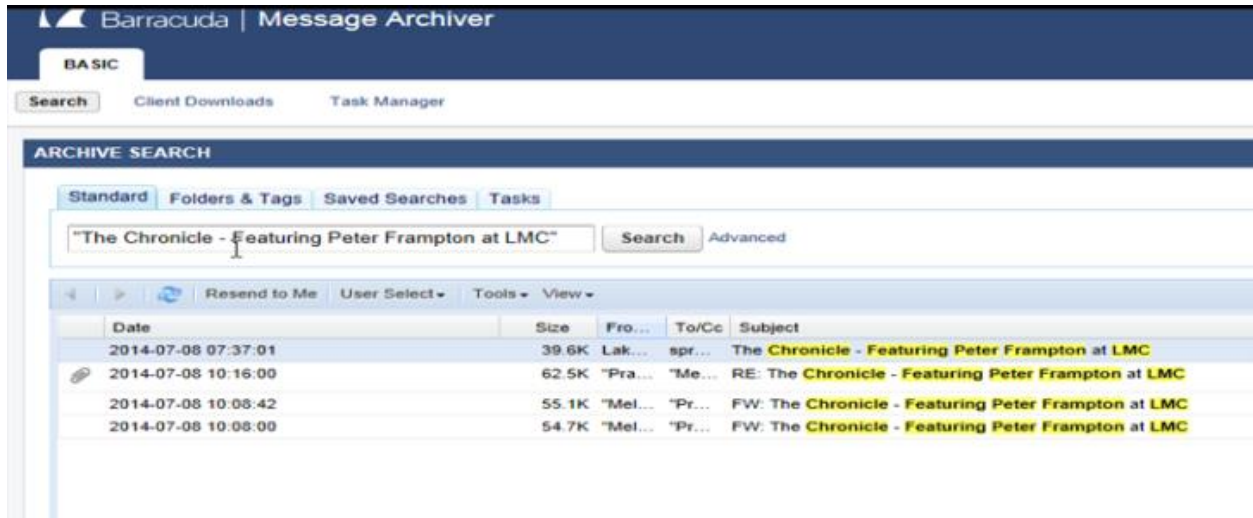


# Using Web Version of Mail Archiver

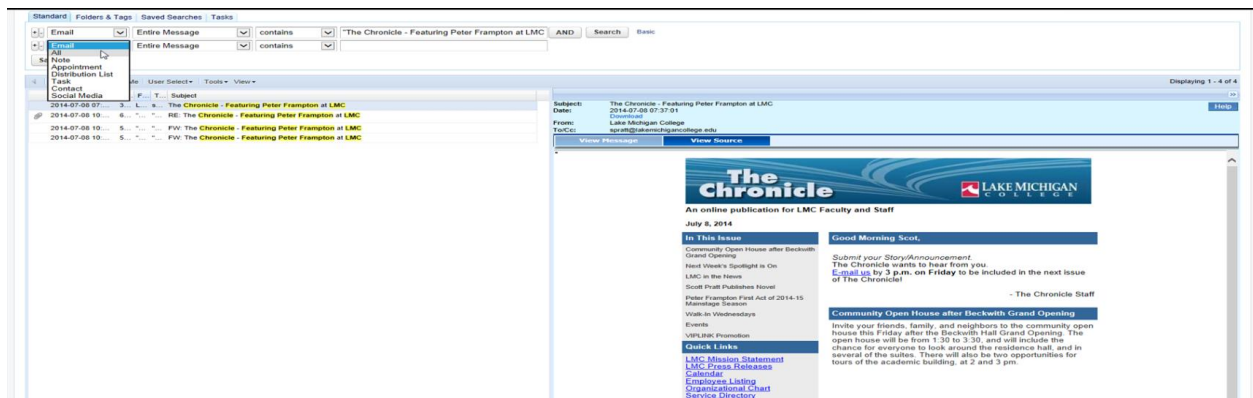
Step 1: Open your web browser and and navigate to the Archive page

<https://MailArchive.LakeMichiganCollege.edu>

Step 2: To use the standard serch, type in your search criteria



Step 3: To sue the advances Search, click the "advanced" option and enter your criteria. Youmay enter mulple search terms.



Step 4: You will have the option to search specific folders, if needed.

The screenshot displays the Barracuda Message Archiver interface. At the top, the 'BASIC' tab is active, with sub-tabs for 'Search', 'Client Downloads', and 'Task Manager'. The main section is titled 'ARCHIVE SEARCH' and includes sub-tabs for 'Standard', 'Folders & Tags', 'Saved Searches', and 'Tasks'. The search criteria are set to 'Include Folders: All Items', 'Tags: Any', and the search term is 'The Chronicle - Featuring Peter Frampton at LMC'. The search results are displayed in a table with columns for Date, S... (Status), F... (From), T... (To), and Subject. The first result is '2014-07-08... 3... L... s... The Chronicle - Featuring Peter Frampton at LMC'. The second result is '2014-07-08... 6... "... "... RE: The Chronicle - Featuring Peter Frampton at LMC'. The third result is '2014-07-08... 5... "... "... FW: The Chronicle - Featuring Peter Frampton at LMC'. The fourth result is '2014-07-08... 5... "... "... FW: The Chronicle - Featuring Peter Frampton at LMC'. On the left side, a folder tree is visible, showing 'All Items' expanded to 'All Folder Items', which includes 'Calendar', 'Contacts', 'Inbox', 'Junk E-Mail', 'Notes', 'Sent Items', and 'Tasks'. Below the folder tree, there are sections for 'Archived Mail - Licen...', 'Archived Mail - itven...', and 'Archived Mail - mailc...', each with its own set of folders. A 'View Mes' button is located at the bottom right of the search results area. The URL at the bottom of the page is '/mailarchive.lakemichigancollege.edu/cgi-mod/'.

| Date          | S... | F... | T... | Subject   |
|---------------|------|------|------|---|
| 2014-07-08... | 3... | L... | s... | The Chronicle - Featuring Peter Frampton at LMC     |
| 2014-07-08... | 6... | "... | "... | RE: The Chronicle - Featuring Peter Frampton at LMC |
| 2014-07-08... | 5... | "... | "... | FW: The Chronicle - Featuring Peter Frampton at LMC |
| 2014-07-08... | 5... | "... | "... | FW: The Chronicle - Featuring Peter Frampton at LMC |