

Metalogix[®] Archive Manager for Exchange 8.7

Outlook Web Access Guide



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Legend

- **CAUTION:** A caution icon indicates potential damage to hardware or loss of data if instructions are not followed.
- **IMPORTANT, NOTE, TIP. MOBILE OR VIDEO:** An information icon indicates supporting information

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About the OWA extension

The Outlook Web Access (OWA) extension enables users to access and work with archived emails over the web. This extension is necessary only if you plan to allow users to access and retrieve archived emails over the web. Without this extension, the users will not be able to access the full content of the archived messages in OWA.

This guide describes how to install, configure and work with the Archive Manager OWA extension.

System requirements

- Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019 or Windows Server 2022
- .NET Framework 4.8 or higher (<u>https://dotnet.microsoft.com/en-us/download/dotnet-framework/thank-you/net48-web-installer</u>)
- NOTE: In case of Windows Server 2012 / 2012 R2 / 2016 / 2019 / 2022, make sure the .NET
 Framework 4.5 Features / WCF Services / HTTP Activation is checked under Server Manager
 > Add Roles and Features Wizard.

Supported browsers

- Mozilla Firefox 69 and later
- Google Chrome 76 and later. See <u>Steps to configure the Chrome browser</u>.
- Opera 63 and later
- Microsoft Edge
- **NOTE:** A valid certificate of the server where the OWA extension is installed must be imported into the trusted certificate store of the Microsoft Exchange Server.

IIS configuration

Verify that you have installed the fix for MVC applications. To find appropriate update according for your OS see <u>http://support.microsoft.com/kb/980368</u>. If you are unable to browse the MVC application, you can try to register the framework for IIS by running the followings commands:

• %windir%\Microsoft.NET\Framework64\v4.0.30319\aspnet_regiis.exe -ir

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• IISreset

If required, uncheck **Require SSL** in IIS *SSL Settings* for OWA.

Installing the OWA extension

The Outlook Web Access (OWA) extension can be installed on any server in the same domain where Archive Manager for Exchange is installed. However it is recommended that the extension is installed on the primary Archive Manager for Exchange server.

In this chapter

Granting the super-user impersonation permissions in Exchange Server

Steps to install the OWA extension

Upgrading the OWA extension

Granting the super-user impersonation permissions in Exchange Server

The Archive Manager super-user must be granted impersonation permissions in the domain Exchange Server if you plan to access archived emails through OWA. Use the Exchange Management Shell to grand the super-user Impersonation permissions over all Exchange 2013/2016/2019/2022 servers in your environment:

- 1. Start the Exchange Management Shell.
- 2. To grant the super-user Impersonation permissions, run the following command:

```
New-ManagementRoleAssignment -Name "Impersonation-MAM4Exchange" -Role
"ApplicationImpersonation" -User "<superuser-name>"
```

Steps to install the OWA extension

- 1. Download and unzip the installer package.
- 2. Locate and run the extension installer. The default location is <installerfolder>\Metalogix\Archive Manager Installation Package\OWA Extension\Archive Manager OWA Extension Setup.exe. The Welcome window opens.

6

Archive Manager for Exchange	OWA Extension	×
	Welcome to the InstallShield Wizard for Archive Manager for Exchange OWA Extension The InstallShield Wizard will install Archive Manager for Exchange OWA Extension on your computer. To continue, dick Next.	
	< Back Next > Cancel	

3. Click **Next**. The *License Agreement* window opens.

Archive Manager for Exchange OWA Extension	×
License Agreement	
Please read the following license agreement carefully.	
Press the PAGE DOWN key to see the rest of the agreement.	
Software Transaction Agreement	^
PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THIS PRODUCT. B DOWNLOADING, INSTALLING OR USING THIS PRODUCT, YOU ACCEPT AND AGRE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. FOR ORDERS PLACE OUTSIDE THE UNITED STATES OF AMERICA, PLEASE GO TO http://quest.com/legal/sta.aspx TO VIEW THE APPLICABLE VERSION OF THI AGREEMENT FOR YOUR REGION. IF YOU DO NOT AGREE TO THE TERMS AN CONDITIONS OF THIS AGREEMENT OR THE APPLICABLE VERSION OF THI ACREEMENT FOR YOUR REGION. DO NOT ADDRESS OF THIS AGREEMENT FOR YOUR DECIMINE TO NOT ADDRESS OF THIS ACREEMENT FOR YOUR DECIMINED AND NOT ADDRESS OF THIS ACREEMENT FOR YOUR DECIMINED AND NOT ADDRESS OF THIS ACREEMENT FOR YOUR DECIMINED AND NOT ADDRESS OF THIS AGREEMENT FOR YOUR DECIMINED ADDRESS OF THIS AD	E D O S D S
Do you accept all the terms of the License Agreement? If you select No, the setup will dose. To install Archive Manager for Exchange OWA Extension, you must accept this agreement. InstallShield	
< <u>B</u> ack <u>Y</u> es <u>N</u>	0

4. You can click **Print** to to take a printout of the agreement. Click **Yes** to continue. The *Choose Destination Location* window opens.

Archive Ma	nager for Exchange OWA Extension		×
	Vestination Location Ider where setup will install files.		
	Install Archive Manager for Exchange OWA Ex C: \Program Files\Metalogix	ctension to:	<u>C</u> hange
InstallShield -	< <u>B</u> ac	k <u>N</u> ext >	Cancel

 Click Change to select another folder or click Next to accept the default location and continue. The Select Archive Server window opens. You can enter the server name or click Browse to locate the Archive server. Then click Test server to verify the connection to the Archive server.

Archive Manager for Exchange OWA Extension	×
Select Archive Manager for Exchange server	
Type the name of the Archive Manager for Exchange server, or select it from the	list of servers
Archive Manager for Exchange server	
AMXSERVER	<u>B</u> rowse
The setup successfully established a connection with the Archive Manager for Exchange server.	est server
InstallShield <u>B</u> ack <u>N</u> ext >	Cancel

6. Click **Next**. The *Logon Information* window opens.

Archive Manager for Exchange OWA Extension	ı	×
Logon Information Specify super user account and password.		
Specify super user account to be used by this DOMAIN\Username. User name:	application. It must be in t	the format
]
Password:		
Confirm password:		
•••••]
InstallShield		
	< <u>B</u> ack <u>N</u> ext	> Cancel

Enter the superuser credentials in the User name and Password fields. The superuser was configured during the installation of Archive Manager and is usually the enterprise admin of your domain.

7. Click Next. The *Ready to Install the Program* window opens.

Archive Manager for Exchange OWA Extension	×
Ready to Install the Program The wizard is ready to begin installation.	
Click Install to begin the installation.	
If you want to review or change any of your installation settings, dick Back. Click Cancel to exit the wizard.)
InstallShieldCance	

8. Click Install. When the installation completes, the configuration wizard opens. See <u>Configuring the OWA extension</u> to complete the installation.

Upgrading the OWA Extention

- 1. Download and unzip the upgrade installer package.
- 2. Locate and run the extension installer. The default location is <installer-

folder>\Metalogix\Archive Manager Installation Package\OWA

Extension\Archive Manager OWA Extension Setup.exe. The Welcome window opens.

Archive Manager for Exchange OWA Extension	×
Welcome Repair or remove the program.	
Welcome to the Archive Manager for Exchange OWA Extension Setup Maintenance progr This program lets you modify the current installation. Click one of the options below.	am.
Reinstall all program features installed by the previous setup.	
○ <u>R</u> emove Remove all installed features.	
InstallShield	
< Back Next > Canc	el

3. Select **Repair** and click **Next**. The *Logon Information* window opens. Verify that the superuser **User name** is the same. Then re-enter the **Password** and **Confirm Password**. You can change the credentials if you want.

Archive Manager for Exchange OWA Extension	×
Logon Information Specify super user account and password.	
Specify super user account to be used by this application. It must be in the format DOMAIN\Username.	
User name:	
democorp\domadmin	
Password:	
Confirm password:	
•••••	
InstallShield	
< <u>B</u> ack <u>N</u> ext >	Cancel

4. Click **Next**. The *Select Archive Server* window opens. Verify that the Archive server is the same as before or click **Browse** to change the server.

Archive Manager for Exchange OWA Extension	×
Select Archive Server Select the Archive Server	
Type the name of the Archive Server, or select it from the list of servers	
Archive Server	
AMXSERVER	<u>B</u> rowse
Test connection The setup successfully established a connection with the Archive Manager for Exchange server.	<u>⊺</u> est server
InstallShield	Currel
< <u>B</u> ack <u>N</u> ext>	Cancel

5. Click **Next**. The *Ready to repair the program* window opens.

Archive Manager for Exchange OWA Extension	×
Ready to repair the program The wizard is ready to begin repair process.	
Click Repair to begin repair process	
If you want to review or change any of your settings, click Back. Click Cancel to exit t wizard.	he
InstallShield	Cancel

6. Click **Repair** to proceed with the upgrade. When the upgrade process completes, the Configuration setup wizard starts. If there are no changes to the previous configurations, you may click **Cancel** to exit the wizard. If you need to change the configuration, see <u>Configuring the OWA extension</u> to complete the upgrade..

Configuring the OWA extension

When the OWA extension is installed or upgraded, the configuration setup wizard starts automatically. Follow the steps described below to start and configure OWA manually.

- 1. Locate and run the configuration wizard from C:\Program Files\Metalogix\MAM4Exchange\Tools\OWA\exchangePamOwaNetInstallation.exe
- 2. Select the Install/repair option.

Setup wizard	
Select an action	
 Publish / repair Publish or repair OWA support files. The application files, the configuration files and registry settings will be updated. 	
O Uninstall	
Uninstall all modifications in OWA.	
<back next=""> Car</back>	ncel

3. Click **Next**. The *Locate installation folder* window opens. Verify the installation path displayed. If the path is not correct, click **Change** to locate the Archive Manager for Exchange installation folder.

Setup wizard		= 🛛
Locate installation folder		
Installation folder:		
C:\Program Files\Metalogix\MAM4exchange		Change
	< Back Next >	Cancel

 Click Next. The *Configuration parameters* window opens. Select either Exchange Server or Office 365. The default exchange server selection and property values may be different. Please review and revise the values as described below.

For Exchange Server:

Setup wizard						
Configuration parameters						
Microsoft Exchange OWA URL:	Exchange Server	Office 365				
https://amxserver						
Archive Manager OWA Extension URL:						
https://amxserver						
Archive Manager ExchangePamWS URL:						
https://AMXSERVER/exchangePAMWS/exchangePAMWS.asmx						
Archive Manager MultiTenantWS URL:						
https://amxserver/MultiTenantWS/MultiTenant	tWS.svc					
Microsoft Exchange Web Service URL:						
https://amxserver/EWS/Exchange.asmx						
	< Back	Next > Can	cel			

Microsoft Exchange OWA URL - URL of the Microsoft Exchange server.

Archive Manager OWA Extension URL - URL of the server where the OWA extension is installed.

Archive Manager ExchangePamWS URL - URL for the ExchangePamWS service. This service is installed on the Archive Manager server.

Archive Manager Multi TenantWS URL - URL of the MultiTenantWS service. This service is installed on the Archive Manager server.

Microsoft Exchange Web Service URL - URL of the Exchange web service in the format https://<exchange-server>/ews/exchange.asmx. The Exchange Web Service is a set of web services to access the mailboxes on Exchange Server. This web service is normally installed on Exchange Servers with the CAS role.

For Office 365:

Setup wizard			
Configuration parameters			
Microsoft Exchange OWA URL:	O Exchange Server	Office 365	
https://outlook.office365.com			
Archive Manager OWA Extension URL:			
https://amxserver			
Archive Manager ExchangePamWS UR	RL:		
https://AMXSERVER/exchangePAMW	S/exchangePAMWS.asmx		
Archive Manager MultiTenantWS URL:			
https://amxserver/MultiTenantWS/Mult	iTenantWS.svc		
Microsoft Exchange Web Service URL:			
https://outlook.office365.com/EWS/Ex	change.asmx		
	< Back	Next > C	ancel

Microsoft Exchange OWA URL - read only property. Default value is https://outlook.office365.com

Archive Manager OWA Extension URL - the URL used to access OWA from the internet. If you use multiple URLs to access OWA, please use the one which is accessible to most of the users.

Archive Manager ExchangePamWS URL - URL for the ExchangePamWS service. This service is installed on the Archive Manager server.

Archive Manager Multi TenantWS URL - URL of the MultiTenantWS service. This service is installed on the Archive Manager server.

Microsoft Exchange Web service URL - read only property. Default value is https://outlook.office365.com/EWS/Exchange.asmx

5. Click **Next**. In the **Exchange Web Services Credentials** dialog fill in the credentials of the super-user which runs the Archive Manager services. It was specified during the installation of the Archive Manager.

For Exchange Server:

Setup wizard		= 🛛
Exchange Web Services	Credentials	
Please enter the supe impersonate in Excha	eruser credentials. This user will be used to nge Web Services.	
Domain:	democorp	
User:	domadmin	
Password:	******	
Confirm password:	******	
	< Back Next >	Cancel

Enter the properties as described below:

Domain - enter the domain name

User - enter the user name

Password - enter the password

Confirm password - confirm the password you entered

For Office 365:

Setup wizard		- ×
Exchange Web Services	Credentials	
Please enter the super impersonate in Exchar	ruser credentials. This user will be used to ge Web Services.	
User:	domadmin@democorp.onmicrosoft.com	
Password:	•••••	
Confirm password:	•••••	
Endpoint type:	Worldwide endpoints \checkmark	
	< Back Next >	Cancel

Enter the properties as described below:

User - enter the Microsoft 365 user name

Password - enter the password

Confirm password - confirm the password you entered

Endpoint type - Choose from one of the following endpoints:

- Worldwide endpoints
- U.S. Government DoD endpoints
- U.S.Government GCC High endpoints
- Microsoft 365 Germany endpoints
- 6. Click **Next**. The *Server Information* window opens.

Setup wizard	
Server information	
Primary Archive Server:	
amxserver	
Secondary Archive Server:	
amxserver	
OWA cache folder path: C:\Program Files\Metalogix\MAM4exchange\Web\OWACache\	Browse
Install OWA with new application ID * * Select this option to install OWA for multiple Archive servers in multiple locations	
< Back Next>	Cancel

Enter the information as described below:

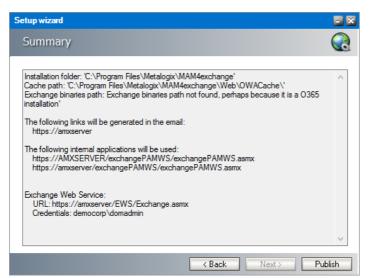
Primary Archive Server - name of your Archive Manager Archive Server.

Secondary Archive Server - name of your Archive Manager *Retrieve* Server. For a single-server deployment, the server name is the same as the **Primary Archive Server**. The secondary server will be used if the primary is not available.

OWA cache folder path - By default, the cache folder is created under the **Web** folder. Use the **Browse** button to change the OWA cache path, if necessary.

Install OWA with new application ID - select this option to install OWA for multiple Archive servers in multiple locations. The unique identifier ensures that the Archive servers can reliably detect the OWA extension in different locations.

7. Click Next. The Summary window opens.



8. Click **Publish**. The *Installation* window opens and the the upgrade progress is displayed. When the upgrade completes, the *Maintenance Complete* window opens.

Archive Manager for Exchange	OWA Extension				
	Maintenance Complete				
	InstallShield Wizard has finished performing maintenance operations on Archive Manager for Exchange OWA Extension.				
	< Back Finish Cancel				

- 9. Click **Finish** to close the configuration setup wizard.
- **i** NOTE: The new settings will not be applied immediately. Either you will have to wait until the system recognizes the changes (done approximately every hour) or you will have to

reset the owa application pool: either by recycling the application pool or by resetting IIS. In the latter case connected users will be disconnected and will have to log on again.

Working with the OWA extension

When the OWA Extension is installed and configured correctly, the Metalogix Archive Manager OWA extension appears as an icon in the ribbon of the Outlook desktop client, or a menu option in the *More Actions* menu of any Office 365 Outlook email body. With this extension, you can archive emails with different retention categories, restore archived emails and search for archived emails.

In this chapter:

- Steps to configure the Chrome browser
- <u>Steps to access the OWA extention in Office 365 Outlook</u>
- <u>Steps to access the OWA extention in Outlook desktop</u>

The following topics are described with a reference to an on-premise Outlook client. The same descriptions apply to an O365 Outlook web page:

- Non-archived emails
- <u>Archived emails</u>
- Full text search

Steps to configure the Chrome Browser

If you use the Chrome[®] browser to access OWA, follow the steps below to allow Chrome to interact with OWA without impediments.

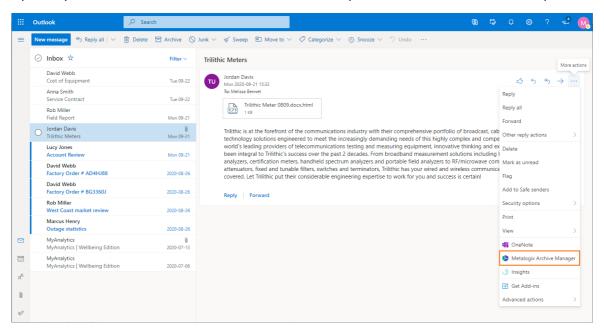
- 1. Open Chrome on the computer from where the Outlook is accessed.
- 2. At the top right, click More : and then **Settings**.
- 3. Click Privacy and security and then Site Settings.
- 4. Click Additional content settings and then Insecure content.
- 5. Next to "Not allowed to show insecure content," click Add.
- 6. Enter the FQDN of the Exchange server. For example, enter amxexch.democorp.com

← Insecure content Q Sear	ch
Secure sites might embed content like images or web frames that aren't secure	
Insecure content is blocked by default on secure sites	
Customized behaviors Sites listed below follow a custom setting instead of the default	
Not allowed to show insecure content	Add
No sites added	
Allowed to show insecure content	Add
S amxexch.democorp.com	:

- a. To change the default settings: Next to the URL, click More
- b. Click either Allow (or Block), Edit, or Remove.

Steps to access the OWA extention in Office 365 Outlook

- 1. Enter https://outlook.office365.com in your web browser and log in to your instance of Outlook.
- 2. Open any email and click More Actions from the email pane. The More Actions menu opens.



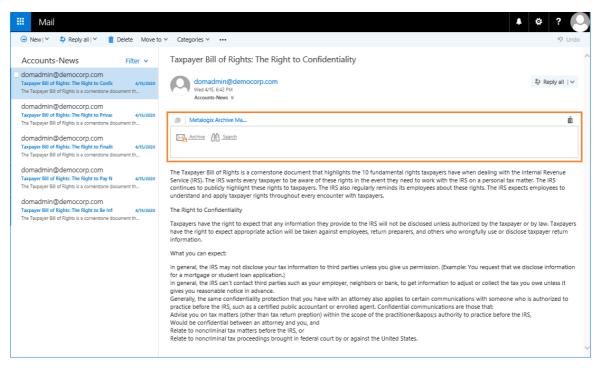
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3. Click **Metalogix Archive Manager**. The *Metalogix Archive Manager OWA Extension* panel opens.

	Outlook	,∽ Search	S 🛱 O 🛞 ? 🛁 🚺
=	New message (%) Reply all V (iii	Delete 🖻 Archive 🚫	Junk 🗸 🖋 Sweep 🗈 Move to 🗸 🧷 Categorize 🗸 💿 Snooze 🗸 🗇 Undo \cdots 🕟 Metalogix Archive Ma 🗡
	\odot Inbox 🛠	Filter \sim	Trilithic Meters
	David Webb Cost of Equipment	Tue 09-22	Jordan Davis Mon 2020 09-21 15:32
	Anna Smith Service Contract	Tue 09-22	To: Melissa Bennet
	Rob Miller Field Report	Mon 09-21	Trilithic Meter 0809.doc.html
	O Jordan Davis Trilithic Meters	0 Mon 09-21	Trilithic is at the forefront of the communications industry with their comprehensive portfolio of broadcast, cable and RF/microwave technology solutions engineered to meet
	Lucy Jones Account Review	Mon 09-21	the increasingly demanding needs of this highly complex and competitive market. Now one of the world's leading providers of telecommunications testing and measuring equipment,
	David Webb Factory Order # AD4HJ88	2020-08-26	innovative thinking and exemplary customer service has been integral to Trilithi's success over the past 2 decades. From broadband measurement solutions including broadband meters, cable analyzers, certification meters, handheld spectrum analyzers and portable
9	David Webb Factory Order # BG3360J	2020-08-26	field analyzers to R/microwae components including attenuators, field and tunable filters, switches and terminators, Trilithic has your wired and wireless communication technology
	Rob Miller West Coast market review	2020-08-26	needs covered. Let Trilithic put their considerable engineering expertise to work for you and success is certain!
، ۹	Marcus Henry Outage statistics	2020-08-26	Reply Forward
0	MyAnalytics MyAnalytics Wellbeing Edition	0 2020-07-13	
1	MyAnalytics MyAnalytics Wellbeing Edition	2020-07-06	

Steps to access the OWA extention in Outlook desktop

- 1. Enter https://<exchange-server-fqdn-name>/owa in your web browser.
- Open any email and click the Metalogix Archive Manager extension link in the message pane. The Archive Manager extension panel expands to display the options available. For nonarchived emails, the Archive and Search options are displayed. For non-archived emails, the Preview, Restore and Search options are displayed and the functions that the user is permitted to use depending on what rights they are assigned in the Archive Manager Administration Center (AMAC).

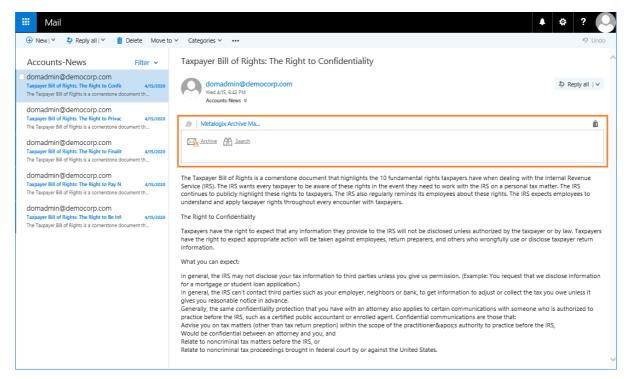


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i NOTE: Users can be granted or denied the permission to archive, restore or search for archived emails. The permissions are managed with the Archive Manager Administration Console (AMAC) in the *Manager view* > *Settings* > *Outlook Addin permissions* pane. For more information about permissions, see the *Metalogix Archive Manager for Exchange Administration Guide*.

Non-archived emails

When you open messages that are not archived, the **Archive** and **Search** options are displayed in the *Metalogix Archive Manager* extension panel.



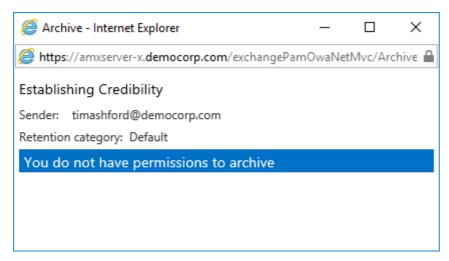
For steps to search through archived emails, see Full text search.

Steps to archive an email

1. In the *Metalogix Archive Manager* extension panel, click **Archive**. The *Archive* page opens.

<i>e</i> Archive - Interne	t Explorer	_		×
🙆 https://amxserve	r-x. democorp.com /exchangePar	mOwaNet	Mvc/Arc	hive 🔒
	ights: The Right to Confide @democorp.com	ntiality		
Retention category:	Default		~	4

- 2. Choose a **Retention category** from the drop down if you have the permission to choose a retention category.
 - **i NOTE:** If you don't have the permission to choose a retention category, the Retention category field is read-only. Retention Categories and permissions are managed through the Archive Manager Administration Center (AMAC). For more information about retention categories and permissions, see the *Metalogix Archive Manager for Exchange Administration Guide*.
- 3. Click **Archive** to archive the email. If you don't have the permission to archive the email you will receive a message as shown below.



Archived emails

When you open messages that are not archived, the **Preview**, **Restore** and **Search** options are displayed in the *Metalogix Archive Manager* extension panel.

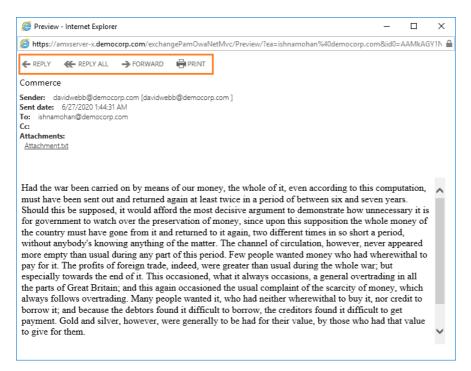
	I Mail				ø	?		
(🕂 New 🌱 n 🗂 Delete 🛛 🗧 Archive	Junk 🗡	Sweep Move to 🗸 Categories 🗸 🚥			り	Undo	
1	Inbox devikasharma@democorp.com Establishing Credibility with the Emotional Co In the business world, we like to think that our co timashford@democorp.com Etablishing credibility	Filter ✓ 6/27/2020 Ilea	Commerce davidwebb@democorp.com Sat 6/27, 1:44 AM Ishna Mohan ¥		₽ Re	ply all	 ¥	^
j (juanchristie@democorp.com juanchristie@democorp.com Commerce Bounties were given for the encouragement eithe	6/27/2020	Archived 125 bytes				£	1
	davidwebb@democorp.com Commerce This message was archived Attachment.bt Open	0 6/27/2020 ema	Metalogix Archive Ma					
4	timashford@democorp.com Commerce Consumable commodities, it is said, are soon des	0 6/27/2020 troy	This message was archived Attachment to			Open en	nail	I
	pabloneruda@democorp.com Commerce Such as they were, however, those arguments co	6/27/2020 nvin	Had the war been carried on by means of our money, the whole of it, even according to this co returned again at least twice in a period of between six and seven years. Should this be suppor argument to demonstrate how unnecessary it is for government to watch over the preservation whole money of the country must have gone from it and returned to it again, two different time knowing anything of the matter. The channel of circulation, however, never agneered more end	used, it would afford the r n of money, since upon th s in so short a period, wi noty than usual during an	most deo his supp thout an ny part of	sisive osition t ybody's this pe	he riod.	
	ninatanaka@democorp.com Commerce That wealth consists in money, or and silver, is a p	6/27/2020	Few people wanted money who had wherewithal to pay for it. The profits of foreign trade, inde war, but despecially towards the end of it. This occasioned, what ladways occasions, a general and this again occasioned the usual complaint of the scarcity of money, which adways follows - neither wherewithal to buy it, nor credit to borrow it; and because the debtors tound it difficult it payment. Gold and silver, however, were generally to be had for their value, by those who had	ed, were greater than us l overtrading in all the pa overtrading. Many people o borrow, the creditors fo	sual durin irts of Gr e wanted ound it di	ng the w eat Brita 1 it, who	hole ain; had	
,	nikiportman@democorp.com Wealth In the proportion between the different metals in	6/27/2020 the	Regards David					
	karljordan@democorp.com							\sim

The format of an archived email is similar to a non-archived email. The format shown in the image above has been customized to use an HTML template. Message formats are managed with the Archive Manager Administration Center (AMAC) in the *Manager view* > *Settings* > *Shortcut templates* pane. For more information about permissions, see the *Metalogix Archive Manager for Exchange Administration Guide*.

For steps to search through archived emails, see Full text search.

Steps to preview an archived email

1. In the *Metalogix Archive Manager* extension panel, click **Preview** 2. The *Preview* page opens.



- 2. The standard features: **Reply**, **Reply All**, **Forward** and **Print**, are available. You can also download attachments that were included with this email.
 - **NOTE:** If you use the reply, reply all, or forward feature on an archived email, the recipient will receive the shortcut to the email. Recipients within the same exchange domain will be able to view the contents of the email. However, recipients outside the exchange domain will not be able to access the email message.

Steps to restore an archived email

- 1. In the *Metalogix Archive Manager* extension panel, click **Restore** 1. The *Restore* page opens.
- 2. Confirm the action in the dialog box to restore the email.

Search

In this topic:

- Steps to perform a keyword search
- Steps to perform an advanced search
- How to build search queries
- Working with search results

Steps to perform a keyword search

Keyword search is used for searching through archived emails, attachments and OCR search (this technology has some limitations, e.g. too small text may not be correctly recognized). Keyword search works for any email that has been archived even if it was subsequently restored. Keyword search is available when the Archive Manager Search feature is installed and configured on the Archive server and the user has the permission to search email items.

1. Open any email and click **Search** in the *Metalogix Archive Manager* extension panel. The Search page opens.

<u>@</u> 9	earch	- Internet Explorer					_		×	
🥖 h	🤗 https://amxserver-x.democorp.com/exchangePamOwaNetMvc/Search/?ea=ishnamohan%40democorp.com&id0=AAMkAGY1NjgxMmM2LTQ3MmQtNDhIOC1hZn 🔒									
Key	Keyword: and Search Clear									
>(Querie	'S								
Res	ult co	unt: 4 Total rows selected:	0							
Drag	a coli	umn header here to group b	y that column							
	0	FROM	SUBJECT	SIZE	RECEIVED	VERSION	ARCHIVED	FOLDER		
		davidwebb@democorp	The Adventures of Augie March	9,684	6/27/2020 1:44 AM	1	8/30/2020 2:48 PM	Inbox		
		davidwebb@democorp	Arias	8,211	6/27/2020 1:44 AM	1	8/30/2020 2:48 PM	Inbox		
	~	davidwebb@democorp	Commerce	11,961	6/27/2020 1:44 AM	1	8/30/2020 2:48 PM	Inbox		
		davidwebb@democorp	Division of Labour	9,105	6/27/2020 1:44 AM	1	8/30/2020 2:48 PM	Inbox		
Fir	First Prev Page: 1 of 1 Next Last Items per page: 20									

- 2. In the **Keyword** field, enter a keyword which will be used to search through the subject, body and attachments of all emails. The entered words can be used in combination with the logical operators AND, OR. The operator AND is not mandatory. If no logical operator is included, the full-text search query engine searches for documents containing all the given words.
 - i NOTE: Keyword search is not case sensitive, but operators such as AND, OR and NOT must be in uppercase.

The table below provides examples of some operators and wildcard characters that can be used:

Character	Description	Example
?	single character wildcard; replaces any single character	te?t matches text, test etc.
*	multiple character wildcard; replaces 0 or more characters	test* matches test, tests, tester etc.

NOT	excludes documents that contain the term after NOT. This is equivalent to a difference using sets. Note: The NOT operator cannot be used with just one term. For example, the following search will return no results: NOT "test server".	"test data" NOT "test server" searches for documents that contain "test data" but not "test server"
-	same as NOT	"test data" -"test server" searches for documents that contain "test data" but not "test server"
+	includes documents that contain the term after the "+" symbol; basically the same function as AND operator	"test data" +"test server" searches for documents that contain "test data" and also "test server"

NOTE: The wild card characters like ? or * cannot occur as the first 2 characters of the search phrase.

Steps to perform an advanced search

- 1. Open any email and click **Search** in the *Metalogix Archive Manager* extension panel. The *Search* page opens.
- 2. Click the **Queries** link to expand the advanced search criteria settings panel.

	cepai//			corpico	m/exchangePamOwaNetN			acmot		- anne of th				
Key	word:	keyv	ord search								Searc	ch	Clear	
~ (Querie													
			rchived and	deleted	documents Search	in versions. Th	ne match will be sh	own fo	r each version se	eparately.				
	🗌 Se		deleted docu											
			AND/OR		FIELD		OPERATOR		VALUE					
1	+ × Received date				*	=	Ŧ	6/27/2020						
Н	⊦×		And	-	Archived date	-	=	-	8/30/2020					
	+ Ad	d new	clause											
g	a colu	mn he	ader here to	group	by that column									
	a colu	mn hei FROM		group	by that column SUBJECT		SIZE	RECE	IVED	VERSION	ARCHIVED	FOLDER		
		FROM			SUBJECT	Augie March	SIZE 9,684		IVED 7/2020 1:44 AM	VERSION	ARCHIVED 8/30/2020 2:48 PM	FOLDER		
1		FROM davidv		ocorp.c	SUBJECT	Augie March		6/27						^
ag]]		FROM davidv davidv	vebb@dem	ocorp.c	SUBJECT SOM The Adventures of A som Arias	Augie March	9,684	6/27	7/2020 1:44 AM	1	8/30/2020 2:48 PM	Inbox		
1	° ()	FROM davidv davidv	vebb@dem(ocorp.c ocorp.c	SUBJECT SOM The Adventures of A som Arias	Augie March	9,684	6/27	7/2020 1:44 AM 7/2020 1:44 AM	1	8/30/2020 2:48 PM 8/30/2020 2:48 PM	Inbox Inbox	page: 20	

- 3. Choose the search settings as described below:
 - *No selection* only archived documents are searched. Previous versions of these documents are not included.

Select one of the following options:

- Search in archived and deleted documents all documents will be searched. Previous versions of these documents are not included.
- Search in deleted documents deleted documents and documents that are marked for deletion will be searched. All other archived documents will be ignored. Previous versions of these documents are not included.

Add an additional criteria:

- Search in versions Previous versions will be included for the document category specified. The match will be shown for each version separately.
- 4. Click Add new clause and enter the search criteria using the fields as described below:
 - a. **Field** click the drop down to select the property of the email to be searched. For example, select Subject as the field to search.
 - b. **Operator** click the drop down and select a search operator.
 - c. Value Specify the search text. If the selected Field requires a date value, a date picker icon appears to help you choose a date. This field supports wild card characters as described in the table below:

Wildcard	Description	Example

*	A substitute for zero or more characters	*.pdf
?	A substitute for a single character to match	Sales201?.pdf

- 5. To add more criteria, click **Add new clause** again. When you add more than one search clause, the logical operator drop down box appears. You can select either the And or the Or operator. The default operator is And.
 - **NOTE:** You can group clauses to create nested search criteria by selecting consecutive check boxes and clicking the [\equiv icon.
- 6. Click **Search** to search for archived emails based on the selection criteria and the settings that are applied.

How to build search queries

This topic describes how to build search conditions using the advanced search capabilities of Archive Manager for Exchange. A search condition (or query) can contain zero or more search clauses that are combined using operators and grouping of search clauses.

In this topic:

- Simple Conditions
- AND/OR Operators
- Grouping
- <u>Keyword Search</u>

Simple Conditions

A simple search conditions needs no search clause or can contain just one search clause.

Example 1

Click **Search** without adding a search clause. In this case, you will get back all the archived items.

🤌 S	earch	- Profile 1 - Microsoft Edge				-						
ċ	htt	ps:// ex19 /exchangePamC)waNetMvc/Search/?ea=amadmin%40am19.local&id	0=AAMkADc3Y	2JiMzJkLTMyOD	ktNDhlZC	1hNjI4LTA1					
Ke	Keyword search Clear											
> 1	> Queries											
Res	ult co	unt: 91 Total rows selected	: 0									
Drag	Drag a column header here to group by that column											
	Q	FROM	SUBJECT	SIZE	RECEIVED -	VERSION	ARCHIVED					
				1,520	7/21/2021 11:2	1	8/19/2021 4:10					
	~	amadmin	"Who gave the report?" inquired Shcherbinin, taking the	141,678	2/9/2021 3:02	1	8/19/2021 4:11					
		amadmin	voice addressing the publican. "What have you killed a	3,870	2/9/2021 3:02	1	8/19/2021 4:11					
		amadmin	a seventy-pound weight were tied to it. He could run no	5,328	2/9/2021 3:02	1	8/19/2021 4:11					
				145,000	0.00.0001.0.00	-	0/10/0001 410					
Fir	First Prev Page: 1 of 5 Next Last											
4												

Add a single search clause with a condition where the field *Subject* contains the word "them". When you click **Search**, you will get back all the archived items where the *Subject* contains the word "them".

🤔 Se	😓 Search - Profile 1 - Microsoft Edge — 🗆 🗙													
ĉ	http	s://ex19/exchangePar	n OwaNetMvc/Search/?ea = am admir	n%40am19.local&id0	=AAMkADc3Y2J	iMzJkLTMyODktl	NDhIZC1h	NjI4LTA1						
Keyword: keyword search Search C														
▼ Queries														
Search in archived and deleted documents 🛛 Search in versions. The match will be shown for each version separately.														
	□ Search in deleted documents [= AND/OR FIELD OPERATOR VALUE													
+	- ×		Subject 🔹	Contains 👻	them									
	+ Ad	d new clause												
		amadmin	French since Suvorov met them. He	feared that Bonapart	4,520	2/9/2021 2:46	1	8/19/202	1 4:09					
	~		so jaded that at a meeting of the hu	ntsmen it was decide	91,404	2/9/2021 2:46	1	8/19/202	14:10					
			splashing with blood those near the	m.	4,529	2/9/2021 2:46	1	8/19/202	14:10					
	~		of them had yet seen the manifesto,	but they all knew it h	94,020	2/9/2021 2:46	1	8/19/202	1 4:10					
First Prev Page: 1 of 1 Next Last														
4									•					

AND/OR operators

The AND/OR operator is used between two search clauses. With these operators, you can combine two or more search clauses. The AND operator will return a search result if both the search clauses separated by the AND operator are fulfilled. The OR operator will return a search result if any one of the search clauses separated by the OR operator are fulfilled. The AND operator has a higher priority over the OR operator. When a search condition contains both the AND and OR operators, the search clauses that are combined with the AND operator must be fulfilled first.

To find all items where the Subject contains word "them" AND the Sender is "amadmin", you must combine two search clauses as shown:

🤌 Se:	😓 Search - Profile 1 - Microsoft Edge —												
ĉ	https://ex19/exchangePamOwaNetMvc/Search/?ea=amadmin%40am19.local&id0=AAMkADc3Y2JiMzJkLTMyODktNDhlZC1hNjl4												
Key	Keyword search Search												
• Q (Queries Search in archived and deleted documents Search in versions. The match will be shown for each version separately. Search in deleted documents												
		AND/OR	FIELD		OPERATOR		VALUE						
+	X 🗆		Subject	*	Contains	*	them						
+	× 🗆	And 🔹	From	-	-		amadmin						
	🕇 Add ne	w clause											
Firs	First Prev Page: 1 of 1 Next Last Iter												
•													

Example 2

To find all items where the Subject contains word "them" OR the Sender is "amadmin", you must combine two search clauses as shown:

🤌 Sea	arch	- Profile 1 - Microsoft Edg	je							-		×
ĉ	http	ODktNDhi	ZC	1hNjl4LTA1.								
Keyn	word	keyword search		Search		Clear						
▼ Queries												
_	_	arch in archived and dele		ns. T	The match will be sh	own fo	or each version	separately.				
□ Search in deleted documents [
+	×		Subject	•	Contains	•	them					
+	×	🗆 Or 🔹	From		=	Ψ.	amadmin					
-	+ Ad	dd new clause										
		amadmin	voice addressing the publican. "W	'hat	have you killed a		3,870	2/9/2021 3:02		Т	8/19/20214:	11
		amadmin	a seventy-pound weight were tied	l to	it. He could run no .		5,328	2/9/2021 3:02		1	8/19/2021 4:	11
	~	amadmin	"Who gave the report?" inquired S	Shcł	nerbinin, taking the .		145,802	2/9/2021 3:02		1	8/19/2021 4:	10
		1.1	2 11 2 di 12 ma	л.,	1 191 I		0.074	0.00.0001.0.00		4	0/10/0001 4	10
First	t	Prev Page: 1	of 4 Next Last									lt
4												Þ

Grouping

Sometimes simple combinations of search clauses with the AND and OR operators are not enough. Grouping is a good solution to change the priority between the operators. The grouped search clauses have a higher priority than the operator before or after the group. The examples in this section describe how the grouping works.

To find all items where the *Subject* contains the word "them" AND the *Sender* is "amadmin", and all these items must also have an attachment then the search condition is as shown:

🤌 Search - I	Profile 1 -	Microsoft E	dge							-		×
🙃 https	s:// ex19 /	′exchangeF	Pam C	waNetMvc/Search/?ea=amadmi	in%4	40am 19. local &id)=AAN	/IkADc3Y2	2JiMzJkLTMyOD	ktNDhlZC	1hNjl4LTA1	
Keyword:	keywor	d search					Se	arch	Clear			
✓ Queries												
	rch in dele	nived and di eted docum		documents 🗌 Search in versions.	The	match will be show	n for ea	ch version	separately.			
	[= .	AND/OR		FIELD		OPERATOR		VALUE				
+ ×				Subject	•	Contains		them				
+ ×		Or	*	From	Ψ.	=	•	amadmi	n			
+ ×		And	*	Has attachment	•	=	•	Yes			•	
+ Ada	d new clau	ise							_, _,			
	amadmin			blood under his arm. "No, I am wou	ndec	l and the horse i		95,305	2/9/2021 3:02	1	8/19/2021 4	:10
	1.1			a state of the second sec	•	×		017.044	0.00.0001.0.00		0.0000004.4	44
First	Prev	Page: 1	of 1	Next Last								lte
4												×.

Query: (Subject contains "them" OR Sender is "amadmin") AND has attachment

We can split this search condition into two parts

- 1. (Subject contains "them" OR Sender is "amadmin") which is a group
- 2. AND has attachment

Since a grouping has a higher priority, the search condition in the group must be fulfilled first. In this case each item in the search result will have a *Subject* that contains the word "them" AND the *Sender* is "amadmin", and the item will also have an attachment

Example 2

To find all items where the Subject contains word "them" or, the Sender is "amadmin" and at the item must have an attachment, then the query is as shown:

🕽 Search - F	Profile	1 - Micros	oft Edg	e						-		×	
🖯 https	s://ex	19/exchar	ngePar	mOwaNetMvc/Search/?ea=an	nadmi	n%40am19.local8	kid0=	AAMkADc3Y	2JiMzJkLTMyODł	<tndhlzc< td=""><td>1hNjI4LTA1</td><td></td></tndhlzc<>	1hNjI4LTA1		
Keyword:	key	word searc	h						Se	arch	Clear		
🗌 Sear	rch in	deleted do		ted documents 🛛 🗌 Search in ve ts	rsions.	The match will be sl	10wn f	or each version	separately.				
	[= 4	AND/OR		FIELD		OPERATOR		VALUE					
+ ×				Subject	*	Contains	•	them	hem				
+ x		Or	*	From	*	=	*	amadmin	nadmin				
+ ×		And	-	Has attachment	-	=	Ŧ	Yes			-		
+ Add	d new	clause											
	amadr	nin		blood under his arm. "No, I ar	n wou	nded and the horse i		95,305	2/9/2021 3:02	1	8/19/2021 4	4:10	
	amadr	nin		not wish it. In a word, I make	no proi	mise. And I beg you		317,946	2/9/2021 2:58	1	8/19/2021 4	k11	
				and the second contract				111.110	1/0/1001 1-50	-	0.00.00014	.10	
First	Prev	Page:	1 0	of 1 Next Last									

Query:Subject contains "them" OR Sender "admin" AND has attachment

This query can be split into two parts

- 1. Subject contains "them" OR
- 2. Sender is "amadmin" AND the item has an attachment

The AND operator has a higher priority so the search clauses combined with the AND operator must be fulfilled first. In this case the search result will contain items where the item must have an attachment and the *Sender* must be "amadmin", or *Subject* should contain the word "them".

Example 3

To find all items where the *Subject* contains the word "them" and the *Sender* is "amadmin", or the item has attachment, and the item must be in the "Inbox" folder then the search condition is as shown:

🍤 Search - F	Profile 1 -	Microsoft B	dge							-		×
🖯 https	https://ex19/exchangePamOwaNetMvc/Search/?ea=amadmin%40am19.local&id0=AAMkADc3Y2JiMzJkLTMyODktNDhlZC1hNjl4LT											
Keyword:	keywo	rd search		Search		Clear						
	[=	AND/OR		FIELD		OPERATOR		VALUE				
+ ×				Subject	Ψ.	Contains	-	them				
+ ×		And	•	From	•	=	-	amadmin				
+ ×		Or	Ψ.	Has attachment	٠	=	•	Yes			Ŧ	
+ ×		And	-	Folder path	-	=	-	Inbox				
+ Add	new cla	use										
Add new clause First Prev Page: 1 of 1 Next Last Item:												ltems

Query:Subject contains "them" AND (Sender is "amadmin" OR has attachment) AND Folder path is "Inbox"

This query can be split into three parts

- 1. Subject contains "them" AND
- 2. (Sender is "amadmin" OR the item has an attachment)

3. AND Folder path is "Inbox"

The grouped search clauses have the higher priority in this query so the search condition in the group must be fulfilled first. In this case the search result will contain items where the *Subject* must contain the word "them" + *Sender* should be "amadmin" or the item has an attachment + the folder path must be "Inbox".

Example 4

To find all items where the Subject contains the word "them" and Sender is "amadmin", or the item has an attachment and these items should be in the "Inbox" folder then the search query is as shown:

https://ex19/exchangePamOwaNetMvc/Search/?ea=amadmin%40am19.local&id0=AAMkADc3Y2JiMzJkLTMyODktNDhIZC1hNjl4LTA1 Keyword: keyword search Search Clear Clear Queries Search in archived and deleted documents Search in versions. The match will be shown for each version separately. Search in deleted documents Search in versions. The match will be shown for each version separately. Search in deleted documents OPERATOR VALUE + X Subject Contains them + X And From = amadmin
Queries Search in archived and deleted documents Search in versions. The match will be shown for each version separately. Search in deleted documents AND/OR FIELD OPERATOR VALUE VALUE Contains them
Search in archived and deleted documents Search in versions. The match will be shown for each version separately. Search in deleted documents AND/OR FIELD OPERATOR VALUE Xubject OPERATOR VALUE
Image: AND/OR FIELD OPERATOR VALUE + × Subject Contains them
+ X 🗆 And 🔻 From 💌 = 💌 amadmin
+ X Or • Has attachment • = • Yes •
+ X And Folder path Folder path Inbox
+ Add new clause
🔲 🔲 amadmin French since Suvorov met them. He feared that Bonapar 4,520 2/9/2021 2:46 1 8/19/2021 4:09
First Prev Page: 1 of 1 Next Last
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Query:Subject contains "them" AND Sender is "amadmin" OR has attachment AND Folder path is "Inbox"

This query can be split into two parts

- 1. Subject contains "them" AND Sender is "amadmin" OR
- 2. Item has attachment AND Folder path is "Inbox"

The AND operator has a higher priority in this query so the conditions with the AND operators must be fulfilled first. In this case the search result will contain all items where *Subject* contains the word "them" and *Sender* is "amadmin" or the item must have an attachment and the folder path must be "Inbox".

To find all items where the Subject contains word "them" or these items are in the "Inbox" folder, and the Sender is "amadmin" or the item has an attachment, then the query is as shown:

🤌 Search -	Profile	1 - Microsoft	Edge							_		×
🖒 http	os://ex1	9/exchange	PamC	waNetMvc/Search/?ea=amadmin%	640	0am19.local&id	0=AAN	/IkADc3Y2	2JiMzJkLTMyOE	ktNDhIZC	1hNjl4LTA1	
Keyword:	keyn	vord search							S	earch	Clear	
	arch in a	irchived and o leleted docun		documents 🛛 Search in versions. Th	ie m	natch will be show	/n for ea	ch version	separately.			
	[=	AND/OR		FIELD	0	OPERATOR		VALUE				
+ ×		=		Subject 👻		Contains	-	them				
+ ×		Or	Ŧ	Folder path 👻		=	Ŧ	Inbox				
+ ×		And	•	From -		=	-	amadmi	n			
+ ×		Or	-	Has attachment 🔹		=	Ŧ	Yes			-	
+ Ad	ld new c	lause										
	amadm	nin		minute," said the resolute Dunyasha tak	king	g a needle that		16,360	2/9/2021 3:02	1	8/19/2021 4	«10
	J	. :		KALALILLING DELIGENER (DELIG ATTAC).				11 501	1.011011.1.01	-	0.000001.4	.10
First	Prev	Page: 1	of 2	Next Last								lte
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Query: (Subject contains "them" OR Folder path is "Inbox") AND (Sender is "amadmin" OR has attachment)

This query can be split into two parts

1. (Subject contains "them" OR Folder path is "Inbox") AND

2. (Sender is "amadmin" OR item has attachment)

The grouped condition has the higher priority in this query so the conditions in the group must be fulfilled first. In this case the search result will contain items where Subject should contain "them" word or folder path should be "Inbox" + Sender should be "amadmin" or the item should have an attachment.

Example 6

To find all items where the Subject contains the word "them" or, these items are in the "Inbox" folder and the Sender is "amadmin", or the item has an attachment, then query is as shown:

🗦 Search -	Profil	e 1 - Micros	oft Edg	e						_		×
🖯 http	s://ex	(19 /exchar	ngePai	mOwaNetMvc/Search/?ea	= am adm ir	n%40am19.local&	id0=.	AAMkADc3Y2JiMzJki	TMyODktND	hlZC	1hNjl4LTA1	
Keyword:	key	/word searc	h						Search		Clear	
	ırch in	i archived ar i deleted do		ted documents 🗌 Search i ts	n versions. 1	The match will be sh	own f	or each version separatel	у.			
	[=	AND/OR		FIELD		OPERATOR		VALUE				
+ ×				Subject	•	Contains	-	them				
+ x		Or	*	Folder path	Ŧ	=	*	Inbox				
+ ×		And	•	From	•	=	-	amadmin				
+ x		Or		Has attachment	Ŧ	=	-	Yes			-	
+ Ad	d new	/ clause										
	amad	Imin		up and down the room, a	and smoke o	one pipe after anoth		13,983 2/9/202	1 3:02	1	8/19/2021 4:1	10
				antinan o neurophiana.	. n	and a new provide a second		16 566 5 (0 (56)	1.5.65	4	0.00.0001.4.5	10
First	Prev	Page:	1 0	of 3 Next Last								

 $\ensuremath{\mathsf{Query}}\xspace$ Subject contains "them" OR Folder path Inbox AND Sender is "amadmin" OR item has an attachment

This query can be split into three parts

- 1. Subject contains "them" OR
- 2. Folder path is "Inbox" AND Sender is "amadmin"
- 3. OR item has an attachment

The AND operator has a higher priority so the conditions with the AND operator must be fulfilled first. In this case the search result will contain items where *Subject* must contain the word "them" or folder path must be "Inbox" and *Sender* must be "amadmin" or the item has an attachment.

Keyword Search

Keyword search provides a fast and flexible search for keywords in the email Subject, body, and attachments of messages in Metalogix Archive Manager for Exchange. If you leave this field empty, then the search result will show all archived messages. If you enter a word or phrase in the keyword field and click Search the result of the search will show all the archived messages where the Subject, body or attachment contains the entered word or phrase.

Example 1

You can combine keyword searches with advanced search clauses to find specific messages. Keyword searches are combined with advanced search conditions with the AND operator. The search result will contain items that have the keyword and the advanced search conditions as well. To find all messages where the Subject, body or attachment contains word "mother" and the Subject also contains the word "them", the search query is as shown:

🍤 Search - P	rofile 1 - Microsoft Edg	e						-		×
🖯 https:	//ex19/exchangePar	n OwaNetMvc/Search/?ea=an	nadmii	n%40am19.local&	id0=	AAMkADc3Y2	2JiMzJkLTMyOD	ktNDhlZC	1hNjl4LTA1	I
Keyword:	mother						S	earch	Clear	
🗌 Searc	h in deleted document	ted documents 🛛 Search in ver ts FIELD	rsions.	The match will be sh	own f	or each version VALUE	separately.			
+ × 0		Subject	*	Contains	*	them				
+ Add	new clause									
		of them had yet seen the man	nifesto,	but they all knew it		94,020	2/9/2021 2:46	1	8/19/2021 4	4:10
First	Prev Page: 1 o	if 1 Next Last								ltems
4										Þ

Working with search results

The results of the simple or advanced search are displayed in the search result list. You can preview a message by selecting it. The message is then displayed in a preview pane just below the grid.

Kej	/word:	keyword search					Search	Clear	
> (Queries	5							
Res	ult cou	int: 21 Total rows selected	1					t	tasks
Sele	ct all r	ows Clear selection							
Drag	a colu	mn header here to group by	y that column						
	0	FROM	SUBJECT	SIZE	RECEIVED -	VERSION	ARCHIVED	FOLDER	
		juanchristie@democorp	Commerce	6,083	9/11/2020 2:33 AM	1	11/2/2022 12:13 PM	Inbox	
~	~	timashford@democorp	Commerce	6,590	9/11/2020 2:33 AM	1	11/2/2022 12:13 PM	Inbox	
		pabloneruda@democor	Commerce	7,200	9/11/2020 2:33 AM	1	11/2/2022 12:13 PM	Inbox	
		ninatanaka@democorp	Wealth	6,793	9/11/2020 2:33 AM	1	11/2/2022 12:13 PM	Inbox	
		nikiportman@democor	Wealth	6,556	9/11/2020 2:33 AM	1	11/2/2022 12:13 PM	Inbox	
Fin	st	Prev Page: 1 of 2	. Next Last					ltems per page: 2	20
Col	mme	ICE		10000				MENU	
		ord@democorp.cor	n						
To:	davidv	vebb@democorp.com							
	Attac chmer	hments i <u>t.txt</u>							
		urchasing. Money, no doi	bout seriously to prove that wealth does not ubt, makes always a part of the national capit		-				
	most ı	unprofitable part of it.							

NOTE: To search in journal mailboxes:

If a user has Journal permission set in ArchiveWeb and Journal access granted through Archive Manager > Tools > Mailbox rights manager, then the user can search through their own emails in the Journal, where it is present as a kind of recipient (sender, recipient).

Actions

- 1. Click the **MENU** link to display the actions that available for the email. Users may see the full set or a partial set of actions depending on the permissions granted to the user.
 - Download as MSG file downloads the email in specified format
 - Download as EML file download the email in specified format
 - Restore restores the selected email
 - Restore to restores the selected email to a desired location
 - Reply opens Reply dialog
 - Reply All opens the Reply all dialog
 - Forward opens the Forward dialog
 - Print email can be printed.

When you select more than one item in search result list and click the MENU link, the the following actions appear. Users may see the full set or a partial set of actions depending on the permissions granted to the user.

- Export to ZIP allows export
- Restore restores the selected emails
- Restore to restores the selected emails to a desired location.
- 2. Click **Select all rows** to open the **Search Operations** menu. The actions available are described below
 - Export to ZIP exports all the emails in the search result list as a compressed ZIP file.
 - a. The confirmation dialog opens. Click **Yes** to proceed.
 - b. The Export to ZIP dialog opens. Select the checkbox **ZIP password** if you want to secure the ZIP file. Then enter a password and click and click **OK**.
 - c. The **Export to ZIP** dialog opens. You can click Click here to go to the download link to open the Tasks window and click the download link to access the ZIP file.
 - **Restore** one or more archived emails can be restored to their original location. This is useful when a user has deleted an email that was archived and would like to restore it from the archive again.
 - a. The confirmation dialog opens. Click Yes to proceed.

- b. The **Restore** dialog opens. You can click **Click here to open the Tasks list** to open the **Tasks** window and view the progress of the restoration task.
- **Restore to** one or more archived emails can be restored to another location.
 - a. The confirmation dialog opens. Click **Yes** to proceed.
 - b. The **Destination folder** dialog opens. Select the folder where you want to restore the selected emails. Then click **Proceed**.
 - c. The **Restore To** dialog opens. You can click **Click here to open the Tasks list** to open the **Tasks** window and view the progress of the restoration task.
- 3. Click **Clear selection** to reset the selected emails in the search result list.
- 4. Click **tasks** at the top right-hand corner of the search result pane to open the **Tasks** window. You can view all the tasks here.

5

In some cases it is not possible to install the Metalogix Archive Manager with PowerShell. Information pop-up dialog will be displayed:

ation into your store from the	The application Metalogix Archive Manager was not p
ation into your store from the	The application Metalogix Archive Manager was not p

"The application Metalogix Archive Manager was not possible to install with PowerShell. Please, add the application into your store from the Exchange Admin Console."

Manual adding of Metalogix Archive Manager addin in Exchange Admin Center (EAC) is required in these scenarios. To do so, follow these steps:

- 1. Log in to the Archive Manager for Exchange Server
- 2. Open the EAC by using a URL such as the following:

https://<exchange server>/ecp/?p=installed

- 3. Log on to the Exchange server by using a valid user name and password.
- 4. Navigate to Organization / Apps.
- 5. Select the plus sign (+) to add a new extension.
- 6. From the drop-down list, select Add from file
- 7. Browse to the file path:

C:\Program Files \ Metalogix \ MAM4Exchange \ Web \ exchangePamOwaNetWeb \ exchangePamOwaNet.xml

and then select Install.

8. Double click the added Metalogix Archive Manager app in the list. In the pop-up dialog make sure that the **Make this app available...** option is checked. Then activate the application by selecting either the **Optional, enabled by default** option or **Mandatory, always enabled** option. Finally click **Save**.

wing list shows apps that ha ps for Outlook at the Office Store Apps let your users do and see m ailbox. The follo n installed for the orga - 🗆 X Edit App Settings - Windows Internet Exp +-/ = 2 NAME PROVIDER USER DEFAULT Metalogix Archive Manager Action Items Microsoft Enabled Bing Maps Microsoft Enabled \blacksquare Make this app available to users in your organization Metalogix Archive Manager Metalogix Softw Mandatory pecify user defaults: My Templates Microsof Enabled Optional, enabled by default flanager Exchange o or from Metalog Suggested Meetings Microsoft Enabled Optional, disabled by default Unsubscribe Microsoft Enabled O Mandatory, always enabled. Users can't disable this app on in the active tion. The app may be read or modified save cancel **a** 100%

After you install the mail extension, you can sign out of the EAC and return to the respective Outlook rich client to test the extension. Alternatively, without signing out of the EAC, you can continue to use Outlook Web App or OWA for Devices to test the extension. To do this, select the user name in the upper-right corner of the window, and select My Mail to switch to your email to test the extension.

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- Download software and technical documentation
- View how-to-videos
- Engage in community discussions
- Chat with support engineers online
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