

Search Folders

Overview

Search folders are virtual folders that you can use to help organize your mail. You can use search folders to find a specific type of mail and organize these messages into one folder. This feature is accessed in Settings -> Search Folders.

How to set up

To add a new search folder, go to Settings -> Search Folders. Click on “Add New Search Folder.”

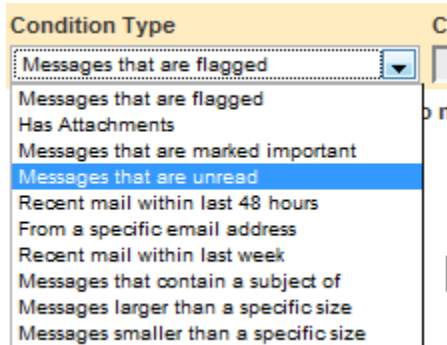
Assign your folder a name in the first textbox.



Add Search Folder

Folder Name: Unread Mail

Choose a condition to describe the contents of your folder



Condition Type

Messages that are flagged

Messages that are flagged

Has Attachments

Messages that are marked important

Messages that are unread

Recent mail within last 48 hours

From a specific email address

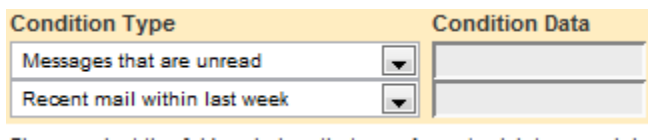
Recent mail within last week

Messages that contain a subject of

Messages larger than a specific size

Messages smaller than a specific size

You can also click the “more” button and add additional conditions.



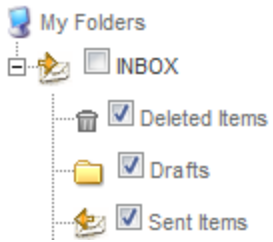
Condition Type Condition Data

Messages that are unread

Recent mail within last week

You can also choose to exclude folders from the results if you wish. You can do this by clicking on the plus sign next to the INBOX folder.

Please select the folders below that you **do not** wish to search in.



After you are finished, click on “Add Search Folder.” It will take about 15 minutes for your search folder to be created be populated. Please keep in mind that the search folders are dynamic. For example, in the above search folder, only unread messages are shown. If you open a message, after a few minutes it will disappear from this folder since it is no longer unread. The original copy will remain in the folder it was delivered to.