

**Title: Searching for Messages Using Quick Search**

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The Quick Search feature in Web-Based Email allows you to search the headers of your email messages for a given word or phrase. To Search for Messages Using Quick Search In the **Search** field, type the words or phrase you want to search for. Click **Search My Email**. **NOTE:** If you expect to use the search criteria again, you may want to save the search. For information about saving search criteria, see [Saving Searches](#).