Search For Documents

Basic Configuration

To search for a word or phrase in the **Subject and text** of all messages in a view, click the **Search** button on the toolbar and type a word or phrase in the search box.

The results are displayed.

Click **Clear Results** and delete the word or phrase out of the search box to return to the original view.

Click the X to close the search box.
Standard Configuration

From any view, type a word or phrase in the Search field and click the magnifying glass.

By default Lotus Notes will search All Mail. If you want to search only a specific view click the drop down in the search box and choose an option.

A new window opens displaying the search results. When you are finished click this tab to close the window.

This is a list of the most recent searches you performed.

The list of matches will be displayed here.