

# Accessing Netmail Search Through a URL Link

## Quick Reference Guide

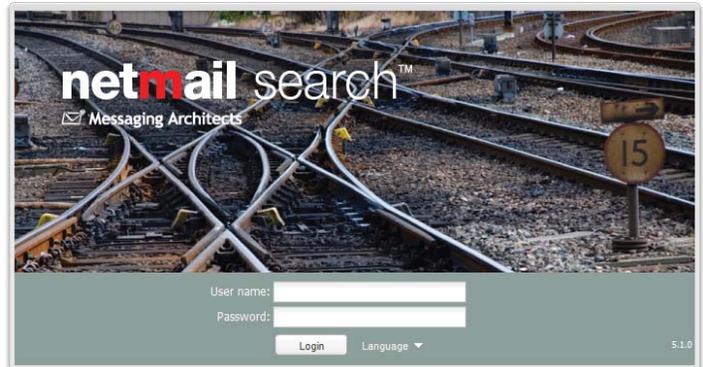
Netmail Search is an easy-to-use web-based electronic discovery tool that allows you to easily search, sort, retrieve, view, and manage your archived items. The tool offers advanced search features and allows you to build your own customized searches, meaning you're never limited to default search criteria.

## Accessing Netmail Search

Netmail Search can be accessed through a URL link provided by your system administrator.

### To access Netmail Search through a URL link:

1. Follow the URL link provided by your system administrator, or enter the URL directly in your web browser's address bar.
2. On the Netmail Search login screen, enter your user name and password, and click **Login**.



## Netmail Search Archive Overview

The main Netmail Search screen presents an overview of your archived messages. From here, you can select, view, and manage your archived messages. Three mail window panes appear on the screen: **Folder view**, **Filter & Folder Stats view**, and **Message view**.

### Folder view

Lists the archive stores in which your archived data is located.

### Message view

Is the main portion of the archive overview. It provides a list of all your archived messages.

	From	Subject	Sent / Received
	"Bhavin Patel" <Bha...	Re: Fwd: Need to update article	04/12/13 12:23 PM
	"Maximilian Morgan" ...	Fwd: Need to update article	04/12/13 12:14 PM
	"Sacha Veillette" <S...	Query for the mountain	04/12/13 11:45 AM
	"Brian Hatchell" <Bri...	Re: Error	04/12/13 11:34 AM
	"Eyad Saheb" <Eyad...	Re: Error	04/12/13 11:30 AM
	"Brian Hatchell" <Bri...	Error	04/12/13 11:07 AM
	"Michael Dybala" <ML...	Karina's New Dog	04/11/13 5:45 PM
	"Galar, Sarah" <Sar...	RE: Accessing archives	04/11/13 5:08 PM
	"Brian Hatchell" <Bri...	Fwd: RE: Lower Priority issue	04/11/13 4:27 PM
	"Brian Hatchell" <Bri...	Exchange 2013 version released	04/11/13 4:10 PM
	"Eyad Saheb" <Eyad...	Fwd: netmail archive	04/11/13 1:53 PM
	"Brian Hatchell" <Bri...	Re: Something I have resolved that I was confused about...	04/11/13 1:21 PM
	"Anthony Rennie" <...	Re: Something I have resolved that I was confused about...	04/11/13 1:19 PM
	"Ross Phillips" <Ros...	Re: Something I have resolved that I was confused about...	04/11/13 1:01 PM
	"Eyad Saheb" <Eyad...	Re: Something I have resolved that I was confused about...	04/11/13 12:56 PM
	"Brian Hatchell" <Bri...	Something I have resolved that I was confused about.an...	04/11/13 12:02 PM
	"Debbie Howlett" <D...	Fwd: Best Practices	04/10/13 3:56 PM
	"Ian Joyner" <Ian.Jo...	Need to update article with Netmail path as mplus path is ...	04/10/13 3:27 PM
	"Messaging Archite...	Messaging Architects Support & Training Newsletter- Apr...	04/10/13 2:30 PM
	"Debbie Howlett" <D...	expense report	04/10/13 11:20 AM

### Filter & Folder Stats view

The **Filter** tab lists the available filters you can use to narrow down the data shown in your message view. When you apply these filters, only those messages selected through the filters are shown in the message view.

The **Folder Stats** tab displays the number of items found in each folder. More specifically, the **Item Count** represents the number of items at the root of a given account or folder, not including the number of items in subfolders. The Item Count is updated each time items from the live mail system are archived.

## Proxy Access

The Proxy Access feature gives you proxy access to other users' archives. If you have been given proxy access to other archived accounts, the folder view on the left-hand side will list both the archive stores and folders in which your archived data is located as well as those of all users whose archives you have been granted proxy access to. Just as with your own archived messages, you can also view, filter, search, forward, and print the archived messages of those user accounts to which you have proxy access.

If you don't see any other archives other than your own, then you don't have proxy access rights to any archived accounts. Rights were either never granted or have been revoked.

The screenshot shows the netmail search interface. On the left, a folder tree lists 'alexander' and 'chrisie' under 'Archives'. The main area displays a table of messages with columns for From, Subject, Date, Sent / Received, and Folder. Red arrows point from text labels to the folder tree and the message list.

Archives of user who is currently logged in

Archives of user to which current user has proxy access rights

From	Subject	Date	Sent / Received	Folder
"Alexander Velarde"...	Doctor Check-up	04/30/12 2:00 PM	03/09/11 9:29 PM	MACPR1734/AT09/Sent Items
"Alexander Velarde"...	Doctor Check-up	03/30/12 2:00 PM	03/09/11 9:29 PM	MACPR1734/AT09/Inbox
"Alexander Velarde"...	4 Hours of Study Time	03/25/12 8:00 AM	07/14/11 7:18 AM	MACPR1734/AT09/Sent Items
"Alexander Velarde"...	4 Hours of Study Time	03/11/12 8:00 AM	07/14/11 7:18 AM	MACPR1734/AT09/Inbox
"Faye Spicer" <faye...>	Tuesday Meeting	03/06/12 10:00 AM	04/05/11 9:35 AM	MACPR1734/AT09/Sent Items
"Alexander Velarde"...	Doctor Check-up	02/29/12 2:00 PM	03/09/11 9:29 PM	MACPR1734/AT09/Sent Items
"Alexander Velarde"...	4 Hours of Study Time	02/25/12 8:00 AM	07/14/11 7:18 AM	MACPR1734/AT09/Inbox
"Alexander Velarde"...	4 Hours of Study Time	02/11/12 8:00 AM	07/14/11 7:18 AM	MACPR1734/AT09/Sent Items
"Faye Spicer" <faye...>	Tuesday Meeting	02/07/12 10:00 AM	04/05/11 9:35 AM	MACPR1734/AT09/Inbox

## Previewing Messages

The default message view simply lists the messages located in your archive. You can, however, choose to preview individual messages within the message view. To preview messages, click **Preferences > Preview**, and select either **Bottom pane** or **Side pane** from the dropdown list.

**Bottom pane** displays the contents of a selected message at the bottom of the screen.

The screenshot shows the netmail search interface with a message selected. The 'Preview' dropdown menu is open, showing 'Bottom pane' and 'Side pane' options. The bottom pane displays the message content: 'So cute!'. Red arrows point from text labels to the preview pane and the dropdown menu.

Bottom pane displays the contents of a selected message at the bottom of the screen.

Side pane displays the contents of a selected message on the right side of the screen.

Both the **Bottom pane** and **Side pane** views display two tabs: the **Preview** tab and the **Properties** tab.

**Properties** tab displays the main properties of the selected message, such as the message ID, the message type, the sender's name, the message subject, the number of attachments, etc.

**Preview** tab displays information about the selected message, such as who it's from, to whom it was sent, when it was received, the message subject, if there are any attachments, and the message contents.

The screenshot shows the netmail search interface with a message selected. The 'Preview' dropdown menu is open, showing 'Bottom pane' and 'Side pane' options. The side pane displays the message content: 'With the new gym access we have at ETS thanks to the get-fa 2012 program (thank you MA!) I'd like to organize a badminton league :)

Remember how much fun badminton was in high school?! Oh boy, this is gonna be great!

I do need to call and get more info but from what I read on their website we can either do "badminton here" on the week ends or if at least 4 of us want to do this, rent/reserve one of the gyms during a week night. I think I would prefer to rent the gym so it would only be our gang, hopefully around 5:30 or 6pm so we could leave from here and walk up after work...

Please reply if you want in and I will take the lead on this and get more info. The cost of the gym rental will be divided amongst those who participate which we can then expense :) (equipment is included in the gym rental).

Properties tab displays the main properties of the selected message, such as the message ID, the message type, the sender's name, the message subject, the number of attachments, etc.

Preview tab displays information about the selected message, such as who it's from, to whom it was sent, when it was received, the message subject, if there are any attachments, and the message contents.

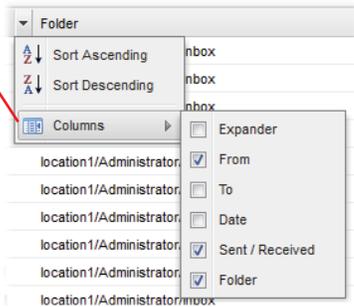
## Sorting Messages

To sort your displayed messages in alphabetically ascending or descending order, position your mouse over a column heading, click the arrow, and select either **Sort Ascending** or **Sort Descending** from the dropdown list. Alternatively, you can simply click the column heading to toggle between sorting the messages in ascending order or descending order.



## Displaying Columns

To select what columns you want displayed in the message view, position your mouse over a column heading, click the arrow, select **Columns**, and choose the columns you want displayed in the message view.



**Expander:** Adds a + icon next to each message. Click the icon to expand the message to reveal its contents.

**From:** Displays who sent the message.

**To:** Displays to whom the message was sent.

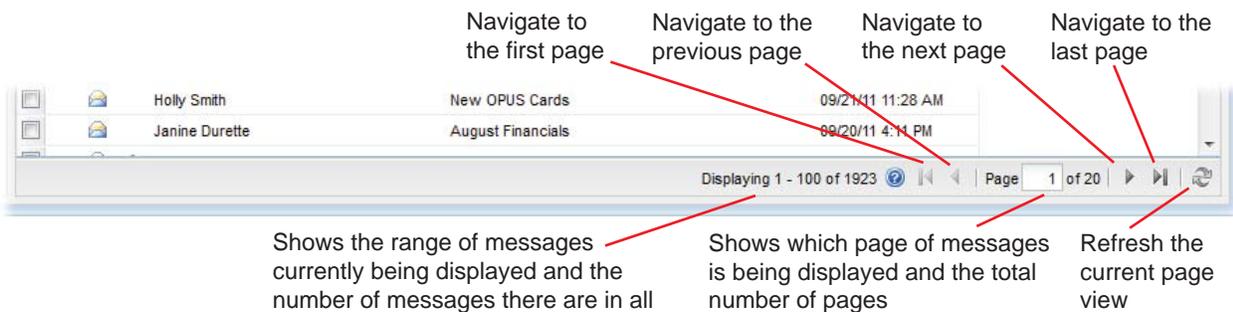
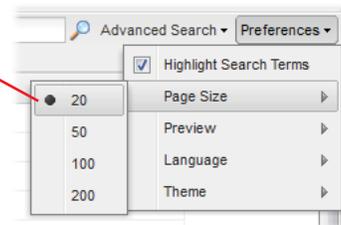
**Date:** Displays when the message was archived.

**Sent/Received:** Displays when the message was sent or received.

**Folder:** Displays the archived store and folder in which the message was received.

## Selecting Page Size

To select the number of messages displayed on each page in the message view, click **Preferences > Page Size**, and select the number of messages you want displayed per page.



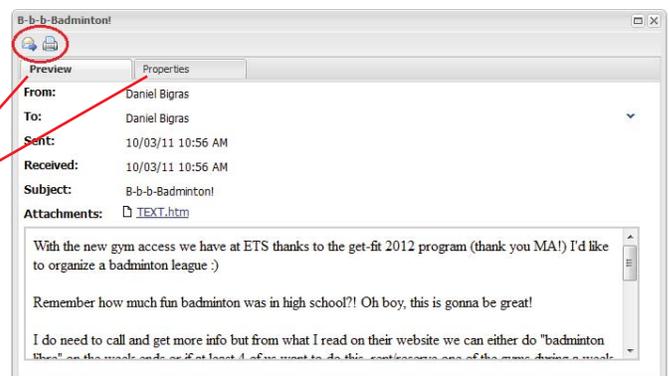
## Performing Actions on Messages

Once you have populated the message view with the list of messages you want to view, you can perform specific actions on the messages. More specifically, you can open, forward, and print messages.

### Opening a Message

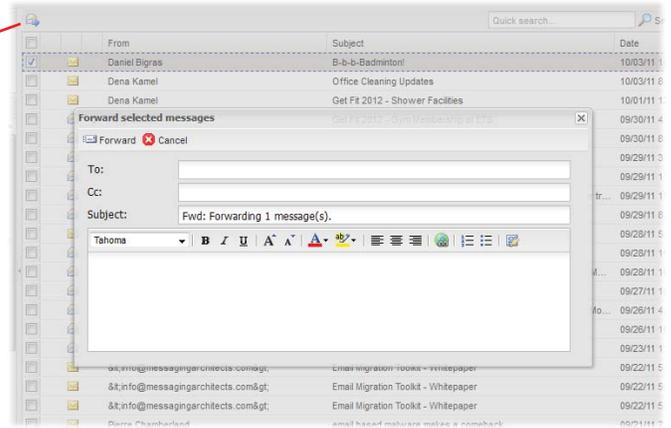
To open a message and view its contents in a separate dialog box, simply double-click it.

Just as with the **Bottom pane** and **Side pane** views, the **Preview** and **Properties** tabs are available. You also have the option of forwarding and/or printing the message.



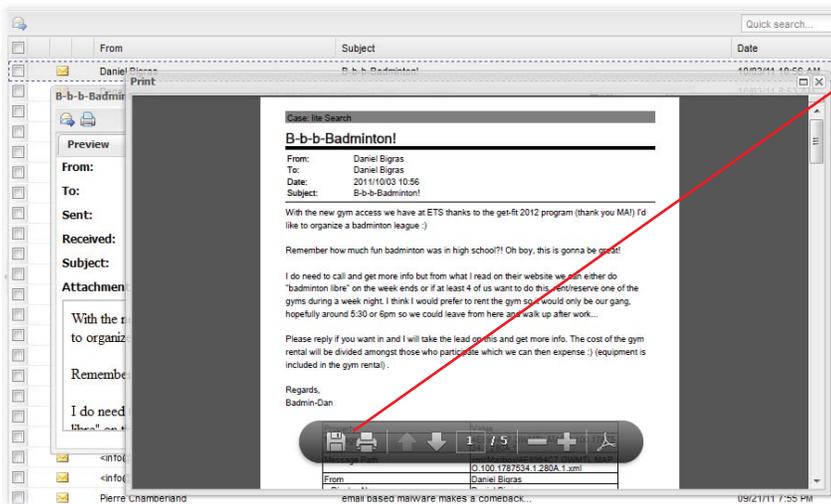
## Forwarding Messages

To forward one or more selected messages, click **Forward** in the top left-hand corner of the message view. In the **Forward selected messages** dialog box, enter the email address(es) of the person(s) to whom you're forwarding the message, and click **Forward**. You can also simply double-click a message to open it, and click **Forward**.



## Printing Messages

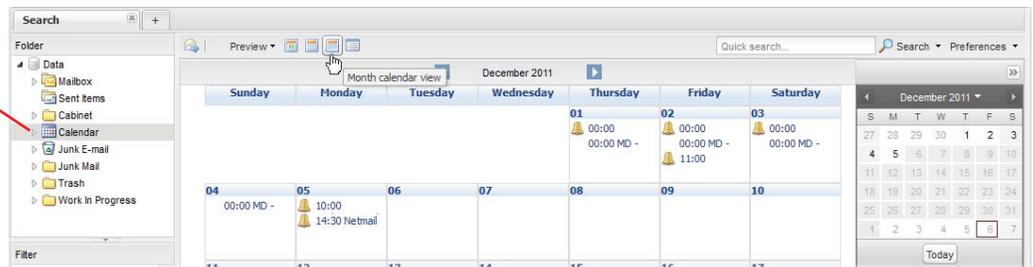
To print a message to PDF, double-click the message to open it, and then click **Print** in the top left-hand corner of the message window. A **Print Options** dialog box opens. Select any additional message information that you want to include in the PDF, such as attachments, email metadata, and highlighted search terms. Click **Print**. A new window opens in Netmail Search. The selected message, along with any optional information you selected, is printed in PDF format. The PDF file can also be saved for future use.



## Calendar View

The calendar view allows you to display archived calendar items, such as appointments, notes, and tasks, in a calendar. To do so, click on the **Calendar** folder located in the folder view.

There are four modes in which calendar items may be viewed: **Day view**, **Week view**, **Month view**, and **List view**.



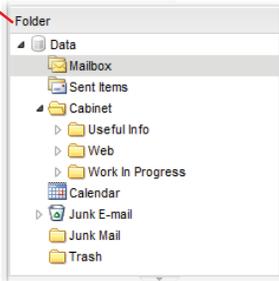
It's possible to preview your calendar items. To quickly preview a calendar item, simply hover your mouse over the item. A popup appears, showing the time, subject, location (if any), and part of the message body (if any) of the item. Just as in message view, you can also preview calendar items in **Bottom pane** or **Side pane** view. To fully view the details of a specific calendar item, double-click the item to open it and view its contents in a separate dialog box.

## Filters and Searches

Netmail Search's advanced filtering and search features make it easy for you to find exactly what you're looking for.

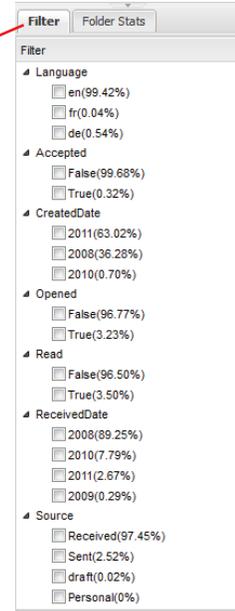
### Filtering by Archive Folder

The **Folder** filter lists the folders located in your archive.



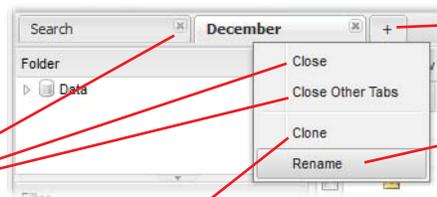
### Using Filters

There are a number of filters you can use to help you quickly sort through data. You can enable a number of filter components for your search, including **Language, Item Type, Opened, Read, Created Date, Received Date, and more.**



### Conducting Multiple Filtered Searches

By default, one search tab is open on the main archive overview screen. You can open additional search tabs to run multiple searches with different filters applied to each search.



### Adding Searches:

To add another search tab, click the **+** icon to the right of the **Search** tab.

### Renaming Searches:

To rename a search, right-click its **Search** tab, and select **Rename**. Enter the new name for your search, and click **OK**.

### Deleting Searches:

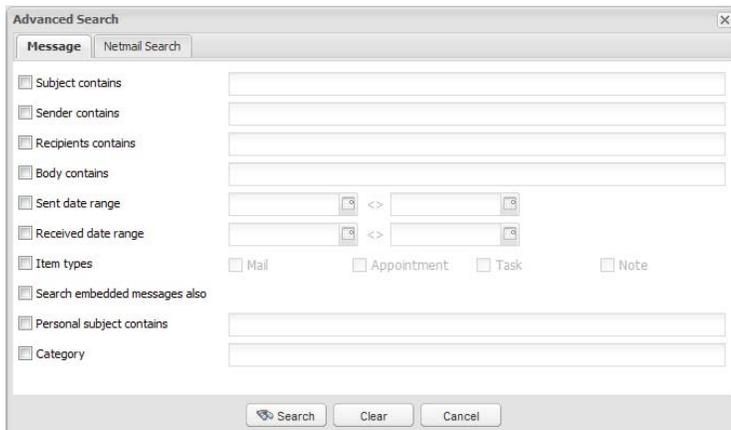
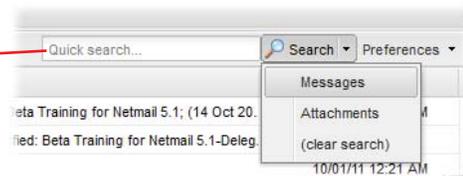
To delete a search, click the **x** on the **Search** tab of the search you want to delete, or right-click the **Search** tab, and select **Close**. To keep only one search and delete all others, select **Close Other Tabs**.

### Cloning Searches:

To replicate the results of an existing search in a new search pane, right-click on the tab of the search you want to replicate, and select **Clone**.

### Keyword Search

The top right-hand side of the main archive overview features a **Quick search** box, which allows you to apply a specific keyword filter to the messages displayed in the message view.

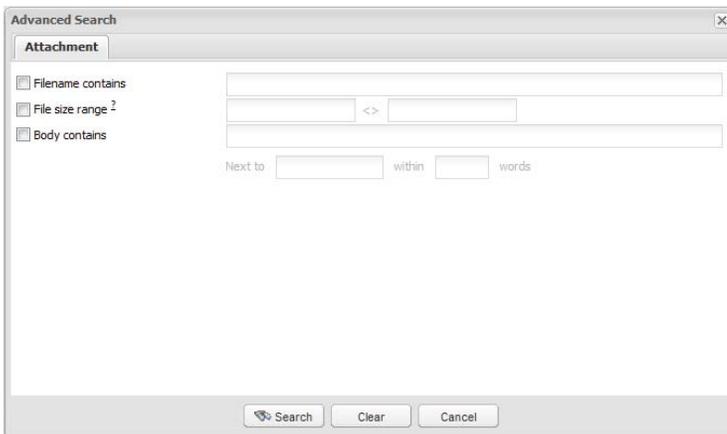
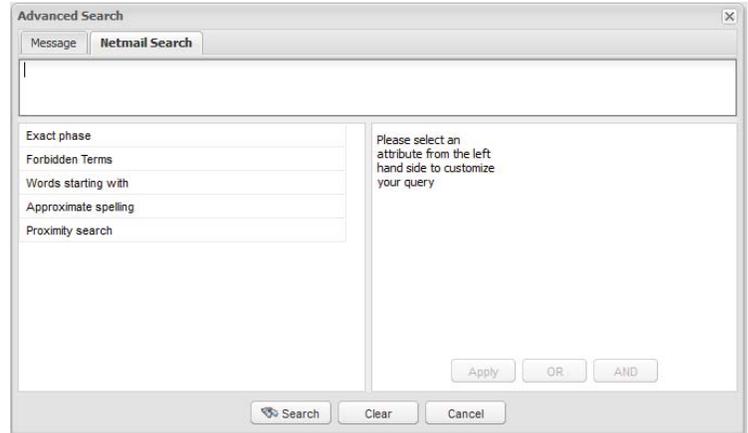


### Message Search

To conduct a message search, click the arrow to the right of the **Search** button, and select **Messages**. The **Advanced Search** dialog box opens, displaying the **Message** tab. Here, you can search through your messages by subject, sender, recipient, body contents, date range, and item type. You can also apply your search to embedded messages.

## Netmail Search Tab

The **Netmail Search** tab allows you to build custom search queries by applying one or more of the following attributes: **Exact phrase**, **Forbidden terms**, **Words starting with**, **Approximate spelling**, and **Proximity search**. You can also build custom search queries. To do so, select an attribute, enter a word(s) you want to include in your query, and click **Apply**. Use the **AND** and **OR** Boolean operators to add more attributes to your query.



## Attachment Search

To conduct an attachment search, click the arrow to the right of the **Search** button, and select **Attachments**. The **Advanced Search** dialog box opens, displaying the **Attachment** tab. An **Attachment** search allows you to search through your attachments by filename, file size, and attachment body contents.

## Viewing Search Terms

Netmail Search's highlighting tool makes it easy for you to quickly locate your search terms in your search results. When enabled, the highlighting tool highlights your search terms in yellow in the list of search results.

This tool is enabled by default. To disable it, click **Preferences > Highlight Search Terms** to remove the checkmark next to it. Note that the highlighting tool applies only to message searches, not to attachment searches.

