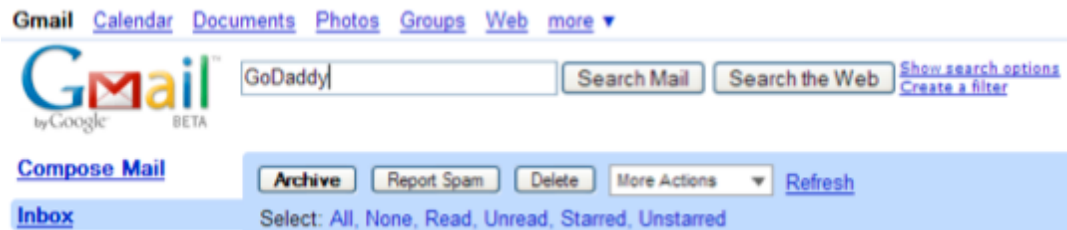


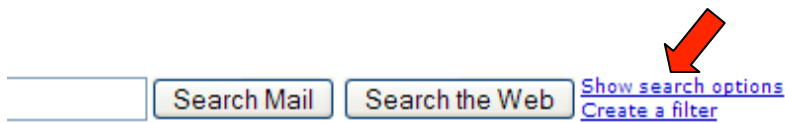
## Using the Search Feature in Gmail

**Objective:** To locate specific emails using the search feature located in Gmail.

- ❑ **STEP 1: Log in to your Gmail account**
- ❑ **STEP 2: Search By Keyword(s)**
  - Enter the keyword(s) in the search box



- ❑ **STEP 3: Advanced Search Features**
  - For more advanced searches, click *Show Search Options*



- Enter the search details and click *Search Mail*

A screenshot of the "Search Options" dialog box in Gmail. It has a green header with "Search Options" and a "Hide search" link. The form contains several fields: "From:", "To:", "Subject:", and "Search:" (with a dropdown menu set to "All Mail"). On the right side, there are fields for "Has the words:", "Doesn't have:", "Date within:" (set to "1 day" of), and a checkbox for "Has attachment". At the bottom are "Search Mail" and "Cancel" buttons.

- ❑ **STEP 4: View Results**

