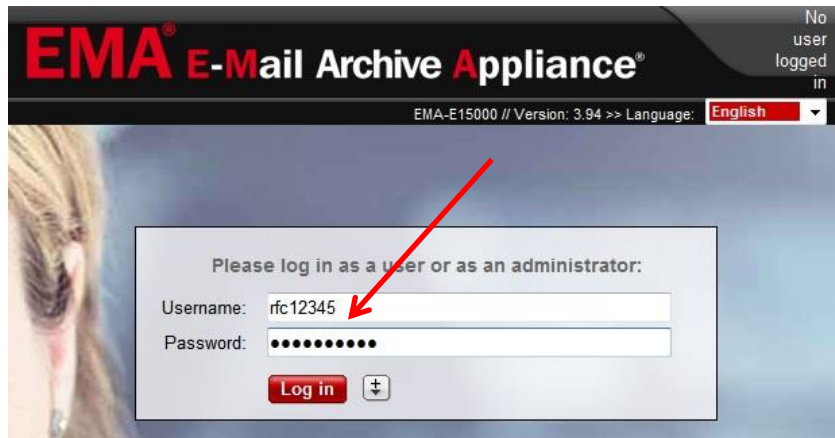


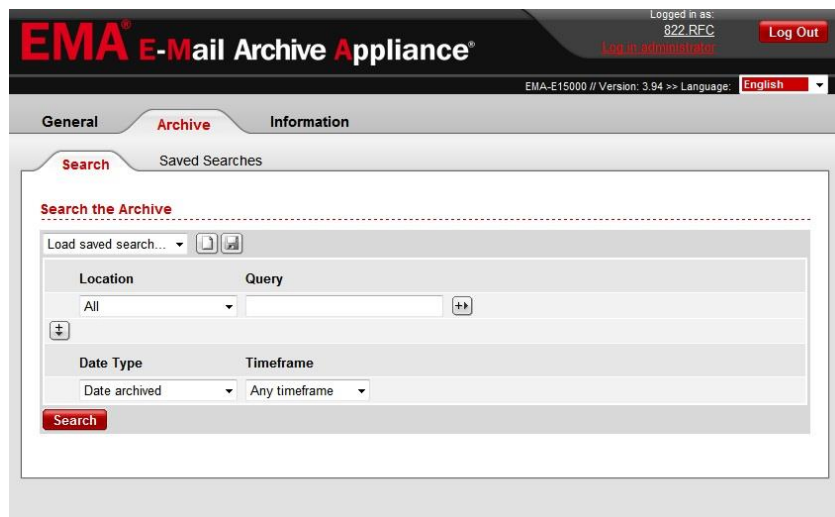
How to retrieve deleted E-Mails

Logging in to the system

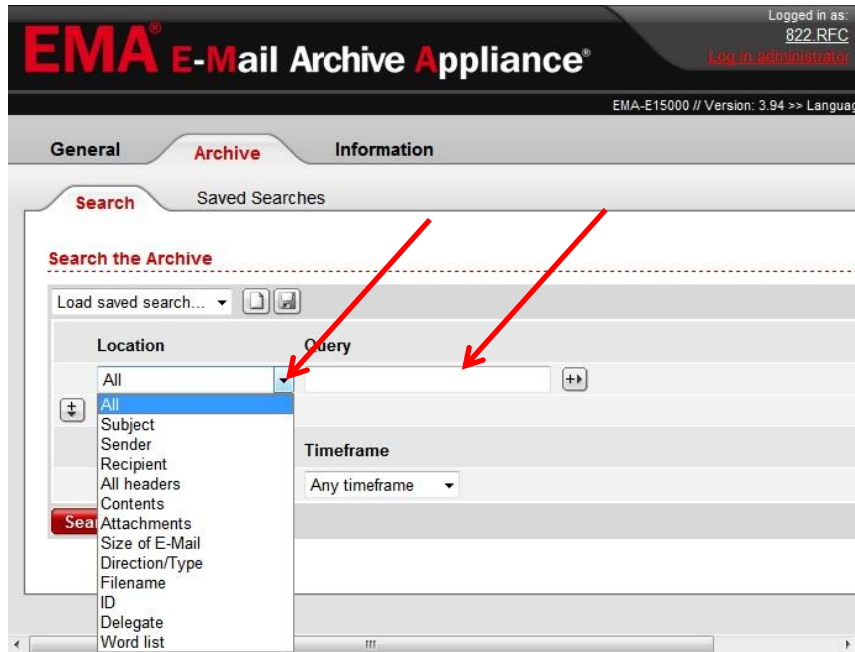
1. Open a web browser and enter the URL <https://kdcema.cobbk12.org> (Note- this is a secure website and requires HTTPS://)
2. If you are not automatically logged in, you will need to log in to the EMA system with your standard network login credentials, badgeID and password.



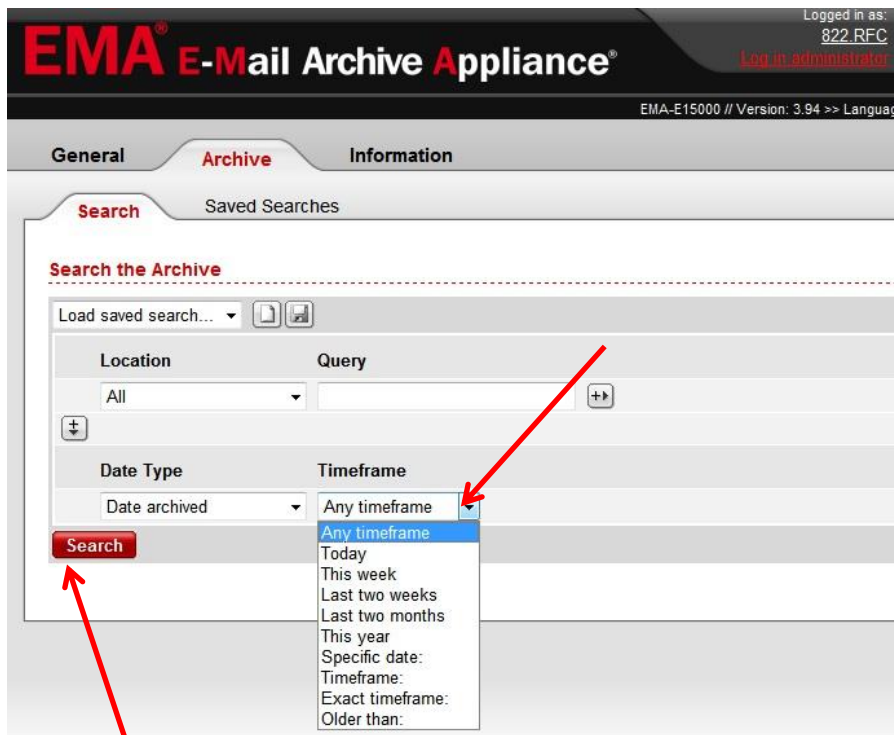
3. After login you will be at the search page.



- To perform a custom search, pull down the "Location" drop down list and make a selection. In the Query field, enter your search criteria. (ie- Lunch, Grade, Score, etc).



- You can also search by Date Type or Timeframe.



- After you choose your criteria, click on the red "Search" button.

- Example – In Timeframe, if you choose “This week” and under Day of the Week you select “Any day of the week” it will return all your mail sent and received this week.

The screenshot shows the EMA E-Mail Archive Appliance interface. At the top, it displays the user is logged in as '822.RFC' with a 'Log Out' button. The main navigation bar includes 'General', 'Archive', and 'Information'. Below this, there are tabs for 'Search' and 'Saved Searches'. The 'Search the Archive' section contains several filters: 'Location' set to 'All', 'Query' set to 'communications', 'Date Type' set to 'Date archived', 'Timeframe' set to 'This week', and 'Day of the Week' set to 'Any day of the week'. A 'Search' button is located below these filters. The 'Search Results' section shows 'Found Documents' with a table of 3 results. A red arrow points to the magnifying glass icon in the first column of the table.

Search the Archive

Load saved search... Hide search query ^

Location	Query
All	communications

±

Date Type	Timeframe	Day of the Week
Date archived	This week	Any day of the week

Search

Search Results

Found Documents 1 - 3 of 3 found Documents

	Sender	Recipient	Subject	Date Archived	
<input type="checkbox"/>	Communications		News from the Board of Education - 10.3.11	10/03/11 16:57:07	
<input checked="" type="checkbox"/>	Communications		CobbCast - Good News From YOUR Schools!	09/30/11 08:39:54	
<input checked="" type="checkbox"/>	Communications		Cobb Schools Foundation - Fall 2011 Newsletter	10/18/11 12:54:36	

Select all/none

Restore selected items

Submit

Note: You can hover your mouse pointer over any icon on the page and a balloon tip will show you the function of that icon.

Note: If you click on the “magnifying glass” icon it will show you a preview of the message.

8. Under Search Results, you can restore a message to your email program by placing a check in the checkbox next to the message you want to restore. (You can also check multiple items).

The screenshot shows the EMA E-Mail Archive Appliance interface. At the top, it displays the logo and version information (EMA-E15000 // Version: 3.94 >> Language: English). The user is logged in as 822.RFC. The interface has tabs for General, Archive, and Information. The 'Search' tab is active, showing a search form with fields for Location (All), Query (communications), Date Type (Date archived), and Timeframe (Any timeframe). Below the search form is a 'Search' button. The 'Search Results' section shows 'Found Documents' with a table of 3 documents. The first document is selected. A red arrow points to the 'Submit' button at the bottom of the search results section.

	Sender	Recipient	Subject	Date Archived	
<input type="checkbox"/>	Communications		News from the Board of Education - 10.3.11	10/03/11 16:57:07	
<input checked="" type="checkbox"/>	Communications		CobbCast - Good News From YOUR Schools!	09/30/11 08:39:54	
<input checked="" type="checkbox"/>	Communications		Cobb Schools Foundation - Fall 2011 Newsletter	10/18/11 12:54:36	

9. Click on the submit button and the message will be restored to your email inbox. (The messages will NOT be restored to their original folders – they will be restored to your inbox and marked UNREAD).

For more detailed instructions see the full user manual here:

http://support.cobbk12.org/technology/outlook/resources/EMA_User_MANUAL_EN.pdf