

Quick How-To:

How to Search Your Inbox to Find Old Emails

Who is this for?

This guide is for learners who use email and want to find older messages quickly — like a form someone sent last month or a reply from a family member.

Step-by-Step Instructions

Step 1: Open Your Email Inbox

- Go to Gmail, Outlook, Yahoo, or another email app you use.

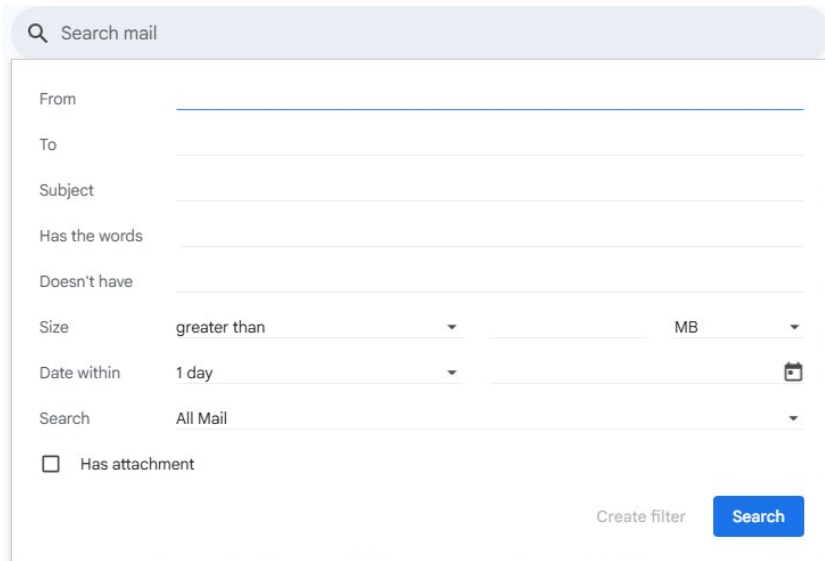
Step 2: Find the Search Bar

- Look at the top of the screen for a search bar that says 'Search mail' or 'Find messages'.



Step 3: Type in What You Remember

You can type a name, subject, or keyword from the message — like 'PFD form' or 'Tribal Meeting'.



The image shows a search interface for email. At the top, there is a search bar with a magnifying glass icon and the text "Search mail". Below this, there are several filter categories, each with a text input field:

- From: [input field]
- To: [input field]
- Subject: [input field]
- Has the words: [input field]
- Doesn't have: [input field]
- Size: greater than [dropdown] [input field] MB [dropdown]
- Date within: 1 day [dropdown] [calendar icon]
- Search: All Mail [dropdown]

At the bottom left, there is a checkbox labeled "Has attachment". At the bottom right, there is a "Create filter" link and a blue "Search" button.

- Press Enter or tap the search icon.

Step 4: Look Through the Results

- Scroll through the list to find the right email.
- Click it to open and read.

You Did It!

You learned how to find one email without searching through all your emails.