

How to save query criteria

If you wish to use a query more than once, you can save the criteria under a filename and execute the query according to these criteria any time.

STEP 1

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Explanation:

1.	Evoke query criteria menu (for incoming,outgoing or all messages in a new tab)
2.	Type the criteria you want to use more than once.



STEP 2



Explanation:

1.	Press Save to keep the criteria entered.
2.	Type the filename you will use for the specific query.
3.	Press Ok to save the file.