BIS Help Guides

Searching Email Inbox

Learn how to search for emails

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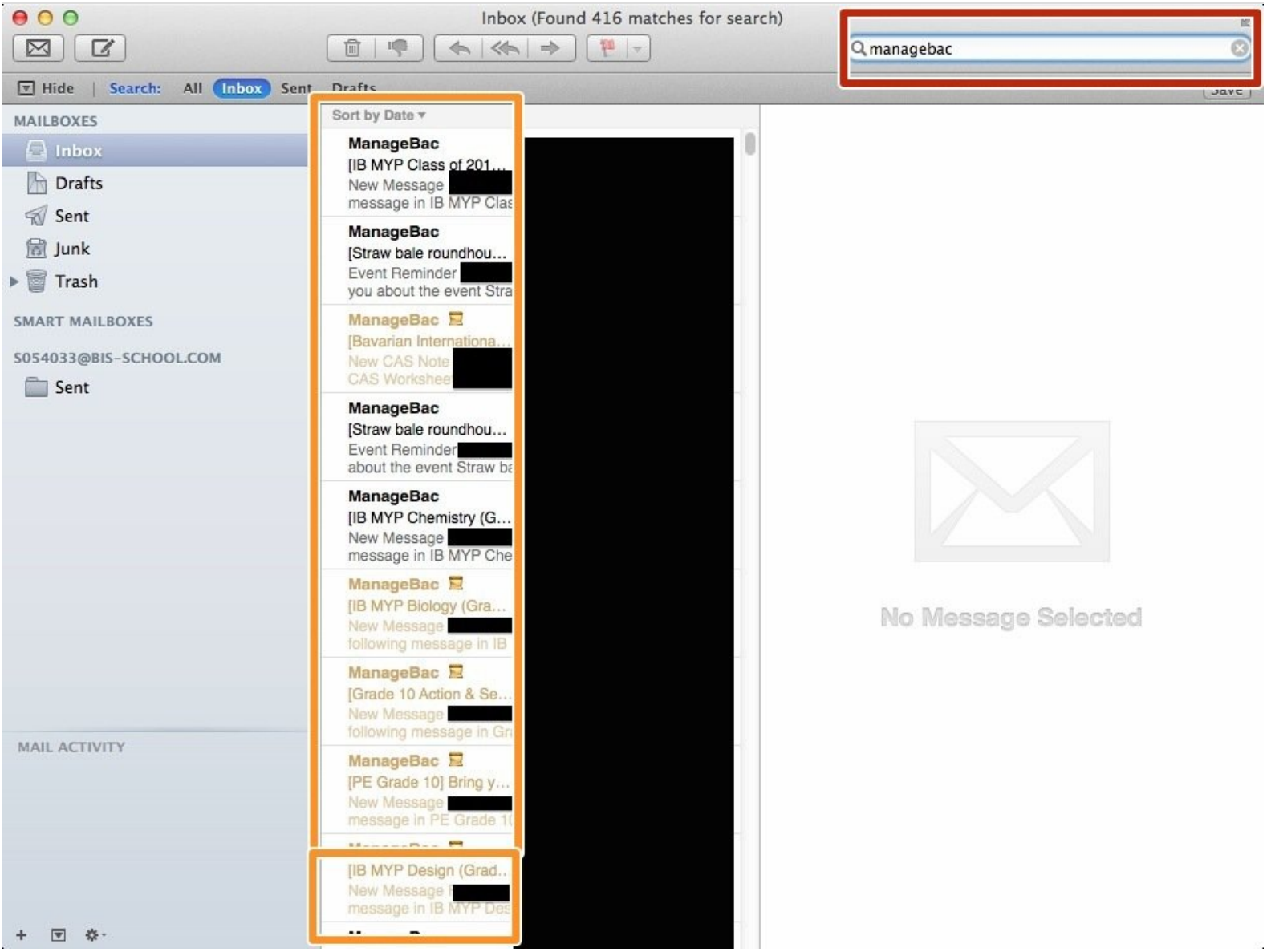

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INTRODUCTION

Learn how to search for emails

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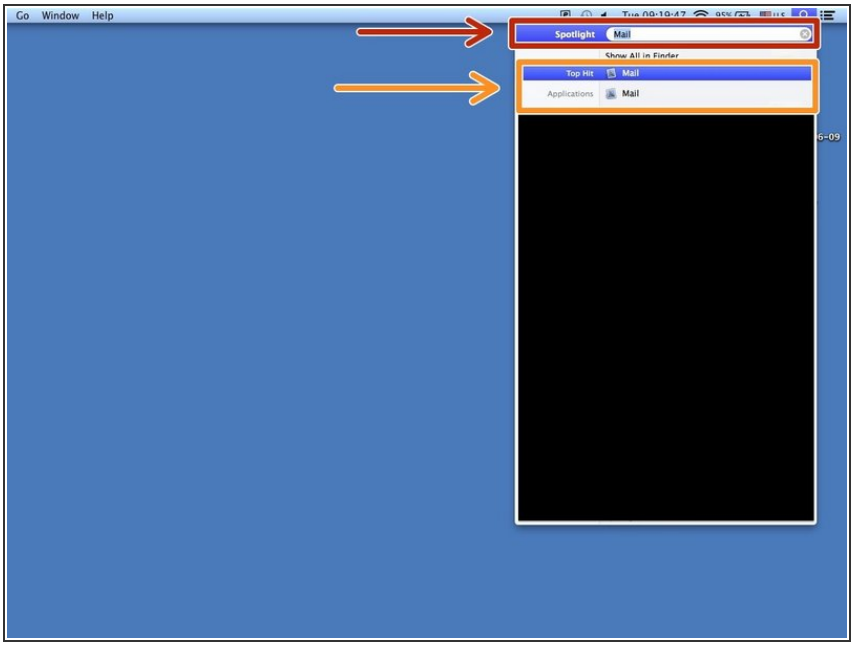
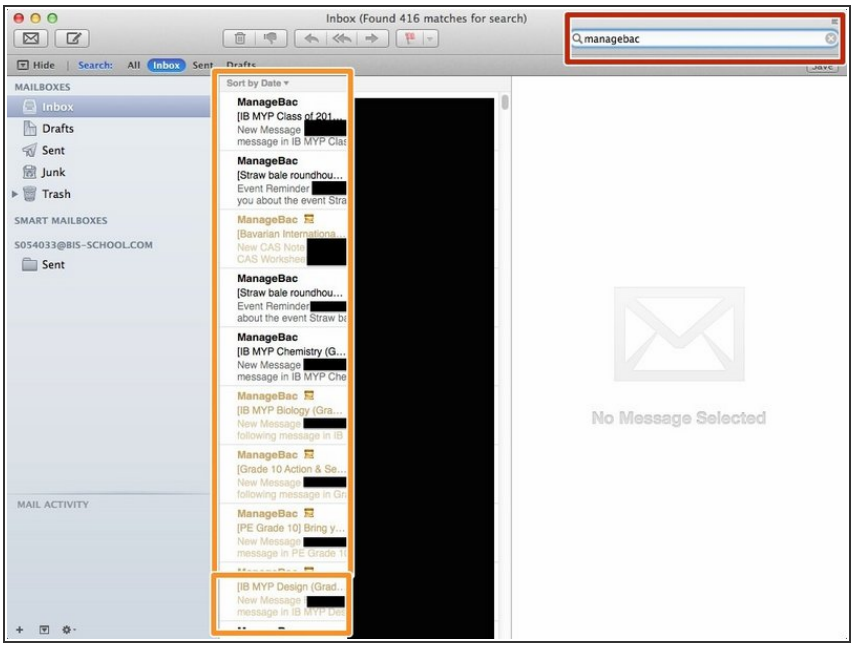
Step 1 — Finding The Mail Application Using Your Search Bar



- Type in the search bar "Mail" to find the application
- Click on the "Mail" application to open it

Step 2 — Searching Your Inbox



- Type in your search query
- Look through the emails that appear for the one you are looking for