

How to use the E-Mail Online Archive - Handout

The E-Mail Online Archive offers compared to the conventional PST files many advantages, e. g.:

- Always available online (Outlook and OWA)
- Automatic, convenient archiving
- While travelling, you do not need data locally on your notebook, the data is located in secure corporate network
- The amount of data in the mailbox is reduced by outsourcing to the E-Mail Online Archive
- Fast full text search in the mailbox and E-Mail Online Archive, even across

With the activation of the E-Mail Online Archive for your mailbox, you will see your E-Mail Online Archive below your standard mailbox account in Outlook (see Figure 1) and OWA (see Figure 2). The archive mailbox is the new E-Mail Online Archive. The only difference to your normal mailbox is that it does not have its own email address and therefore cannot receive new e-mail. It is an online store to organize and to store important older e-mails. Archived e-mails will be stored at the same path at your E-Mail Online Archive as they were stored at your normal mailbox.

The E-Mail Online Archive is accessible with an Internet connection at any time for you. Either with Outlook or Outlook Web App (OWA).

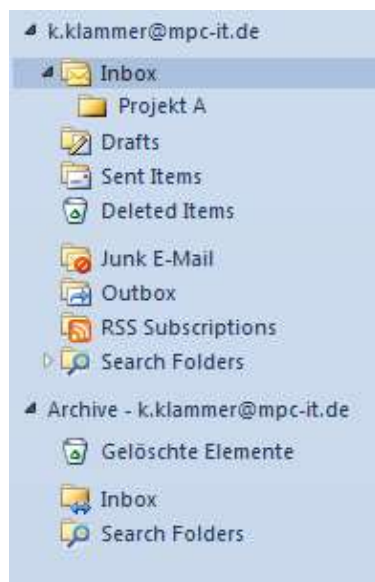


Figure 1

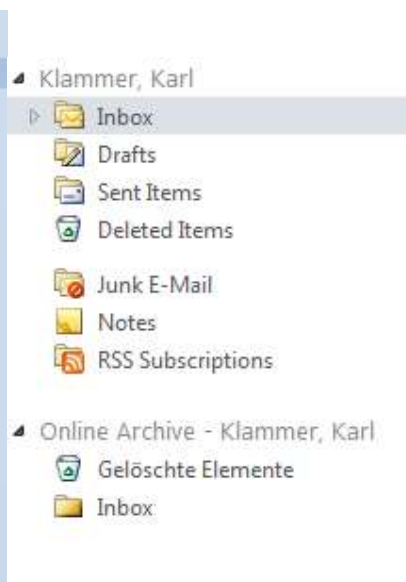


Figure 2

Currently no mobile devices offer access to the archive.

By default, all e-mails that are older than 2 years, based on the date of receipt, will be moved to E-Mail Online Archive. Furthermore, all junk older than 45 days and all e-mails in the Deleted Items folder that are older than 18 months will be deleted.

You can set the archive periods individual (per folder and / or e-mail). For this purpose, the following archive policies are available:

Archiving period options

- 30 days
- 6 months
- 1 year
- 5 years
- Never
- Use parent folder policy

You can set Archiving and Retention policies in Outlook (not Outlook 2007) and via OWA (Outlook Web App). Archiving policies for Notes can be set only via Outlook Web App (OWA)!

In addition to the archive policy, there is the possibility to set a retention policy individual on folders and / or e-mails. A retention policy defines at what age - based on the date of receipt – an e-mail will be deleted.

If no retention policy is assigned (equivalent to the standard!) no e-mail will be deleted!

Retention policies can be assigned within the E-Mail Online Archive and within the normal mailbox. The following retention policies are available:

Retention policy options

- Delete items after 1 month (delete after 30 days)
- Delete items after 1 week (1 week)
- Delete items after 2 weeks (2 weeks)
- Delete items after 6 months (6 months)
- Delete items after 1 year (1 year)
- Delete items after 2 years (2 years)
- Delete items after 5 years (5 years)
- Never delete (Never)
- Use Parent Folder Policy

How to assign Archiving and / or retention policies for an E-Mail

To assign a policy to a single e-mail, please right mouse click the e-mail to select the "Assign Policy" and select the appropriate option (see Figure 3). You can also use the menu bar under "Home" - "Assign Policy" option to assign a policy. (See Figure 3,4)

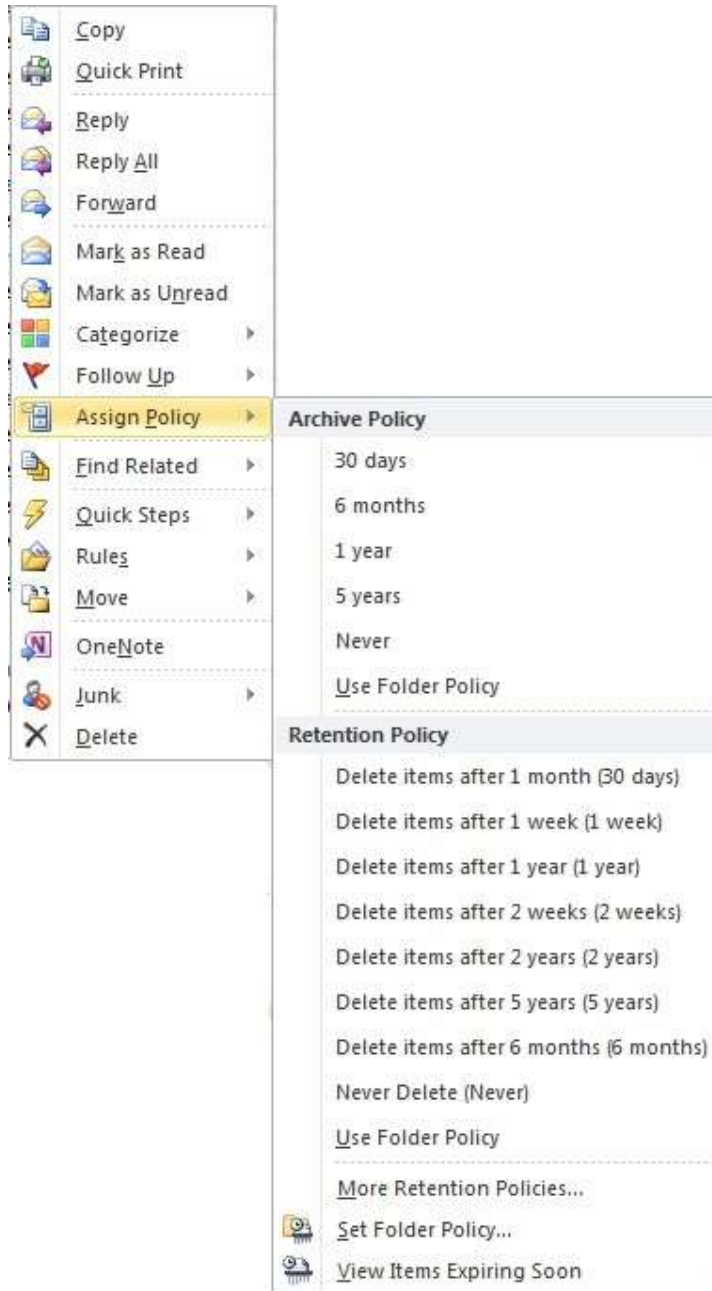


Figure 3

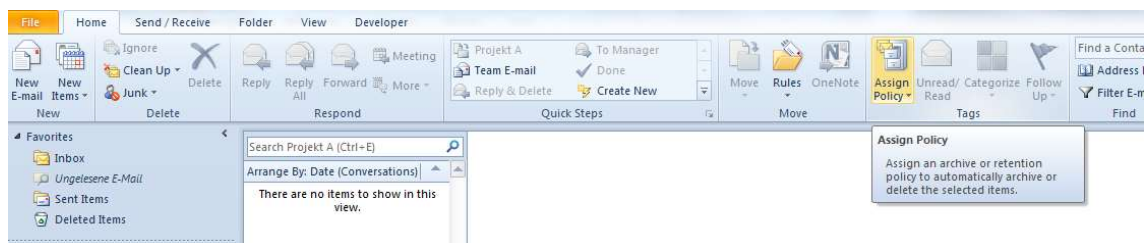


Figure 4

How to assign an Archiving and /or a retention policy to a mail folder

Please note, you can set archiving and retention policies at your outlook client only with Outlook 2010. Outlook 2007 Users have to set the policies with OWA (Outlook Web App)!

Retention policies can be assigned only to self-created folders. You cannot assign a retention policy to system folders like Inbox, Deleted Items,

However, you can assign an archiving policy to the system-folders.

To assign a policy to a mail folder, please select "Policy" in the menu bar under the menu item "Folder". See Figure 5.

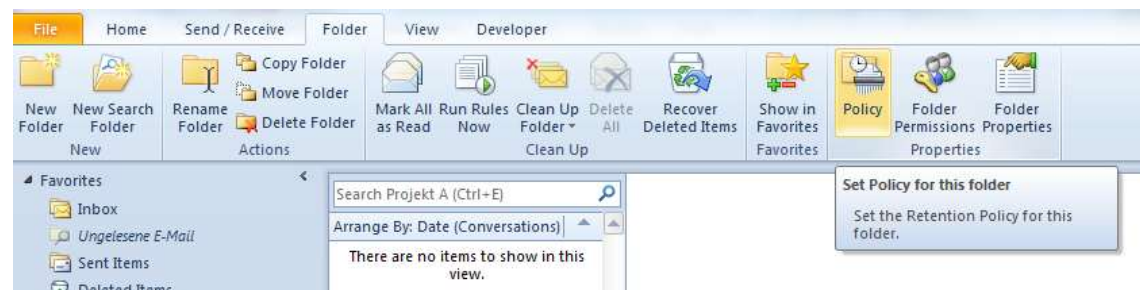


Figure 5

Now, you have the ability to set retention policies (Folder Policy - Figure 6) and an archive policy (Online Archive – Figure 7).

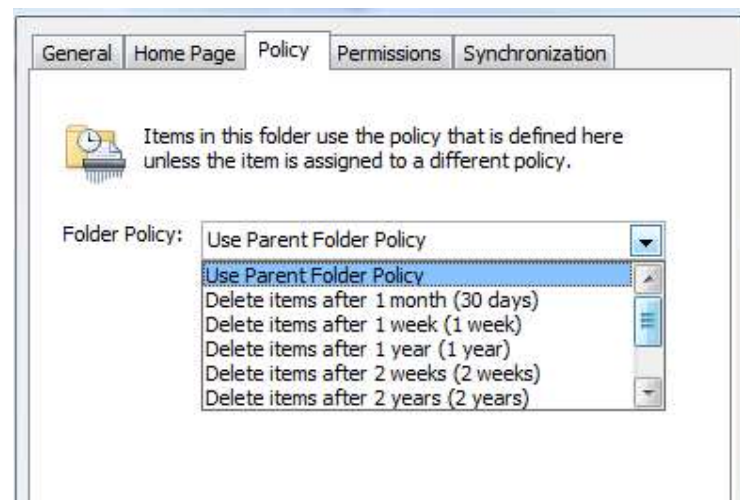


Figure 6

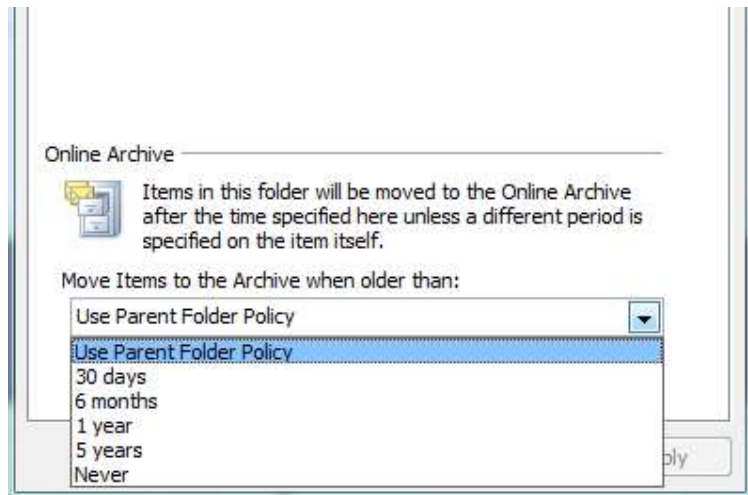


Figure 7

How to move e-mails from the e-mail online archive to the mailbox

You always have the option to move e-mails from the E-Mail Online Archive to your mailbox. Please note that you have to move these e-mails to a folder, in which the e-mail will not automatically (e.g. older than 2 years) moved back to the E-Mail Online Archive.

For example, you move a 3-year-old e-mail to the “project A” folder. In this folder, the default archive policy (2 years) is assigned. The e-mail will be moved back to the E-Mail Online Archive overnight. So please remember to move your mail into a suitable folder with proper archiving policy, which allows e-mails older than 3 years

This procedure is recommended if you are travelling and no Internet connection is available.