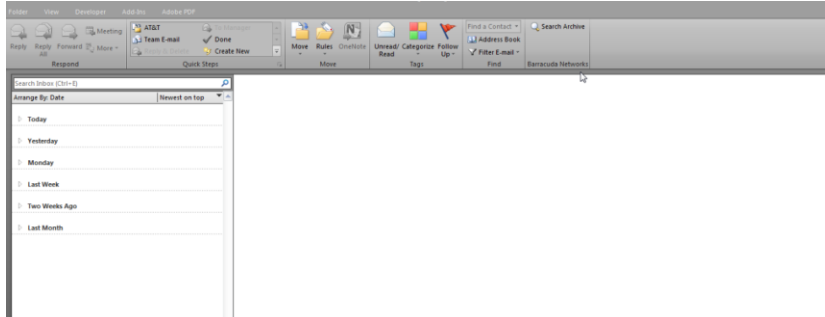
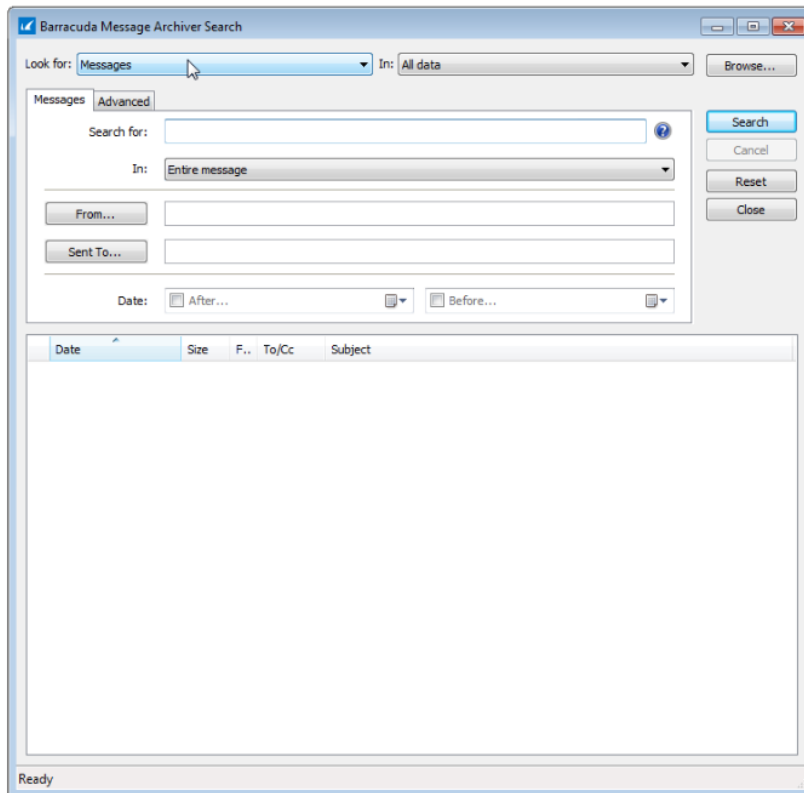


Using Mail Archiver within Outlook

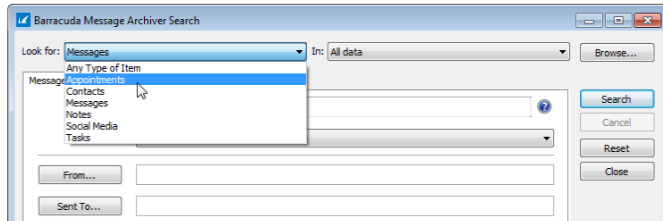
Step 1: Click on the “search archive” option in the Ribbon at the top of outlook



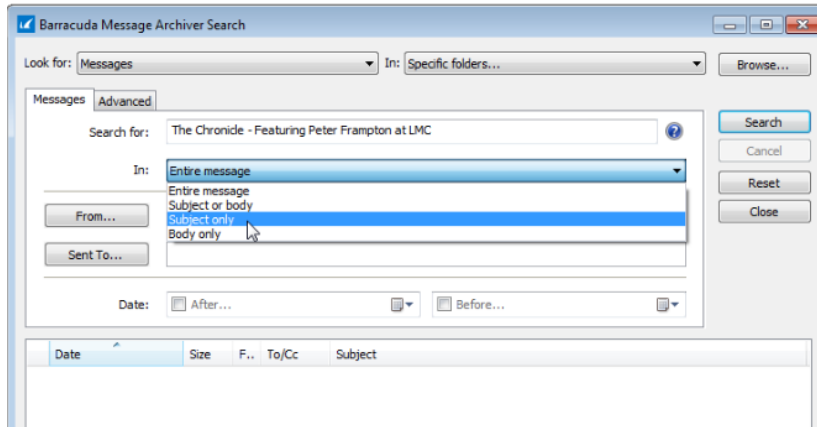
Step 2: Review available options



Step 3: Choose where to look for the messages



Step 4: Choose search criteria



Step 5: Click Search once the "Search For" box is filled in

