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.

- **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 **ItemCount** 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 Rights were either never granted or have been revoked.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.

**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.
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.
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.

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.
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.
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.