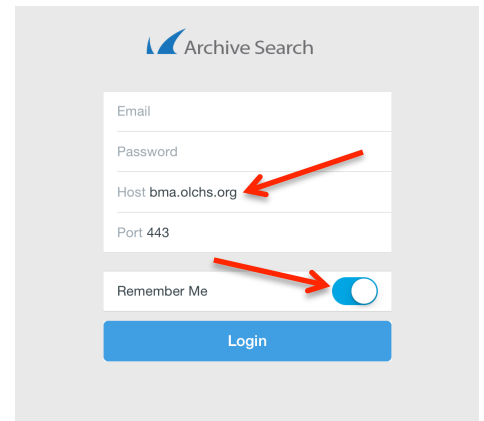


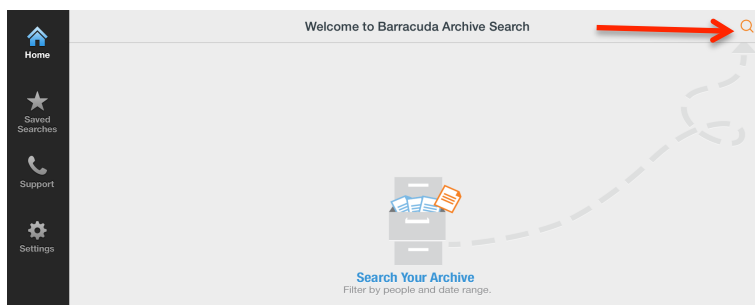
ArchiveSearch

ArchiveSearch allows you to search and access all your email (including deleted and sent items). It can access any email that was in your mailbox as of March 2014 (even if it was sent or received before March 2014).

- Download the ArchiveSearch app from Self Service or the App Store.
- Sign in using your email, school password and the host url – bma.olchs.org.
- Turn Remember Me on (turns blue) so you won't have to login every time.



- Use the icon in top right corner to search for emails



- Search by Keyword, To, From, Date Range or any combination of these fields.
 - When you search from To or From, use their username (jmeyers), the full email or chose from contacts.

