

## How to Search Messages in Webmail (Advanced Mode)

### Step 1

- To search for messages in Webmail simply click on the **Search Messages** button on the left hand menu.



The screenshot shows the Cogeco Webmail interface. At the top, there is a navigation bar with the Cogeco logo on the left and the word "WEBMAIL" on the right. Below the logo, there are several menu items: "Mail", "Addresses", "Note", "Help", and "Logout". The main content area displays a welcome message: "Welcome username@cogeco.ca: You have no new messages". Below this message, there is a table with the following columns: "Status", "Sel", "Subject", "Who", "Date", and "Size". The table contains one row with the following data: "0 ←", a checkbox, "Welcome to Cogeco...", "Customer Service", "11/18/2003", "11:08:01 am", and "32913". Below the table, there is a checkbox labeled "Select all messages". At the bottom, there is a status bar that says "You are currently using 32k/15000k". To the right of the status bar, there are buttons for "Delete", "Move to:", "Forward", and "Copy to:". The "Move to:" button has a dropdown menu with "Drafts" selected.

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**COGECO** WEBMAIL

Mail Addresses Note Help Logout

MAIL

Check Mail

Compose

Search Messages

Folders

Options

Empty Trash

Welcome username@cogeco.ca: You have no new messages

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Status	Sel	Subject	Who	Date	Size
0 ←	<input type="checkbox"/>	Welcome to Cogeco...	Customer Service	11/18/2003 11:08:01 am	32913

Select all messages

You are currently using 32k/15000k

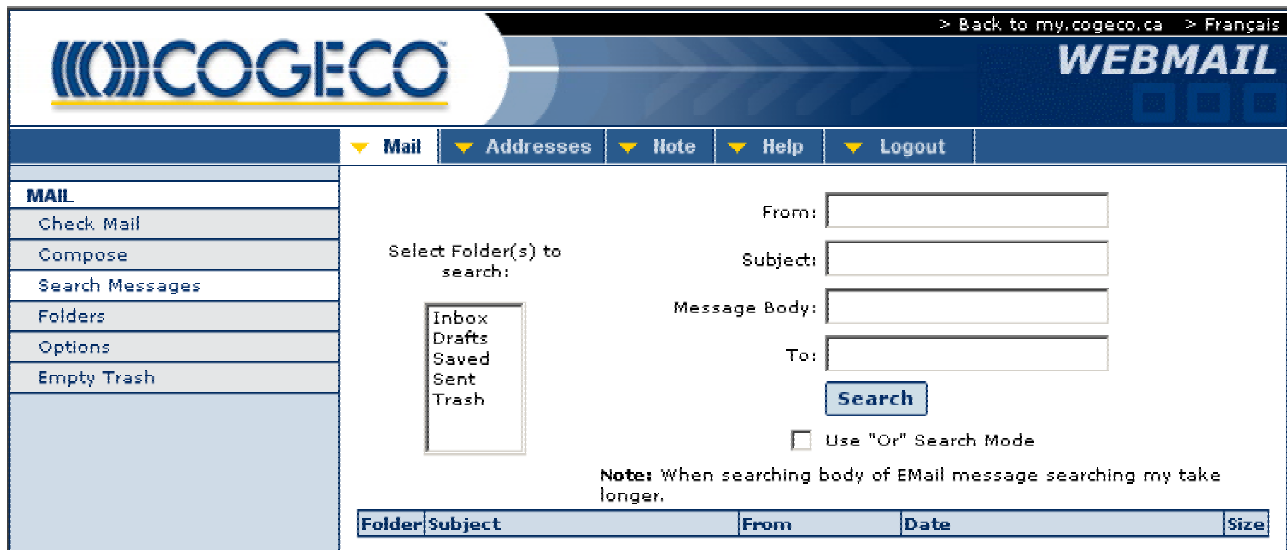
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Delete Move to: Drafts

Forward Copy to:

## Step 2

- You can search for e-mails in any of your folders based on the e-mail sender's address, the subject line, the content of an e-mail or by specifying the address the e-mail was sent to (if you use Webmail to access several e-mail accounts). To search for e-mails, enter search terms in the “**from**” box (sender), the “**subject**” or “**message body**” (to search the content of an e-mail) box, or “**to**” (recipient) box. Entering two or more search terms requires that both of the words be present in the e-mail unless you click the **OR** box, which will find all e-mails that contain any of the terms you have entered.



COGECO WEBMAIL

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Mail Addresses Note Help Logout

MAIL

- Check Mail
- Compose
- Search Messages
- Folders
- Options
- Empty Trash

Select Folder(s) to search:

- Inbox
- Drafts
- Saved
- Sent
- Trash

From:

Subject:

Message Body:

To:

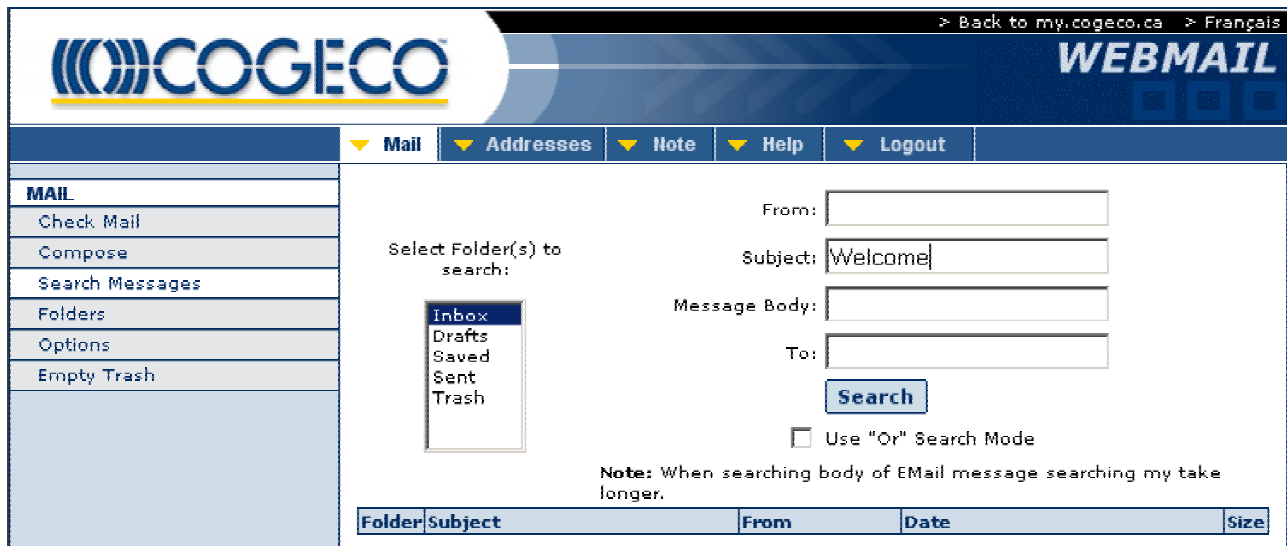
Use "Or" Search Mode

Note: When searching body of EMail message searching my take longer.

Folder	Subject	From	Date	Size
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## Step 3

- Select the folder you wish to search from the list on the left hand side. Click on the **Search** button to run the search.



COGECO WEBMAIL

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Mail Addresses Note Help Logout

MAIL

- Check Mail
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- Search Messages
- Folders
- Options
- Empty Trash

Select Folder(s) to search:

- Inbox
- Drafts
- Saved
- Sent
- Trash

From:

Subject:

Message Body:

To:

Use "Or" Search Mode

Note: When searching body of EMail message searching my take longer.

Folder	Subject	From	Date	Size
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## Step 4

- The results are displayed at the bottom of the search screen. Click on the messages to view them.



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**COGECO** **WEBMAIL**

▼ Mail ▼ Addresses ▼ Note ▼ Help ▼ Logout

**MAIL**

- Check Mail
- Compose
- Search Messages
- Folders
- Options
- Empty Trash

Select Folder(s) to search:

- Inbox
- Drafts
- Saved
- Sent
- Trash

From:

Subject:

Message Body:

To:

Use "Or" Search Mode

**Note:** When searching body of EMail message searching may take longer.

Folder	Subject	From	Date	Size
Inbox	Welcome to Cogeco High Speed	Customer Service	11/18/2003 11:08:01 am	32913