

Accessing archived email

You can only access archived emails from the old Exchange server from a district computer.

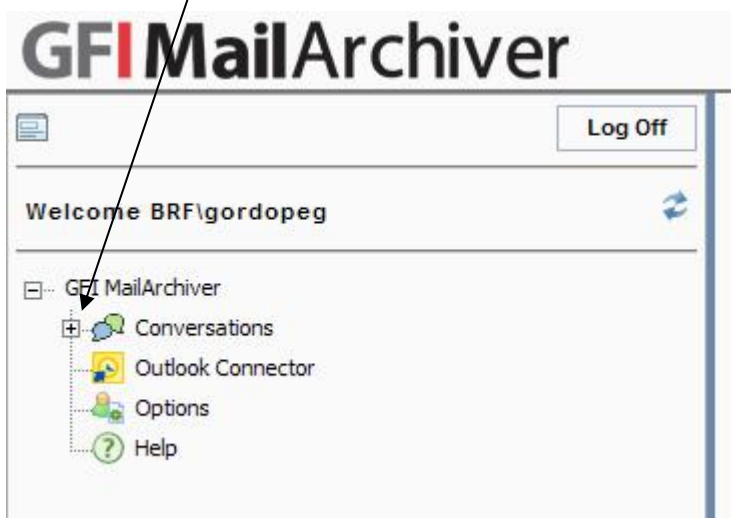
To access email that you've deleted :

<http://oreo/mailarchiver> - you may need to enter your password.

Click on the + by GFI MailArchiver



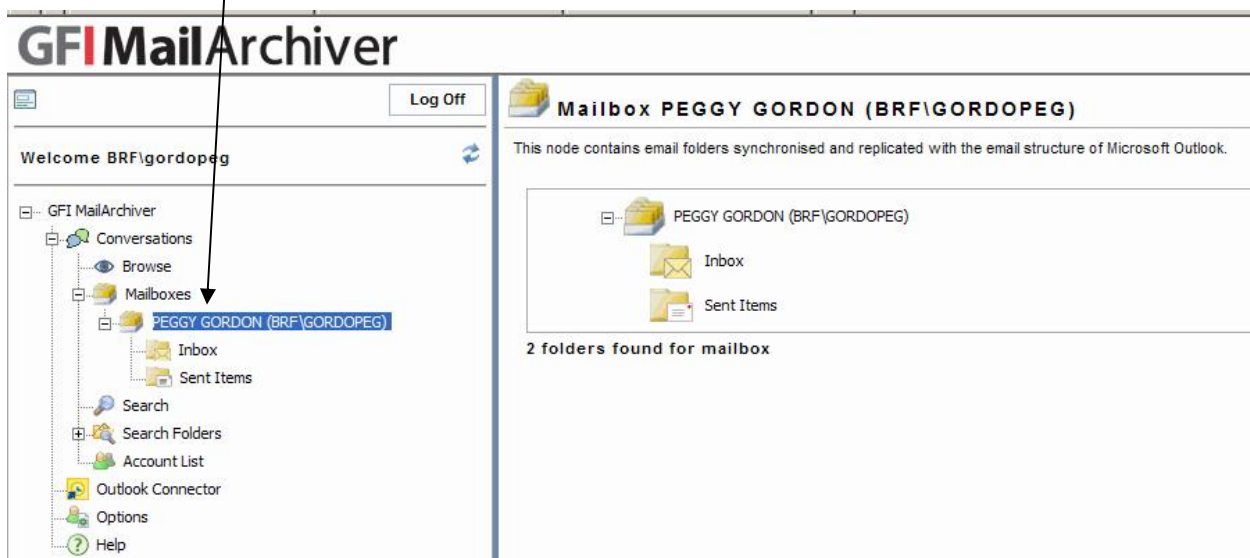
Click on the + by Conversations



Click on the + by Mailboxes

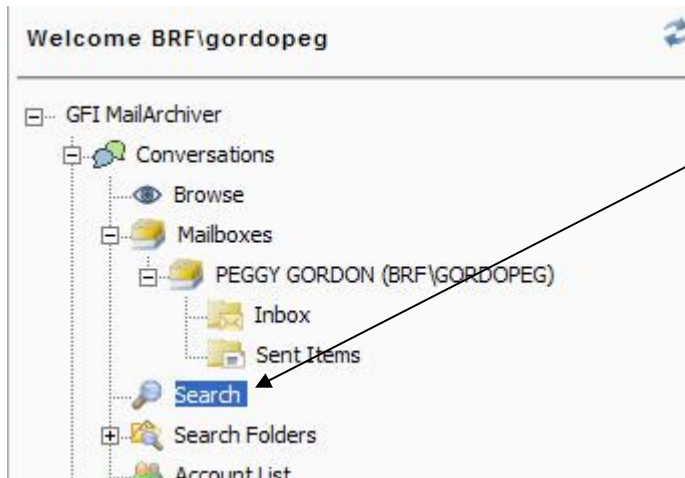


Click on the + by your name

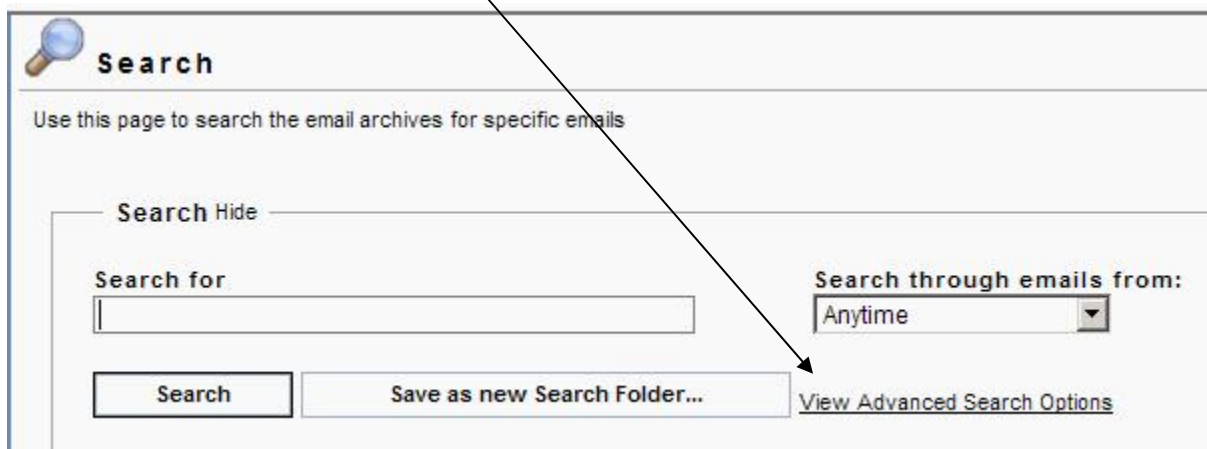


Click on Inbox - be patient, it takes a few minutes for the emails to show up.

If you're looking for a specific email, you can search for it. Click on Search



If you want a more advanced search window, click on *View Advanced Search Options*



Advanced Search Hide

Search in the following archive(s)

BRFSD Mail Archive July 16 2007
BRFSD Mail Archive 8-2009

Search for emails labeled

Search for emails matching the following conditions

Whole Email

Add Condition Remove All Conditions

Search Save as new Search Folder... [View Simple Search Options](#)

Choose which archive you want to search – *July 16, 2007* covers emails from July 16, 2007 through August of 2009. The *8-2009 Archive* includes emails sent from August 2009 – present.

Click on the drop down arrow by **Whole Email** to see the other options you can search by. Click on **Add Condition** to add more criteria to search by. Once you have all the criteria entered, click on **Search**.

Again, be patient – it takes a while to search through the scads of emails in the system.