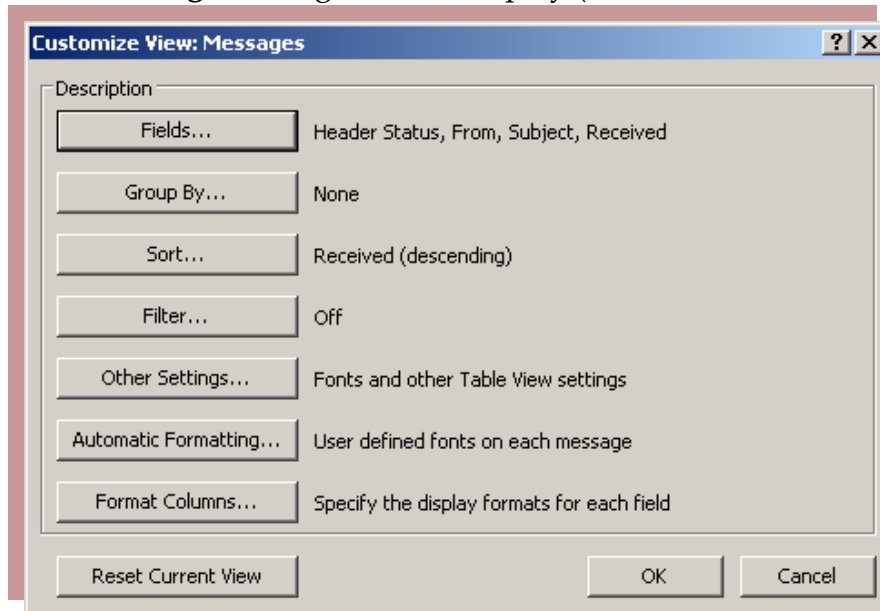


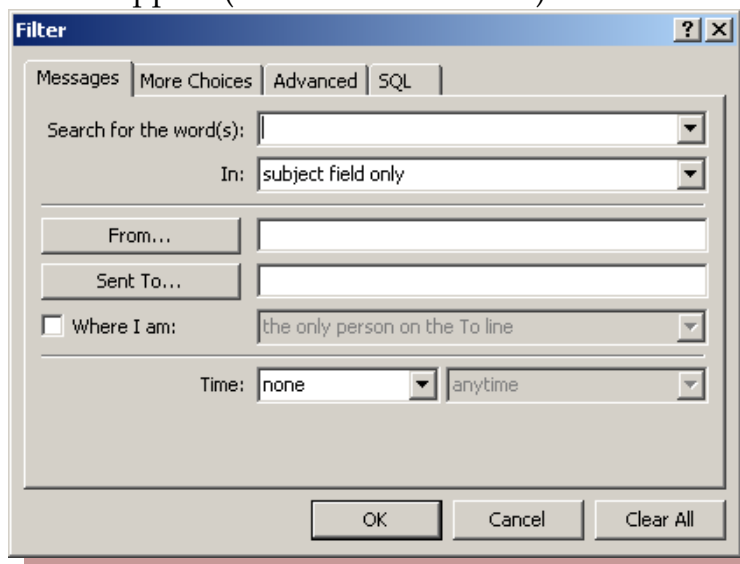
FILTERING MESSAGES

It is possible to filter messages that meet common criteria. This will help to identify a specific collection of messages. To do this:

- ✚ Click **View** on the **Menu Bar**.
 - ✦ Point to **Arrange by**.
 - ✦ Click **Custom**.
- or
- ✦ Point to **Current View**.
- ✦ Click **Customize Current View**
- ✚ The **Custom View: Messages** dialog box will display (see illustration below).

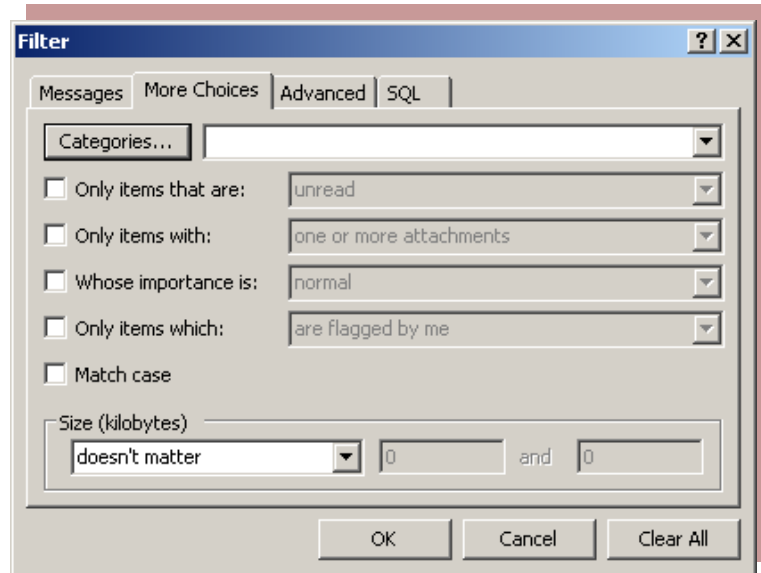


- ✚ Click the **Filter** button.
- ✚ The **Filter** dialog box will appear (see illustration below).



- ✚ Fill in the boxes for the Filter options as shown in the illustration above.
 - ✦ **Search for the Word(s)** – This option is used to filter the messages by a specified word or by several words.
 - ✦ **In** – To filter the message **by subject field only**, **by subject field and message**, or **by frequently used text fields**, use this option.

- ✦ **From** - Use this option to search Messages by who they are from.
- ✦ **Sent To** - Click this button to search Messages by who they were sent to.
- ✦ **Where I am** - Click the check box next to this option to specify the following three options for filtering Messages.
 - ❑ **The only person in the To line.**
 - ❑ **On the To line with other people.**
 - ❑ **On the CC line with other people.**
- ✦ **Time** - This option is used to filter messages by when they were **received**, **sent**, **due**, **expires**, **created**, or **modified**.
- ✦ Click the **More Choices** tab to locate additional options for filtering the Messages folder (see illustration below).



- ✦ Click the **Categories** link to search for a category for which a filter is to be applied.
- ✦ Click the check boxes for the other options in this dialog box to filter by those options.
- ✦ To filter Messages by size, click the **Size** list arrow and chose one of the options.
- ✦ Click the **OK** button to apply the filter.
- ✦ Click the **Cancel** button to close the dialog box without applying a filter.
- ✦ Click the **Clear All** button to clear the specified criteria.