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**Subject:** Computer Tip of the Week -- How to find a word in an email message

## How to find a word in the body of an email message

Brought to you by  
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### SITUATION:

I received a long email message and I need to find a specific word (or phrase) inside the body of it. Surely there must be a better way than reading through the whole thing!

### SOLUTION:

1. Inside the body of the message **CTRL F** to forward it.  
That means hold down **CTRL** key and then press the **F** key  
Note: You aren't really going to forward it, but you have to do this to get it into the right state
2. Then click inside the body of the email
3. **CTRL F** again.  
This time the **F** stands for "find"
4. And proceed accordingly

If interested, read more about that here: <https://www.lifewire.com/search-inside-message-outlook-1173759>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>