

# Accessing Netmail Search through Outlook® Web App 2013 Quick Reference Guide

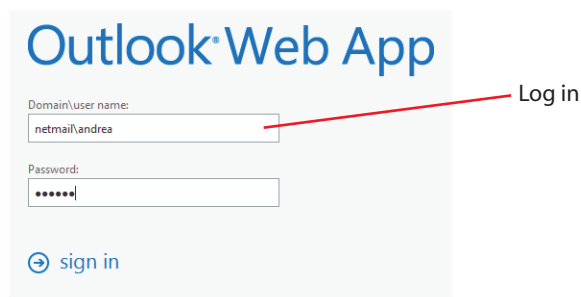
It's possible for you to access your personal email archives directly through Outlook Web App 2013. Your archives are accessible through the application called Netmail Search. If your administrator has enabled this feature, you will find a Netmail link at the top of Outlook Web App that will link you to Netmail Search.

## Accessing Your Archives

Only after Outlook Web App has been configured by the system administrator will a **Netmail** link appear in Outlook Web App.

### To access your archives:

1. Open your web browser, navigate to the Outlook Web App login screen, and log in to your Outlook Web App account.



2. In your Outlook Web App mailbox, click the **Netmail** link located in the top right-hand side of the screen. You will be redirected to Netmail Search (Netmail Search will open in the same tab).

Netmail link



3. To return to your Outlook Web App mailbox, simply log out of Netmail Search by clicking the arrow next to your name in the top right-hand corner, and select **Log out**. You'll be automatically redirected back to your Outlook Web App account.

