

SEARCHING

Type any word or phrase	Searches subjects, sender/recipient names, attachments, and email previews
Person name / email	Find all threads they appear in
Project or matter name	Find all related conversation threads
Attachment filename	Find threads containing that document
Keyword from email	Find threads containing that word or phrase

THREADS TAB

Search results list	Each card = one conversation thread
★ matching emails	Emails in that thread containing your search term
Open ↗ on an email	Opens that email inside the thread view
Click thread title	Opens full thread — Actor Analysis + all emails
Message Cadence chart	Bar chart of message activity across the thread lifespan
← Back to list	Returns to search results
ADDED / REMOVED	Participant joined or left the conversation
Open this email	Opens the original message directly in Outlook
Linked via In-Reply-To	Threading confidence indicator (100% confidence)

ACTORS TAB

Primary Actor	In the To field — active participant in the thread
Observer	CC'd only — aware but not directly addressed
Mixed	Appeared in both To and CC across the thread
Role Changes	Participant shifted between To and CC roles
Activity heat map	12-month grid showing communication intensity by day
Thread list	Every thread they appear in — date shown on right
Relationship Report →	Opens full Relationship Intelligence report for that contact
First / Last activity	When they first appeared and when they went quiet

ATTACHMENTS TAB

Single version	File appeared once in your results
N versions	Same filename sent multiple times — version history shown

SETTINGS ⚙

Open Settings	Click the ⚙ gear icon — top right of main interface
Switch mailbox	Click a different account tile — resets folder selection, requires Full Re-Index
Folder selection	Tick folders to index. Selecting a parent includes all subfolders. Inbox + Sent is the recommended minimum.
Time range	How far back to index (default 365 days)
Email limit	Max emails per folder. Default: unlimited. Reduce only if indexing is slow.
Save	Changed folders or time range? MailBraid will prompt for a Full Re-Index.
⚠ Warning banner	A folder in your config could not be found — open Settings to fix

KEEPING YOUR INDEX CURRENT

Quick Refresh ⚡	Adds new emails since last run. ~10-20 sec. Use for day-to-day updates.
Full Re-Index ⏪	Rebuilds from scratch. Use when snapshot is 10+ days old, settings changed, or after switching mailbox.
Auto-refresh	If enabled in Settings, MailBraid runs a Quick Refresh automatically on open when snapshot is stale.
Snapshot age	Shown in header bar. Covers the date range indexed.

CLOSING & RESTARTING

Close MailBraid button	Always use this — do not just close the browser tab
Restart	Double-click desktop shortcut. Existing index loads automatically.
Second tab opens?	Close the old tab — your data is fine.

IF SOMETHING LOOKS WRONG

Can't find an email	Check snapshot age — email may post-date the last index. Run Quick Refresh.
Thread seems incomplete	Emails at edge of date range may be cut off. Run Full Re-Index with a wider range.
Sent emails missing	Check Settings — ensure your Sent folder is ticked. Save and Full Re-Index.

Thread list	Threads where this file appeared — date shown on right
Timeline	Date each version was sent and which thread it appeared in

REPORTS TAB

Audit Trail	Timestamped narrative of a single thread — verifiable export of who said what and when. Generates from open thread via Reports tab.
Project Brief	Structured brief across all threads scoped to a keyword or domain — party register, timeline, documents, open items.
Relationship Intelligence	Forensic contact summary — frequency trend, thread history, shared contacts, document exchange. Trigger from Reports tab or Actor card.
Print / Save PDF	Button in each report header — exports the open report to PDF.

Search returns nothing	Try a shorter keyword. MailBraid searches metadata + preview, not full body text.
MailBraid won't start	Ensure Outlook is open. Classic desktop Outlook required — not New Outlook.
Installer blocked	Click More info → Run anyway on SmartScreen. Allow in antivirus if quarantined.
Threading % seems low	Normal for older or migrated mailboxes — not a fault. Data quality indicator only.

PRIVACY REMINDER

100% local	Nothing leaves your computer
No cloud sync	No account, no upload, no external server
Metadata only	Subjects, names, dates, filenames, short preview
Outlook intact	MailBraid reads only — never modifies your email

GETTING HELP

Report Bug button	Top right of main interface
Share Feedback button	Top right of main interface
Email	support@mailbraid.com
Online	www.mailbraid.com