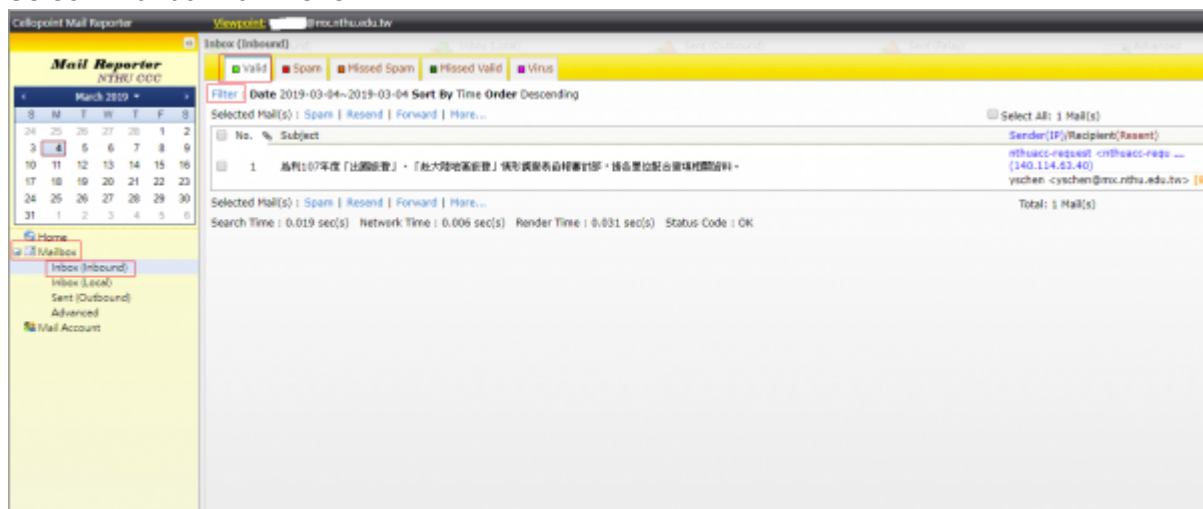
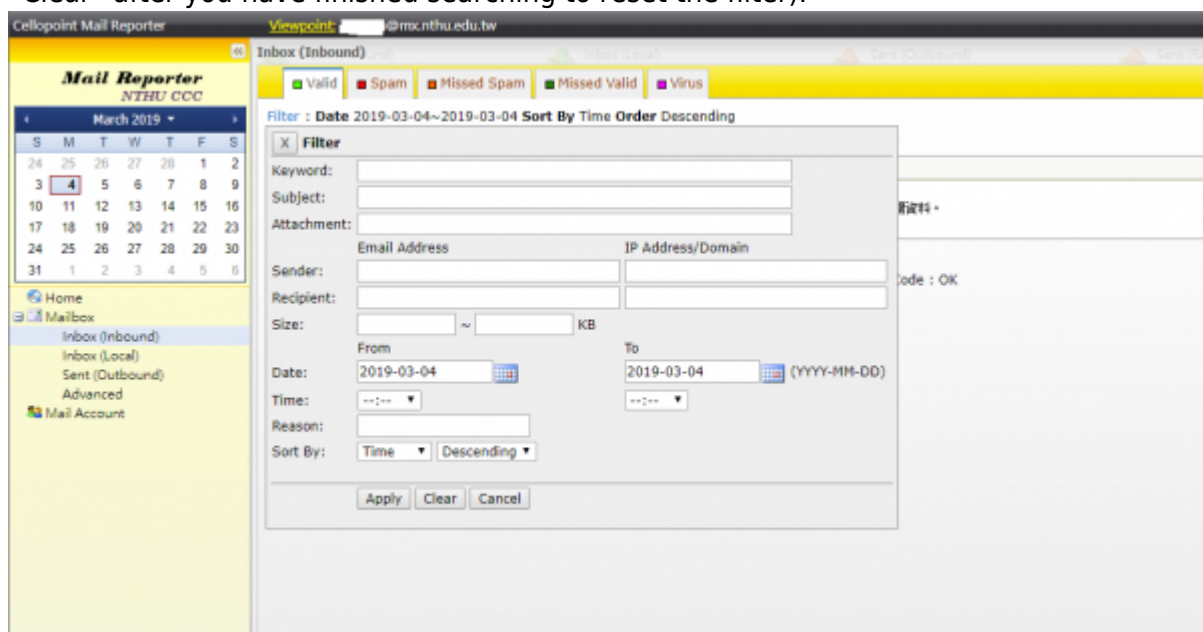


# How Do I Find Mail in the Mail Reporter?

1. Log in to [Mail Reporter](#)
2. Select "Mailbox" at the left.



3. By mail source - select the appropriate mail folder on the left:
  - **Inbox( Inbound )**: Means that the mail was sent to your email address.
  - **Sent( Outbound )**: Means that the mail was send from your email address.
4. By mail category as determined by the system - select from the top:
  - **Spam**
  - Missed Spam□When the user tags "Valid" mail with "Spam", the mail is moved here.
  - **Valid**
  - Missed Valid□When the user tags "Spam" mail with "Valid", the mail is moved here.
  - **Virus**
5. You can sort by date on the right or use "Filter" to further filter your mail (remember to click "Clear" after you have finished searching to reset the filter).



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Permanent link:

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