

Change Date Range

Use this feature to find Documents, Results or Messages that have aged out of your Inbox.

From the Inbox,

1. Click the **Ellipsis**.
2. Change the date by:
 - a. Clicking the upper arrows to change the year.
 - b. Clicking the lower arrows to change the month.
 - c. Clicking the date.
3. Click **OK**.

NOTE: this is a more reliable way of accessing items that have aged out of your Inbox. Using Load All is not recommended.

