

Archive Manager

1. Go to www.mccsc.net
2. Click on Employees
3. Click on Intranet
4. Under Account Administration, Select Archive Manager

ACCOUNT ADMINISTRATION

WAAM Account Management	VOIP Office Telephones
▶ Network Staff Coordinators	Administration VOIP Directory
▶ Building Groups/Lists	▶ Voicemail Password Reset
Monon/Domain Lookups	IU Address Book
Altiris Printer List	Archive Manager ←
Network Staff Utilities	▶ Archive Manager Overview

5. Login with Network Login (example: tdavis)
6. Enter your Password
7. Search for email by Subject, Body, Attachment, To/From, Date Range

Search for specific keywords contained in the subject line or body of a message, or within a file att

Search To / From Date Range Attachments Mailbox Tags Save Search

Search for: ?

Search in: Subject Body Attachments

Show: Emails Attachments Search All Users All Instances

8. Logout with finished