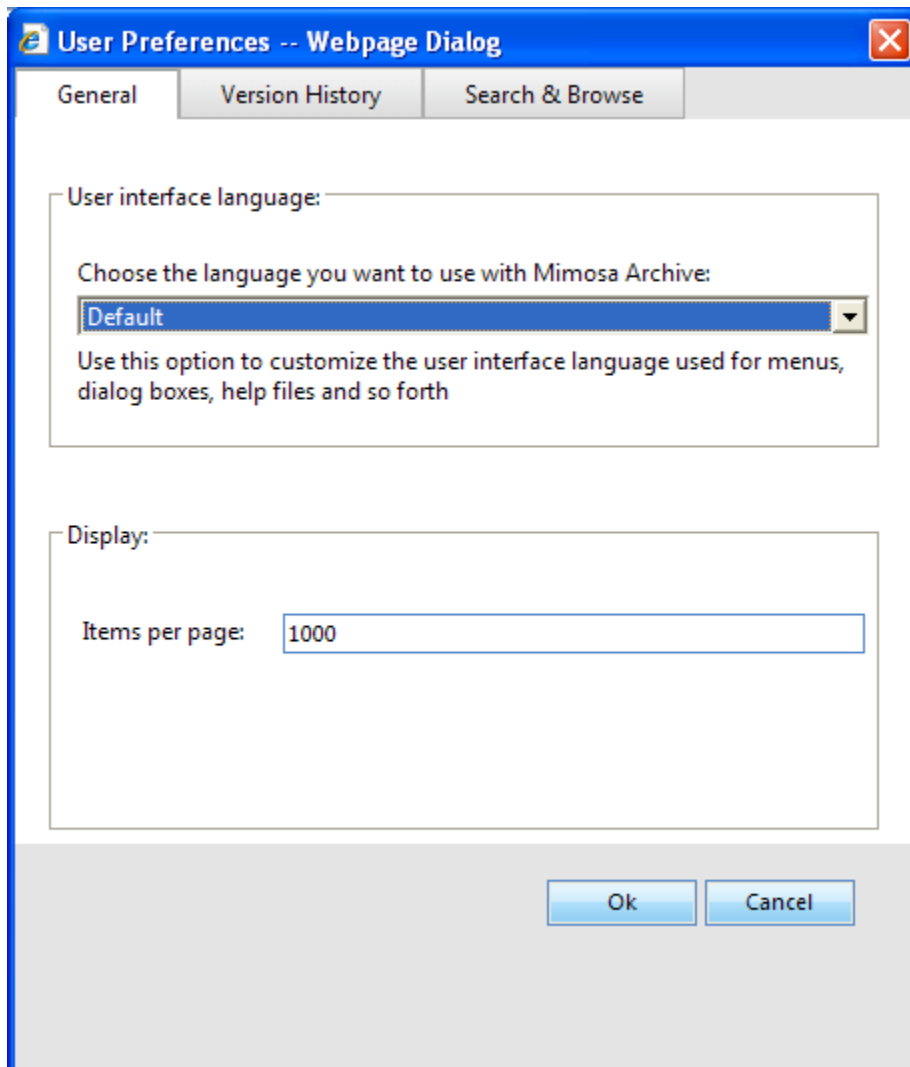


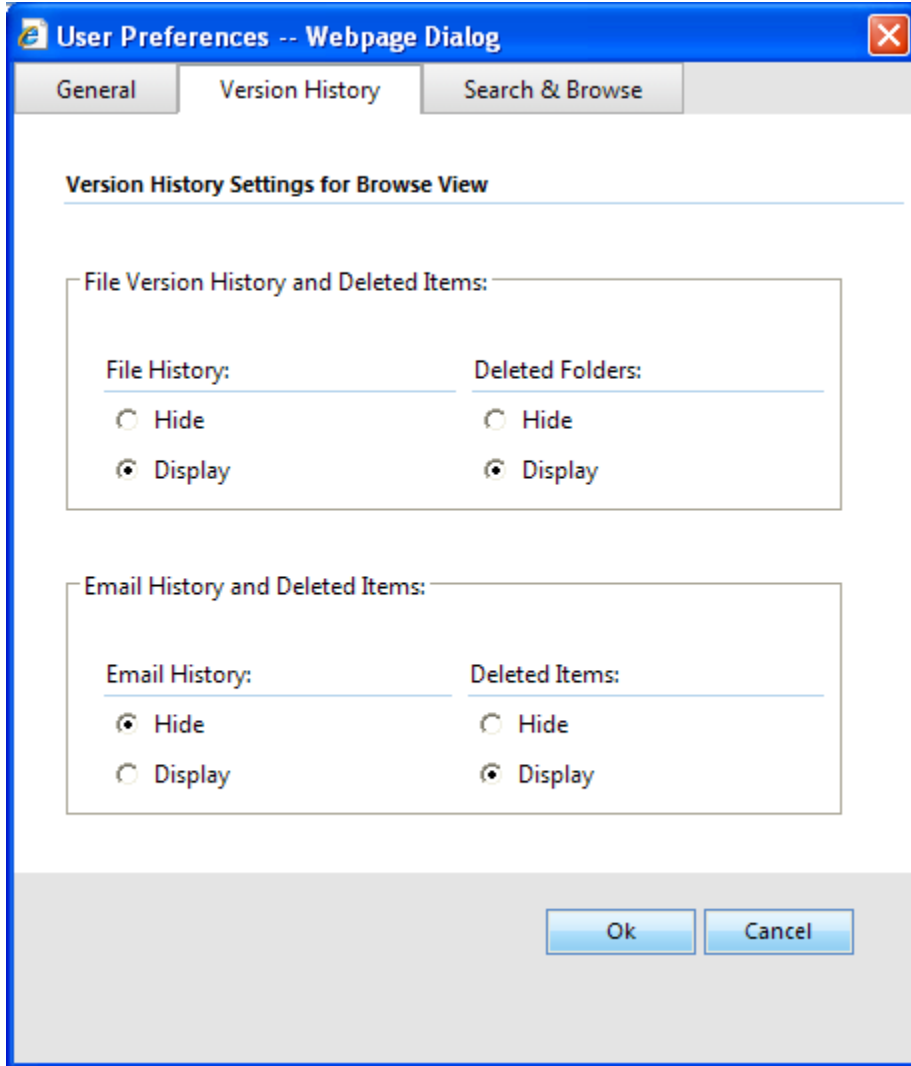
Mimosa Archive: User Preferences

Go to Options, User Preferences

On the *General* tab, change the *Items Per Page* as desired. This determines how many records are shown on a page. Leave Language as Default.

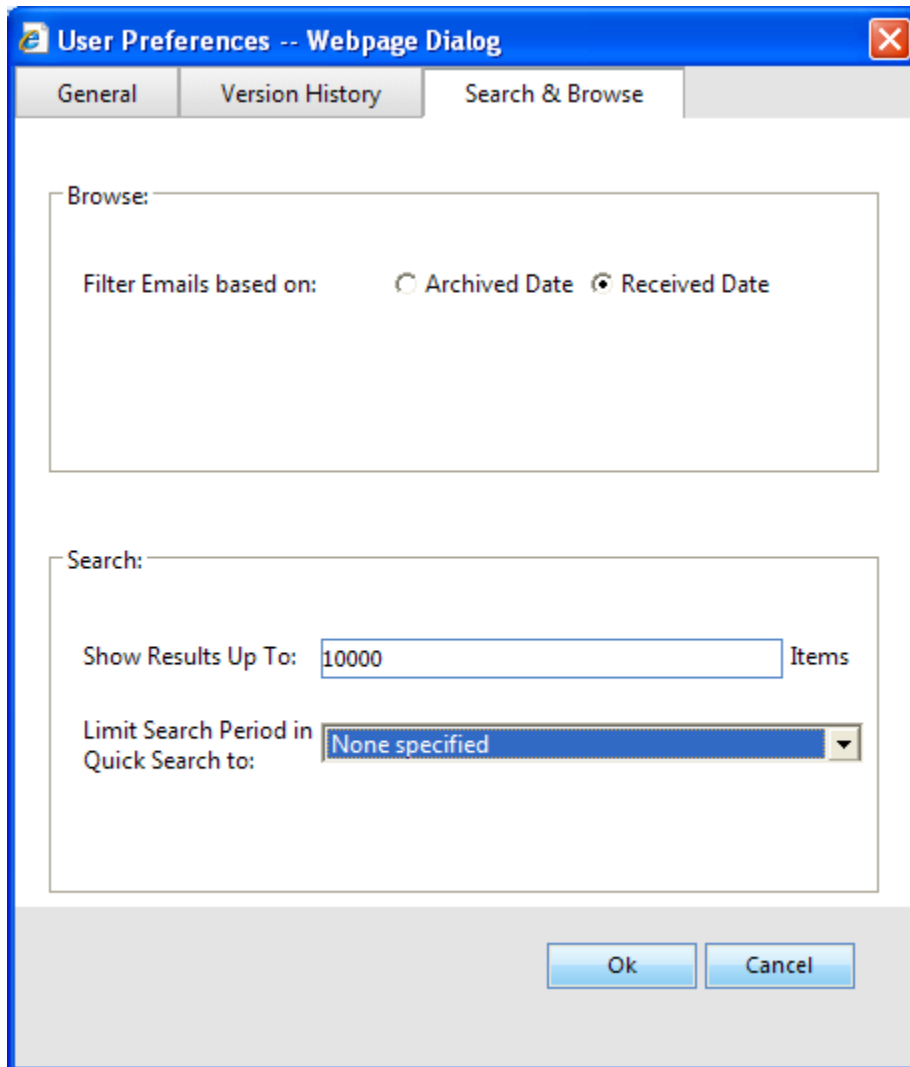


On the *Version History* tab, set Email section to *Display Deleted Items*. We don't archive file systems with this product so it shouldn't matter how the File Version History is set.



On the Search & Browse tab, set *Filter Emails based on* to *Received Date*.

In the Search section, change the *Limit Search Period...* drop down menu to *None Specified*. This will enable all data stored on the archive, no matter how old, to be populated into search results (as opposed to only showing the last six months).



Click OK.