

Email Archive User Quick Start Guide – Mimosa NearPoint

With the consent from Mimosa Systems, this document relies heavily on the *Mimosa User Quick Start Guide – NearPoint 3.1.4* document. We've copied the information that applies to our organization while leaving out the portions that do not.

Why would I need to access my Archive?

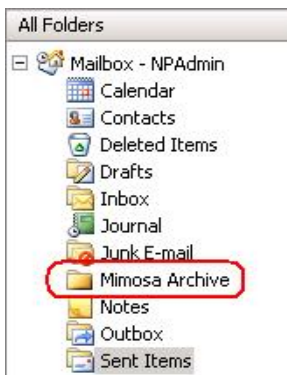
Access your archive whenever you need access to a message that is over 60 days old.

What can you do with the Mimosa Archive?

- Browse the folder hierarchy or "tree" of the Mimosa Archive server in Outlook or WebMail/Outlook Web Access (OWA)
- Search the Mimosa Archive for items and display them
- Retrieve items from the Mimosa Archive
- Import Personal Folder (.PST) files into the Mimosa Archive

Accessing the Mimosa Archive

In Outlook or WebMail/Outlook Web Access (OWA), there will be a folder in the Folder List called "Mimosa Archive". Click the Mimosa Archive folder and enter your Polk-fl credentials (same as your email login), if you are prompted.



On successful logon, the Mimosa Archive User Interface will be displayed.

The Mimosa Archive Toolbar



Quick Search: Search for mailbox items in the Mimosa Archive

Browse: Toggle through mailbox items in the Mimosa Archive

Adv. Search: Refine your search criteria for more accurate results

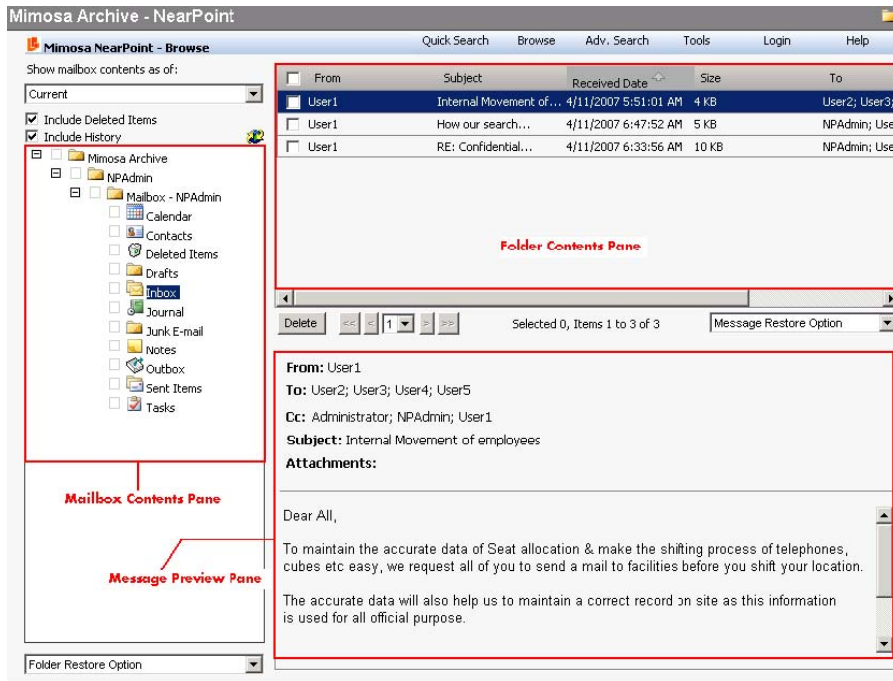
Tools: You can use the Tools tab to access the Job Status page, the PST Archive page, and the Options page. These pages provide status information for restore jobs, and options to Download PSTs.

Login: Log in to your Mimosa Archive (if necessary)

Help: Access the official Mimosa Systems quick start guide.

Browsing the Mimosa Archive

Click the Browse button on the Mimosa Archive toolbar to launch the Browse page.



The Browse page is divided into the following three panes:

Mailbox Contents pane: It is similar to the Outlook Navigation Pane, but it adds the dimension of time.

Folder Contents pane: It displays a list of all the message items in the folder selected in the Mailbox Contents pane.

Message Preview pane: It displays a simple plain-text preview of the currently highlighted message. Double-click the message to view the entire email.

Performing a Quick Search

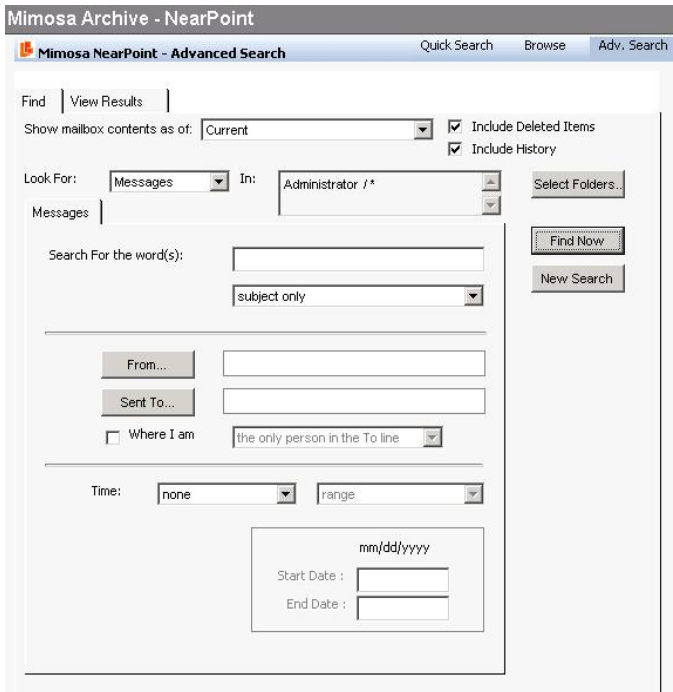
Click the **Quick Search** button on the Mimosa Archive toolbar → Enter a word or phrase you are looking for in the Quick Search box → click **Search**



The results are displayed in the Folder Contents pane. When you select a message, its preview is available in the Message Preview pane. You can narrow your search results using the **Select Folder(s)** or the **Search within the results** option.

Performing an Advanced Search

Click the **Adv. Search** button on the Mimosa Archive toolbar → Enter the required Search Criteria and click **Find Now**. Your results will be displayed in the **View Results** tab, which will automatically come to the foreground.



The screenshot shows the 'Mimosa Archive - NearPoint' window with the 'Advanced Search' tab selected. The interface includes a search bar with a 'Find' button and a 'View Results' tab. Below the search bar, there are options to 'Show mailbox contents as of:' (Current), 'Include Deleted Items' (checked), and 'Include History' (checked). The search criteria section includes 'Look For:' (Messages), 'In:' (Administrator /*), and a 'Select Folders...' button. A 'Search For the word(s):' field is present, along with a 'subject only' dropdown. There are also fields for 'From...', 'Sent To...', and a checkbox for 'Where I am' (the only person in the To line). A 'Time:' section has 'none' and 'range' dropdowns, and a date range selector with 'Start Date' and 'End Date' fields.

The Advanced Search searches the Mimosa Archive including all content from your Outlook/Exchange Mailbox and any archived PST (Personal Folder) files. Mailbox content is captured as soon as it enters or leaves your mailbox as well as anytime content is modified. The captured information is uploaded to the Archive servers every four hours.

The Advanced Search enables you to perform search using numerous search criteria such as Mailbox Item Type, Address Fields, Timestamp, etc. The Advanced Search supports Boolean Operators, Proximity Operators, Wildcard Operators and Numeric Range Search Operators to improve your search experience.

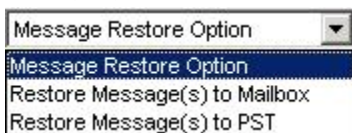
Using Archived Items

Once you find the desired email message, you may open the message by double clicking. A pop-up window may appear to download the file. Confirm that you want to download the file and Click Open. You may now treat the message as you would any other email message in your mailbox and can Reply and Forward the message from here. If you'd like to Save a copy of the message to your computer for later reference or as a backup, you may click Save and then browse to the location you'd like the message to be saved.

Restoring Archived Items

You can use the Mimosa Archive interface to bring one or more message items or mail folders back to the Email Server or to PST (Personal Folder) files. This feature is known as Self Service Restore. Keep in mind that you can open, reply, and forward an email message directly from the archive, so restoring an email to your mailbox should be a rare occurrence.

Message Restore Options: Using the Quick Search, Browse page or View Results tab of the Advanced Search page, find and select the messages you want to restore. Click the **Message Restore Option** drop-down menu and select the required option.



The screenshot shows a dropdown menu titled 'Message Restore Option'. The menu is open, showing three options: 'Message Restore Option' (highlighted), 'Restore Message(s) to Mailbox', and 'Restore Message(s) to PST'.

Folder Restore Options: To restore the mail folders, select the check box corresponding to the mail folders you wish to restore from the Mailbox Contents pane. Click the **Folder Restore Option** dropdown and select the required option.



The screenshot shows a dropdown menu titled 'Folder Restore Option'. The menu is open, showing three options: 'Folder Restore Option' (highlighted), 'Restore Folder(s) to Mailbox', and 'Restore Folder(s) to PST'.