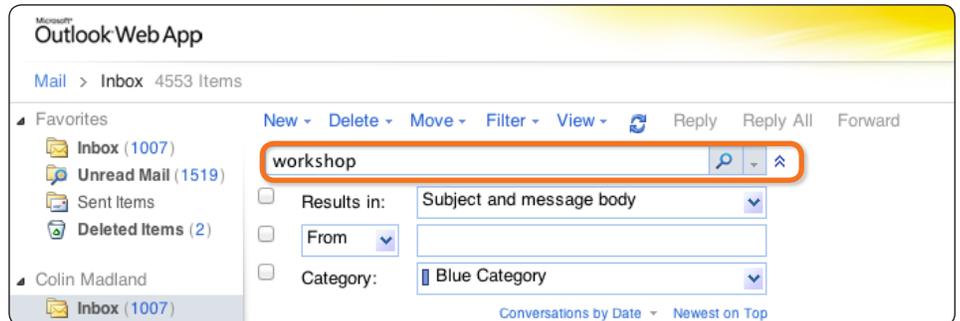


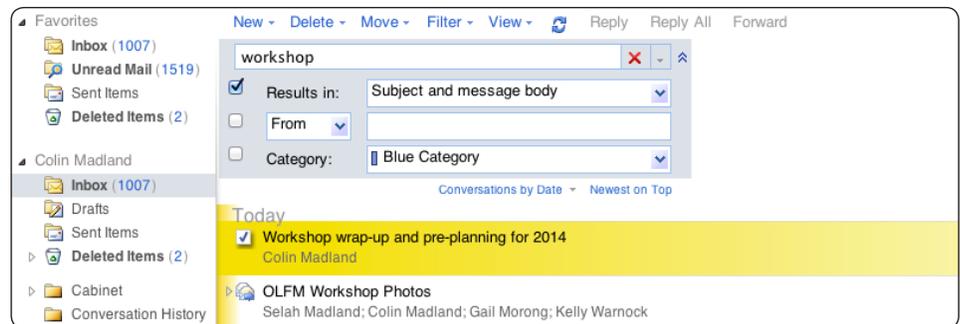
Please follow these instructions to search your Outlook Web Access inbox or to use a filter.

Search

1. Enter the search term in the 'Search Entire Mailbox' field.
Click the arrows to the right of the search field to see options to refine your search.
Click the image of the magnifying glass to execute the search.

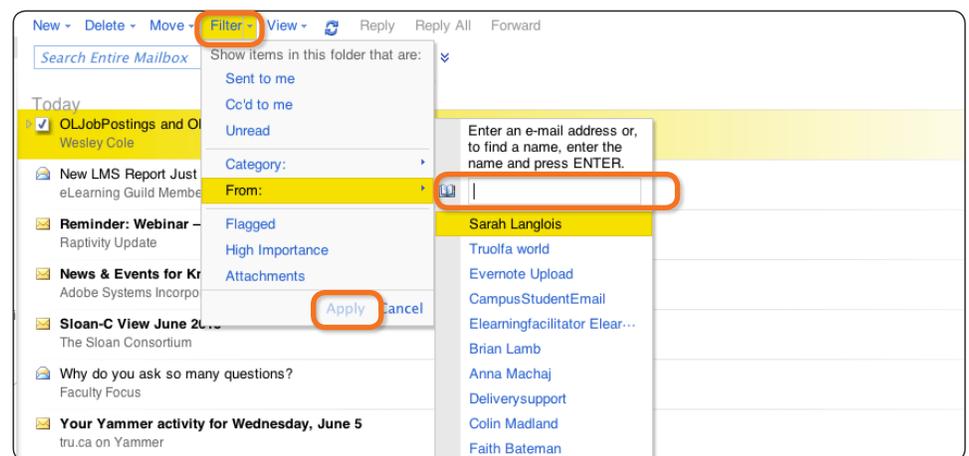


2. Search results will be displayed below the search parameters.
You can refine your search after it is executed by checking the appropriate box and clicking the magnifying glass again.



Filter

1. Click 'Filter' and choose how you would like to filter the contents of your inbox.
If you choose 'From', you can easily and quickly find messages sent by a particular person.
Type the person's email address or choose from the list and hit 'Enter' or click 'Apply'.



2. To save the filter, click the green '+'.
To clear the filter, click the red 'X'.



If you have questions, please contact ITServiceDesk@tru.ca.