

Accessing Netmail Search through Outlook® 2010

Quick Reference Guide

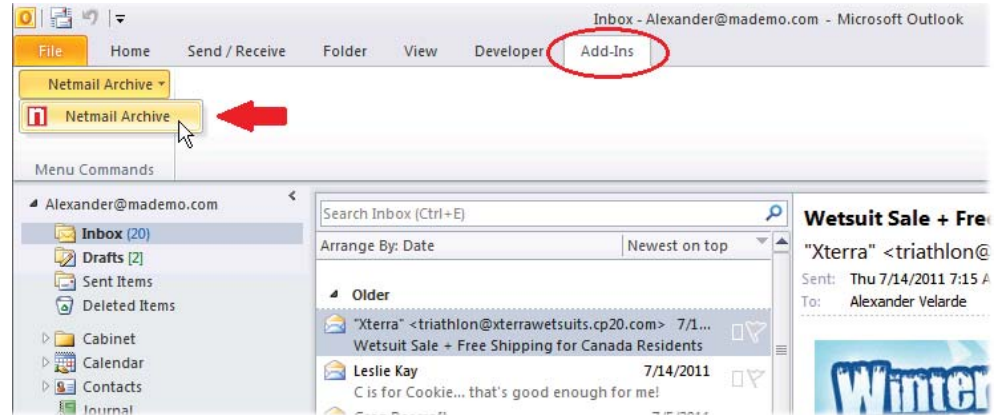
It's possible for you to access your personal archives in Netmail Search directly through your Outlook client. When this functionality is enabled, a new Netmail Archive button giving you direct access to your archives is created in Outlook.

Accessing Your Archives

Only after Outlook has been configured and deployed by the system administrator will a new **Netmail Archive** button appear on the **Add-Ins** tab in your Outlook client.

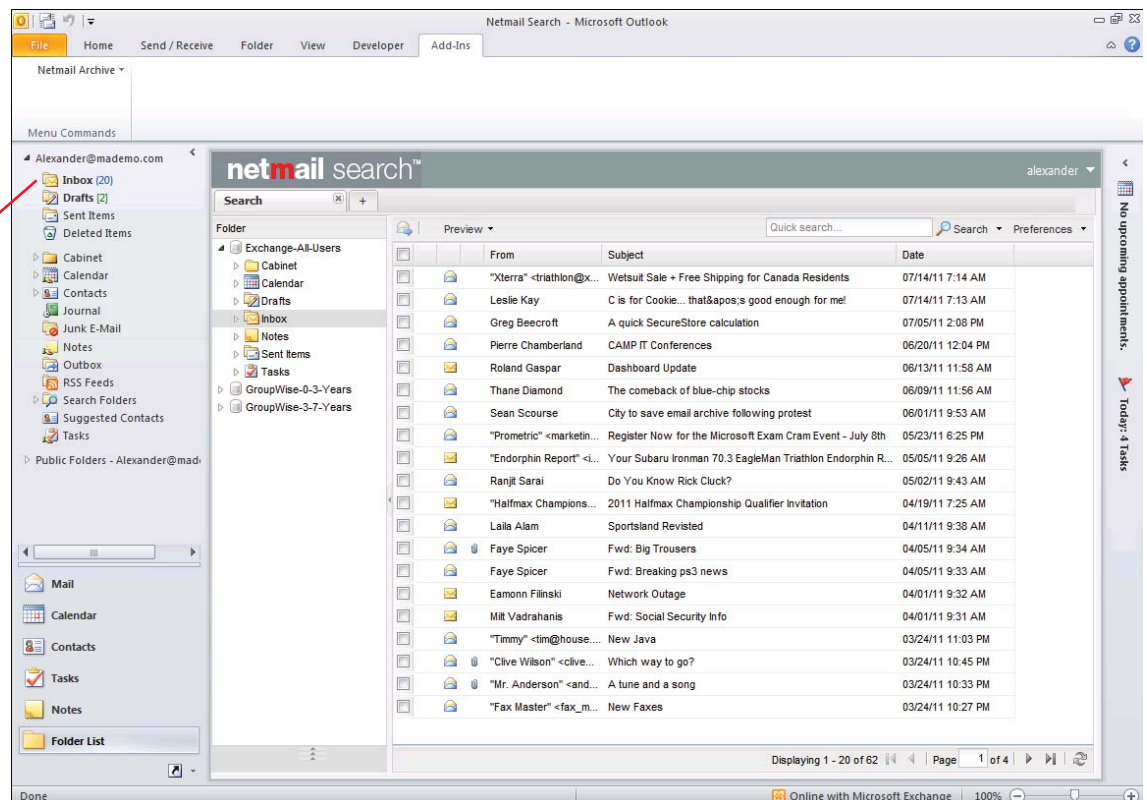
To access your archives:

1. Click the **Add-Ins** tab in your Outlook client.
2. On the **Add-Ins** tab, select **Netmail Archive** from the dropdown.
3. If this is your first time accessing your archives, you'll be prompted for your email password. Enter your password, and click **OK**.



Note: When you submit your password, it's validated and saved so that you don't have to re-submit it each time you access your archives. You will, however, be prompted for your password if you've changed it.

4. Once your password has been validated, Netmail Search (your email archive) opens directly in your Outlook client.



To return to your inbox and view your mail, simply click the **Inbox** folder in Outlook.