

Accessing Netmail Search through Outlook® 2013 Quick Reference Guide

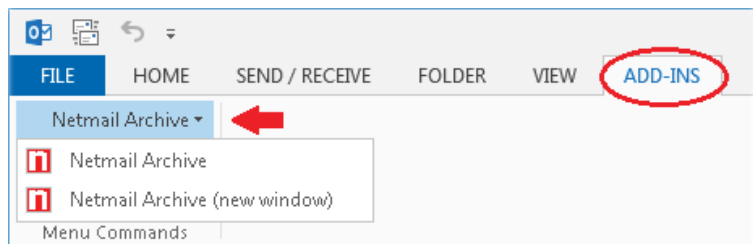
It's possible for you to access your personal email archives directly through Outlook 2013. Your archives were created with Netmail Archive and are accessible through the application called Netmail Search. If your administrator has enabled this feature, you will find a Netmail Archive button on the Add-Ins tab in Outlook that will link you to Netmail Search.

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 Outlook.

To access your archives:

1. Click the **Add-Ins** tab in Outlook.
2. On the **Add-Ins** tab, click **Netmail Archive**. You can choose to view your archives directly in Outlook or in a new window.
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) will open directly in Outlook (or in a new window).

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

