top. This will search through all of your email, no matter where it is, or how old it is.

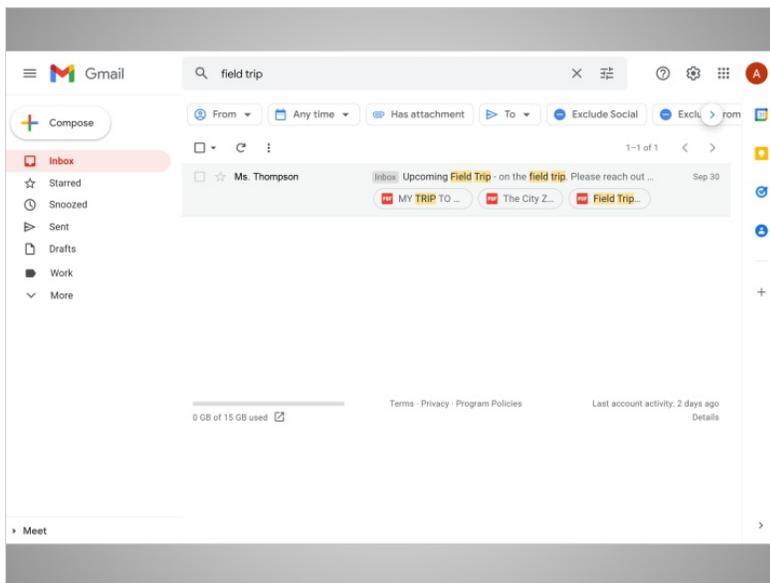
You can find messages even if you don't know who sent it, or when. Just like searching for a website, you can type any word or phrase to find what you're looking for.



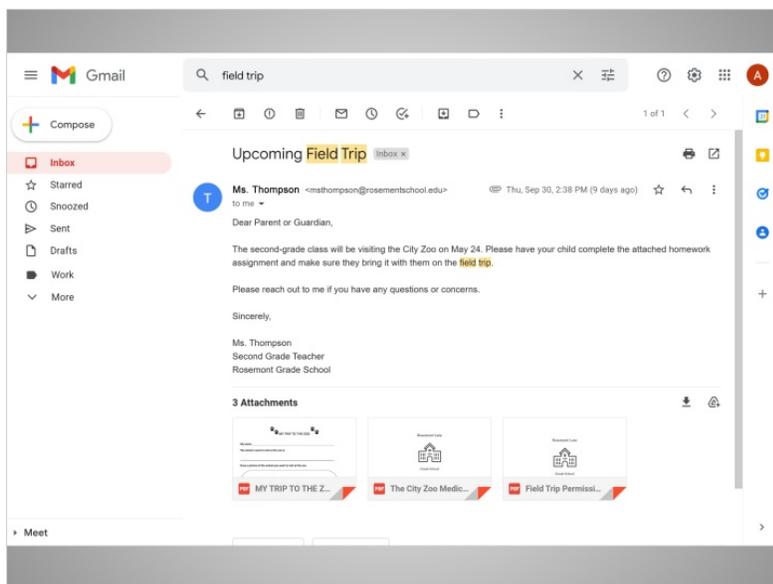
This could be a person's name, a word in the subject, or a word in the message.



Amy needs to find details about her daughter’s upcoming field trip in a message from the school. She types the words “field trip” into the search box and presses the Enter key to do the search.

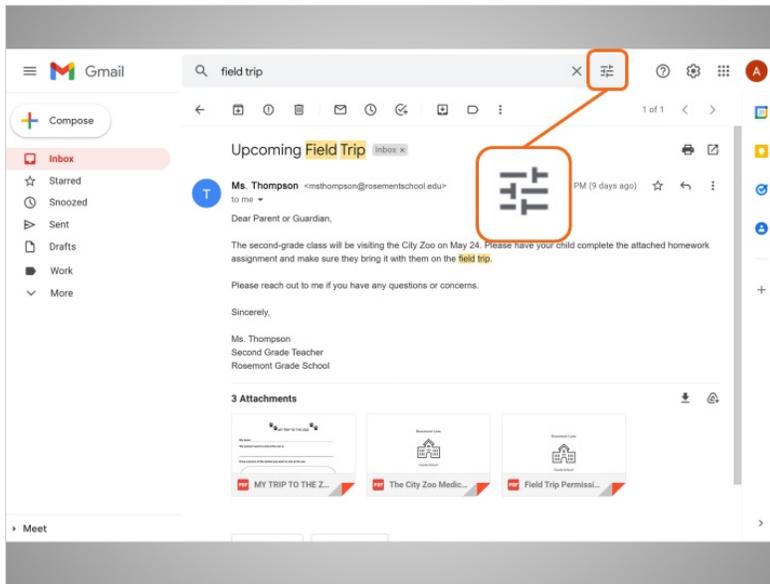


The message comes up in the search results, ...

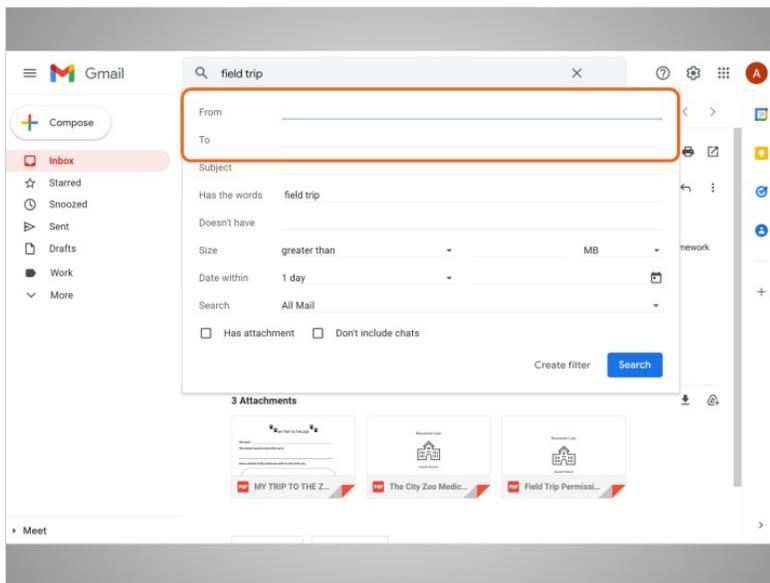


and Amy can open it to get the information she needs.

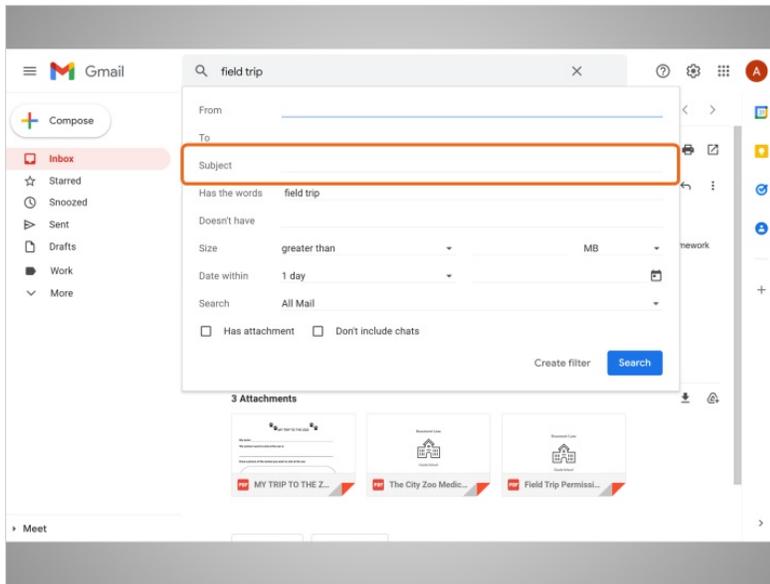
Most email providers will highlight the term that you searched, as shown here with “Field Trip.” This is helpful when looking for an item in your search results.



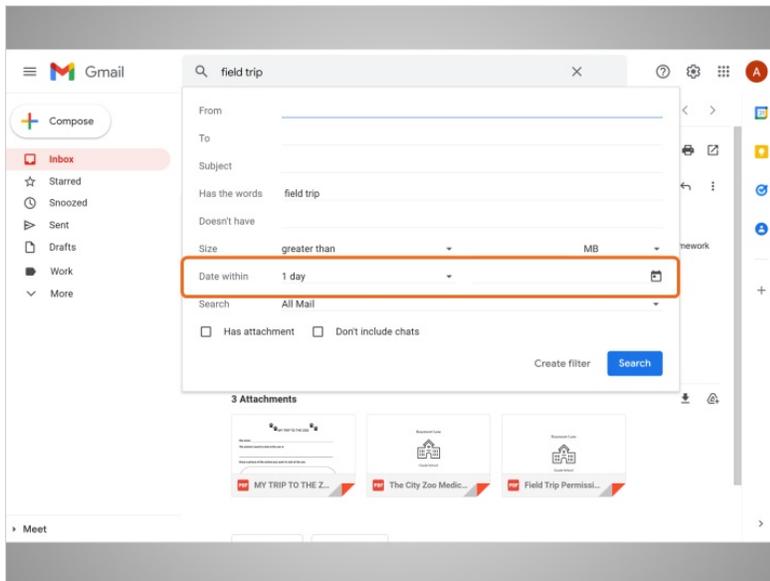
If Amy can't find what she's looking for, or she wants to narrow down the search, she can find more search options by clicking the search options icon at the end of the search box.



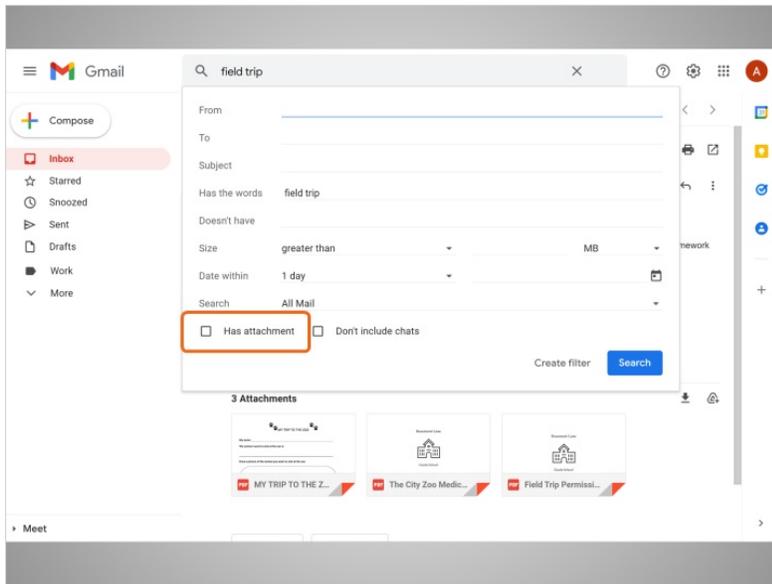
With these options, you can find messages sent to or from certain people, ...



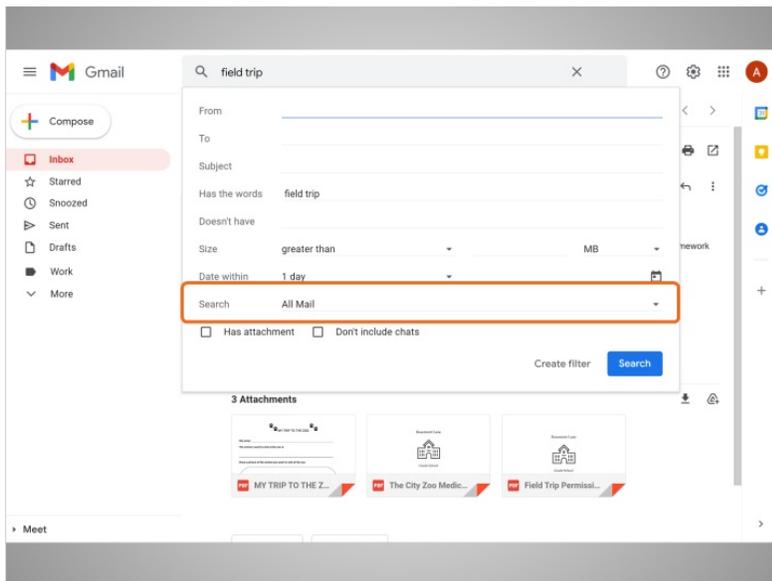
with a specific subject, ...



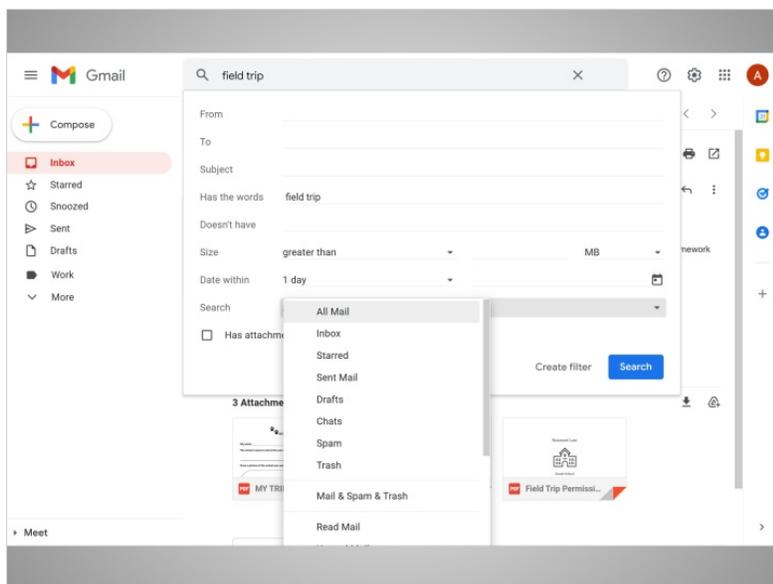
from a certain date range, ...



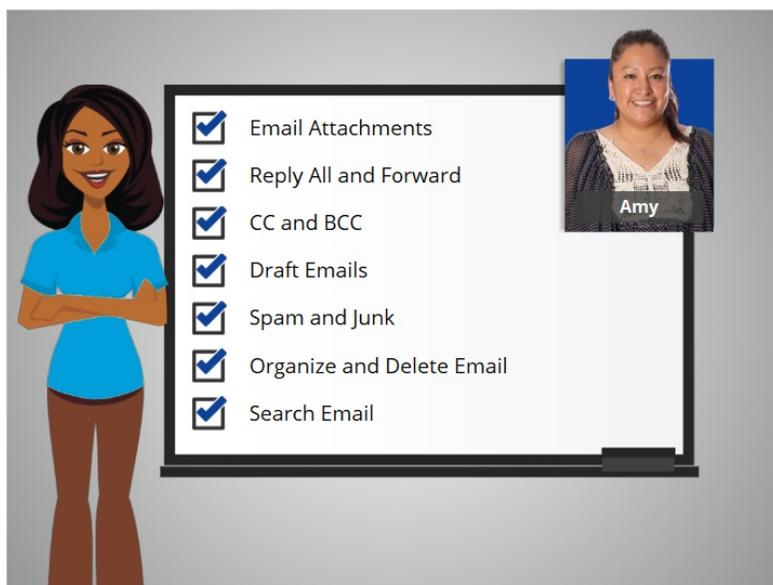
or with an attachment.



You can also open the drop-down menu...



to search within a specific folder.



Now that you've seen how Amy works with her email, why don't you try exploring some of these features on your own!