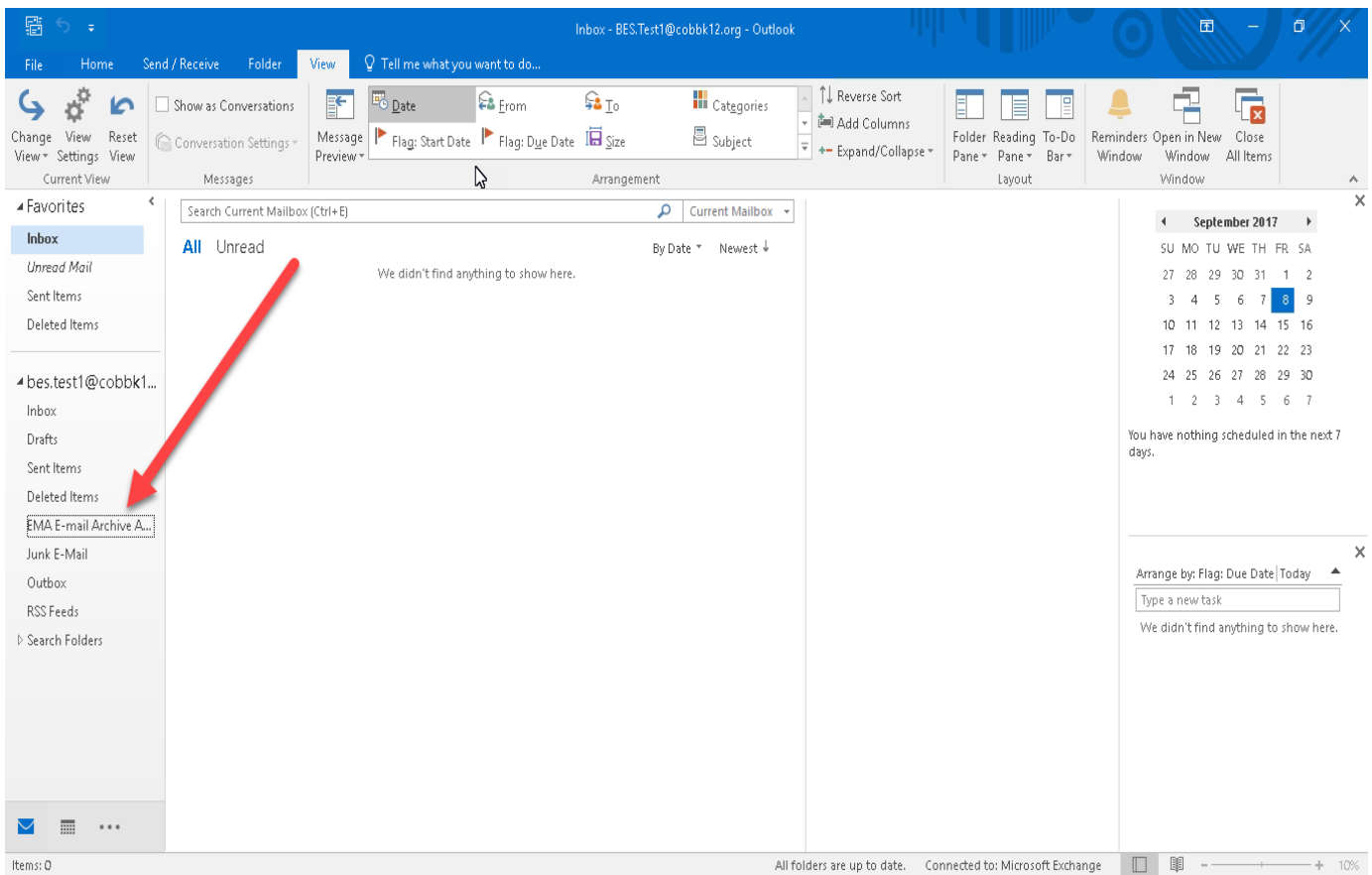


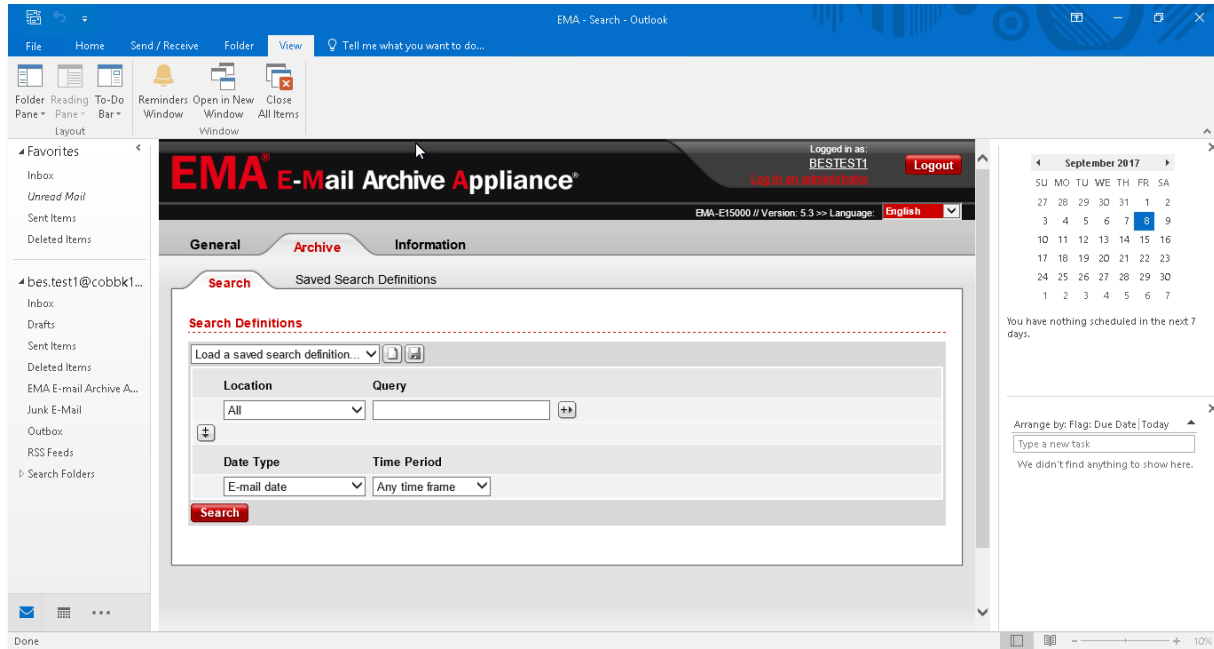
How to retrieve deleted E-Mails

Accessing the system

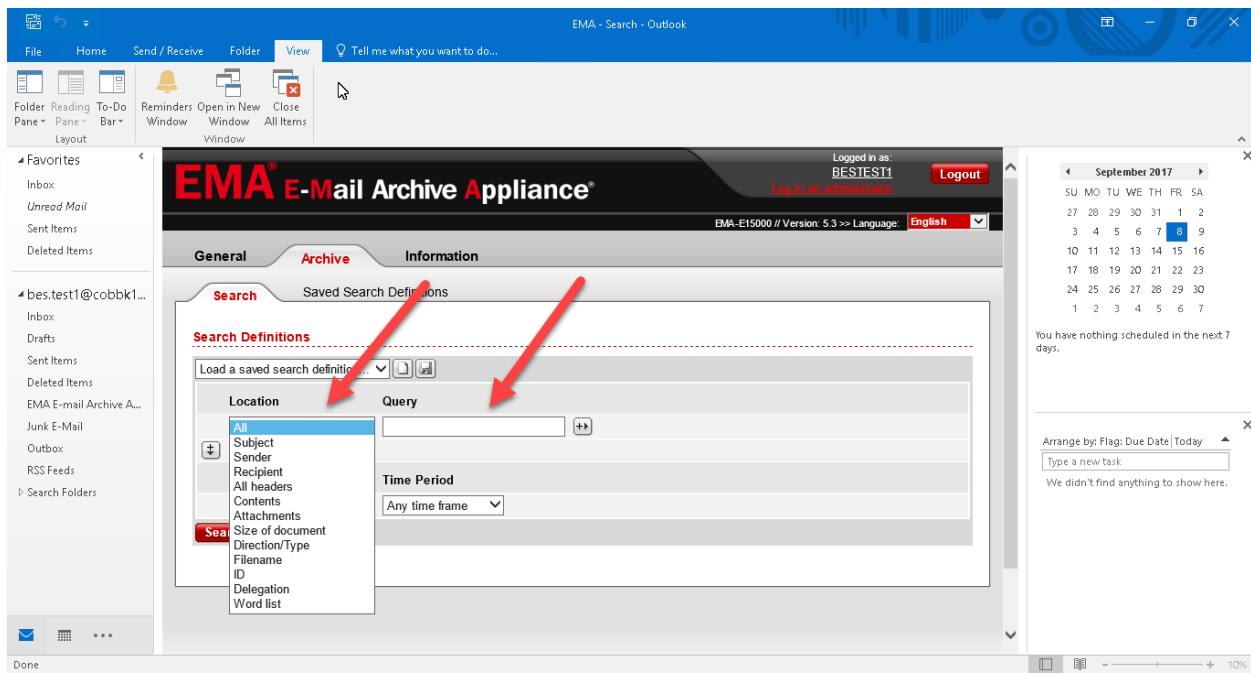
1. Open your Outlook client.
2. You will see a folder called “EMA E-Mail Archive Appliance”.



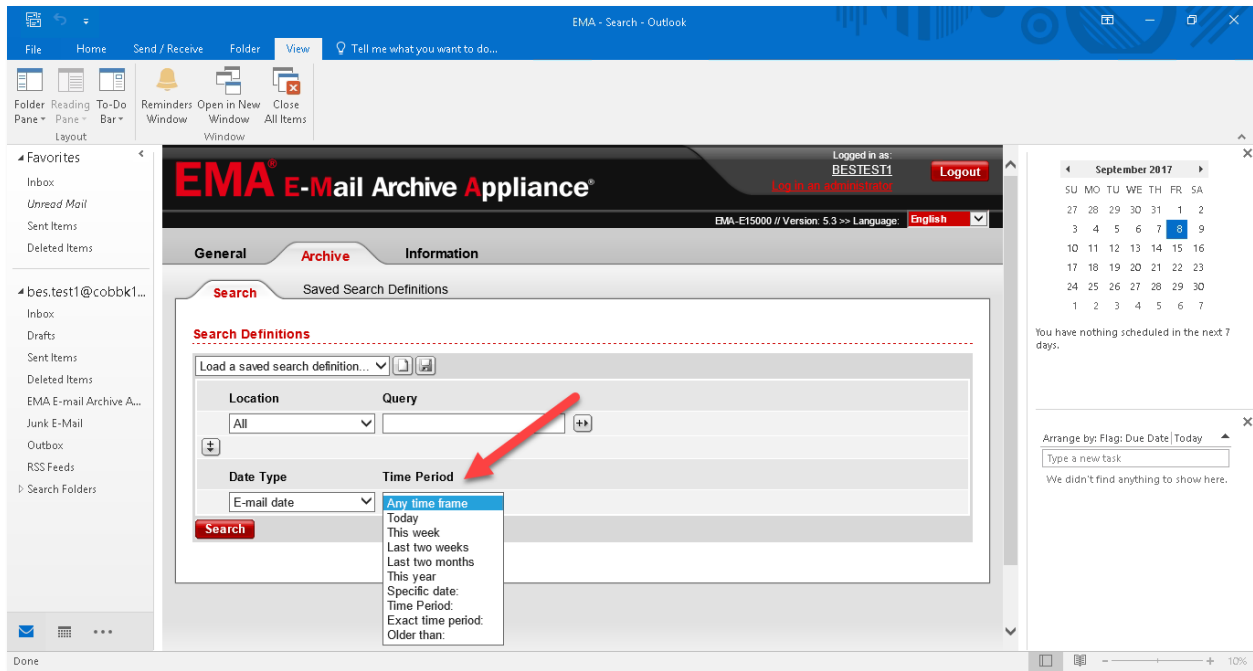
3. When you click on the folder you will see the search page in Outlook.



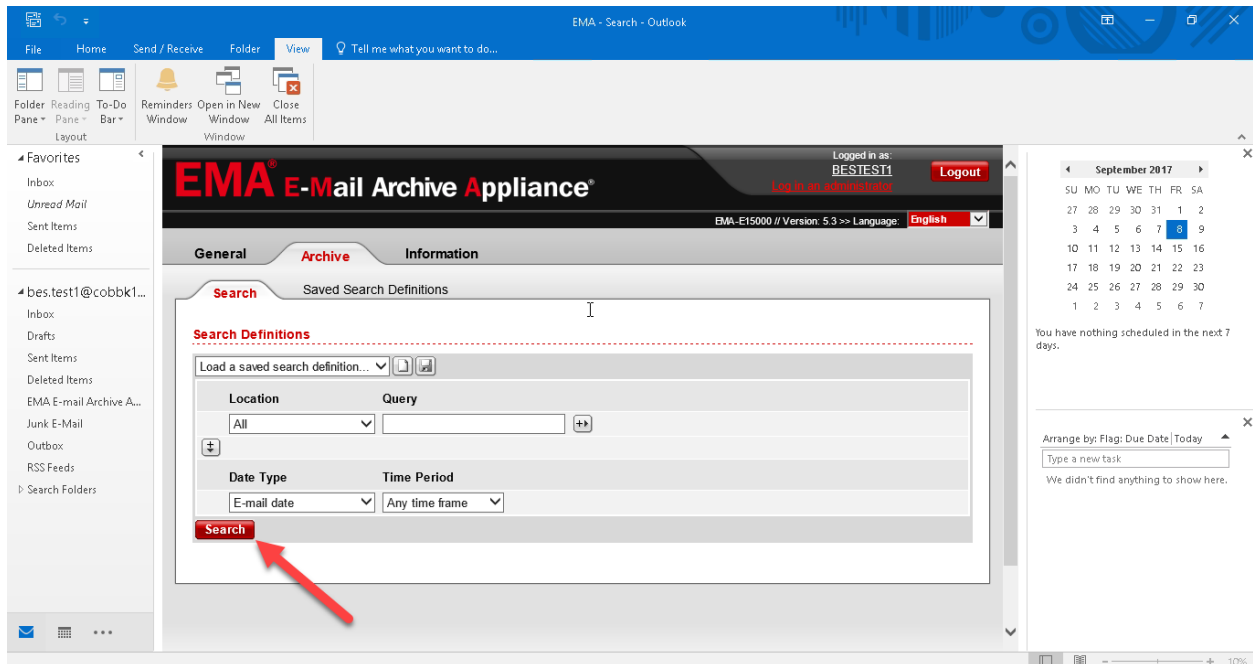
4. To perform a custom search, pull down the **Location** drop down list and make a selection. In the **Query** field, enter your search criteria. (ie- Lunch, Grade, Score, etc).



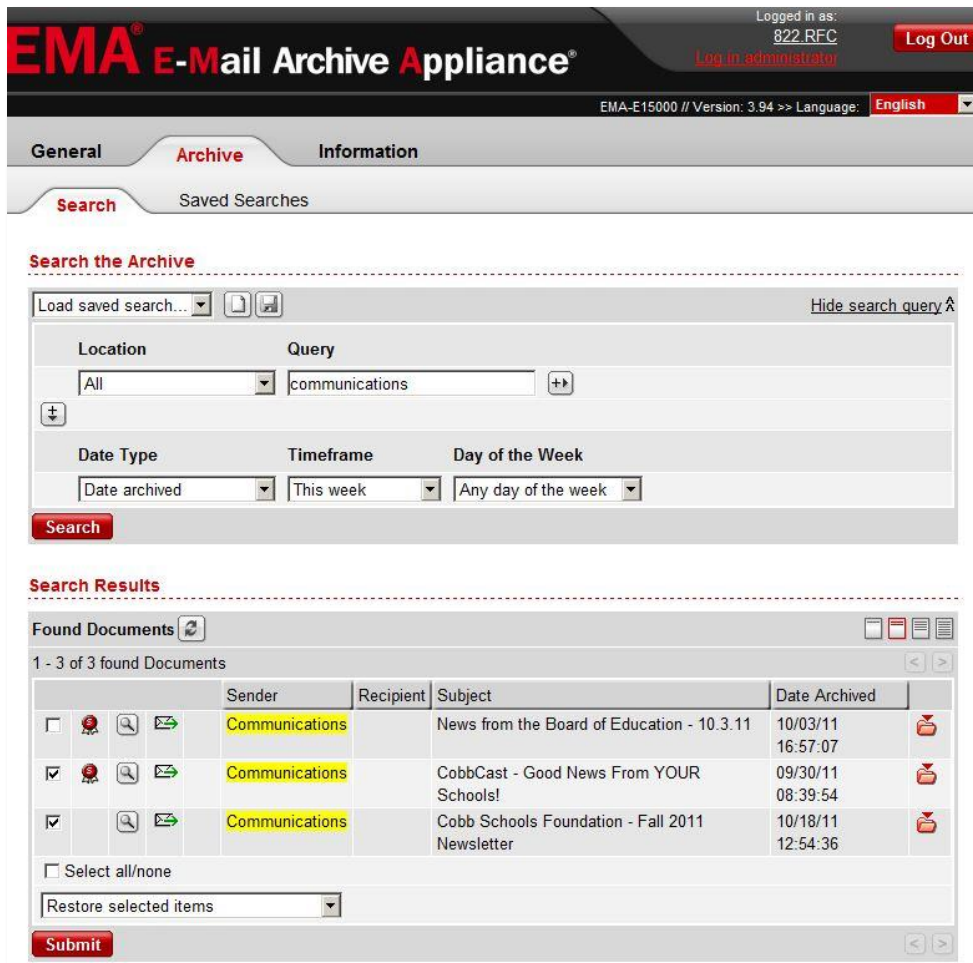
5. You can also search by **Date Type** or **Timeframe**.



6. After you choose your criteria, click on the red **Search** button.



7. **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.



EMA Help Tips:

- You can hover your mouse pointer over any icon on the page and a balloon tip will show you the function of that icon.
- 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 'EMA E-Mail Archive Appliance' and 'Logged in as: 822 RFC'. Below this, there are tabs for 'General', 'Archive', and 'Information'. The 'Archive' tab is selected, and the 'Search' sub-tab is active. The search criteria are set to 'All' for Location, 'communications' for Query, 'Date archived' for Date Type, and 'Any timeframe' for Timeframe. The search results show three documents found, with the first two 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 additional Outlook and EMA help, please go to:

<http://www.cobbk12.org/centraloffice/technology/informationsecurity/>