



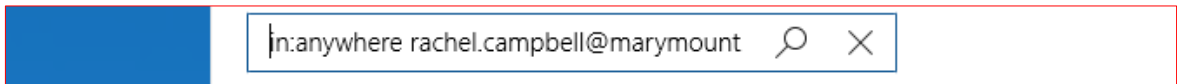
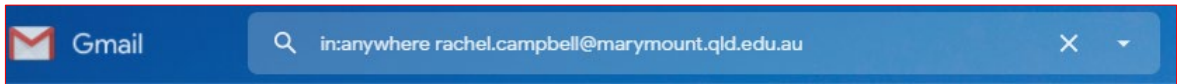
## TIPS ON HOW TO LOCATE EMAILS SENT REGARDING SUBJECT SELECTIONS

[rachel.campbell@marymount.qld.edu.au](mailto:rachel.campbell@marymount.qld.edu.au)

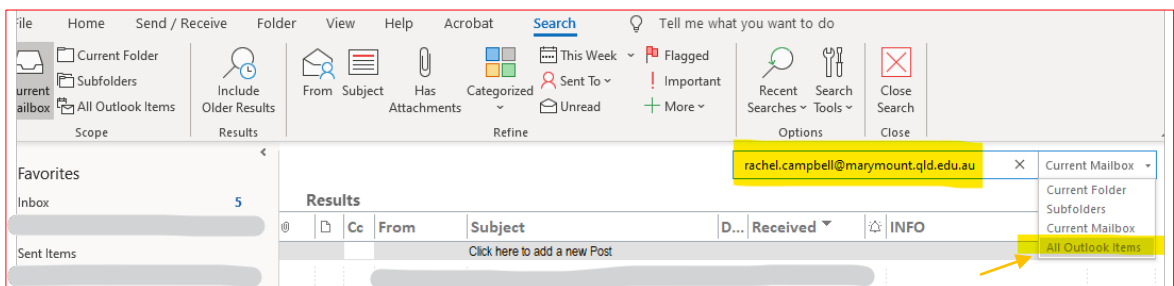


### Searching for email

1. Open Gmail / Hotmail accounts
2. In the top, tap in **Search** 🔍
3. Type **in:anywhere** then enter some information that's in the missing email, such as sender's name or the subject. (such as: [rachel.campbell@marymount.qld.edu.au](mailto:rachel.campbell@marymount.qld.edu.au))
4. **Enter**



### Searching in Outlook



### To avoid missing emails from us in the future:

We suggest adding the following email addresses to your contact lists.

- Rachel Campbell email : [Rachel.campbell@Marymount.qld.edu.au](mailto:Rachel.campbell@Marymount.qld.edu.au)
- Karen Harrison email : [kaharrison@marymount.qld.edu.au](mailto:kaharrison@marymount.qld.edu.au)