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.