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 your Outlook client or Outlook Web App account.

**To access Netmail Search through your Outlook client:**
1. In your web browser, navigate to your Outlook login screen, and log in to your Outlook email account.
2. In Outlook, click the **Add-Ins** tab and click **Netmail Archive**. You can choose to view your archives directly in Outlook or in a new window. Netmail Search (the application that gives you access to your archives) is displayed.

**To access Netmail Search through Web App:**
1. In your web browser, navigate to your Outlook Web App login screen, and log in to your Outlook Web App account.
2. In 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 (the application that gives you access to your archives). Netmail Search will open in the same tab. To return to Outlook Web App, click **Mail** in the top right-hand corner of Netmail Search, and you’ll be automatically redirected back to Outlook Web App.

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

- **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.

  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.

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.

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

Opening a Message 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.
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.

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.

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.
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.