

This guide covers how to use the Symantec Enterprise Vault for Faculty and Staff. Messages over 90 days old are auto-archived, as are any message over 3 MB in size after 30 days.

## INSTALLATION FOR WINDOWS COMPUTERS

Symantec Enterprise Vault is ordinarily installed as part of your Microsoft Office installation. If it did not install correctly, or does not appear as a tab in Outlook, you may need to install the add-on.

1. Make sure Outlook is closed before starting.
2. Click the **Start Menu**.
3. Choose **All Programs**.
4. Scroll down and click the **Microsoft System Center 2012 R2** folder to expand it.
5. Click the **Configuration Manager** folder to expand it.
6. Click **Software Center** to open the program.
7. Click **Find additional applications from the Application Catalog** to open the Application Catalog.
8. In the Application Catalog tab, select **Symantec Enterprise Vault Outlook Add-In** and click **Install**. You may need to click to the second page in order to see it displayed.
9. The add-in will install.
10. Open Outlook to confirm that the Enterprise Vault tab is available.

## USING ENTERPRISE VAULT IN OUTLOOK 2010

Once an email has been archived, it leaves behind a **message stub** in your Outlook Mailbox. This message stub acts exactly like a normal email, but is actually a shortcut to the copy of the message stored in your archive. When you open the message stub, it will retrieve a copy of the email from the archive for you to view. If you are viewing the message stub in the **Reading Pane**, it shows you a preview of the message, so that you can decide if you want to open it or not.

Message stubs do not add to your mailbox size.

### THE ENTERPRISE VAULT TAB

In Outlook, you can access the archive through the **Enterprise Vault** tab.



- **The Search Group**
  - **Search Vaults** allows you to search your archives. Click **Advanced find...** for even more search options.
  - **Archive Explorer** opens a window to browse through your archives. You will need to click **Close** to close it.

- **The Actions Group**

- **Store** will store the selected mail message in your archive. It will replace the email in your mailbox with a message stub.
- **Restore** will restore the mail message associated with the selected message stub.
- **Delete** will permanently delete the mail message associated with the selected message stub.
  - Only use this button for email messages you never want to access again. In most cases, you will never need to use this message.
  - **There is no way to undo or restore messages deleted from Enterprise Vault.**
  - If you are only looking to remove the message stub from your mailbox, but want to keep the associated email message archived, delete the message stub from the mailbox instead. You won't be able to open the message directly from your mailbox, but you can still access it through **Search Vaults** and **Archive Explorer**.

- **The Other Group**

- **More Actions>Cancel Operation** cancels the current request from the **Actions** group, if possible.
- **Help** opens the Help window.

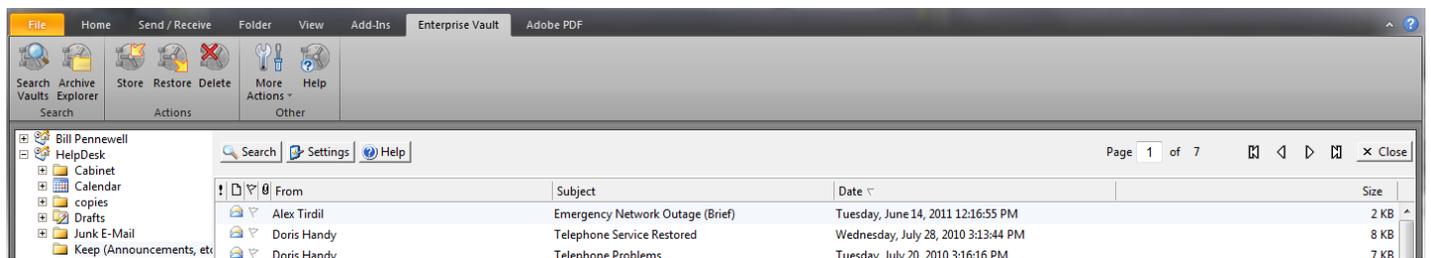
## MESSAGE STUBS

In your mailbox, in addition to the normal  **New**,  **Open**, and  **Replied** icons, you'll start to see other icons that indicate a message has been archived.

-  The **Message Stub** icon designates that the email is a message stub, and has been archived.
-  The **Store Message** icon designates an email has been marked to be archived. This will be what your mail icon changes to when you select **Store** from the **Actions** group on the **Enterprise Vault** tab.
-  The **Restore Message** icon designates a message stub that has been marked to be restored from the archive. This will be what your message stub icon changes to when you select **Restore** from the **Actions** group on the **Enterprise Vault** Tab.

## ARCHIVE EXPLORER

When you click the **Archive Explorer** icon, it opens the **Archive Explorer** within Outlook.



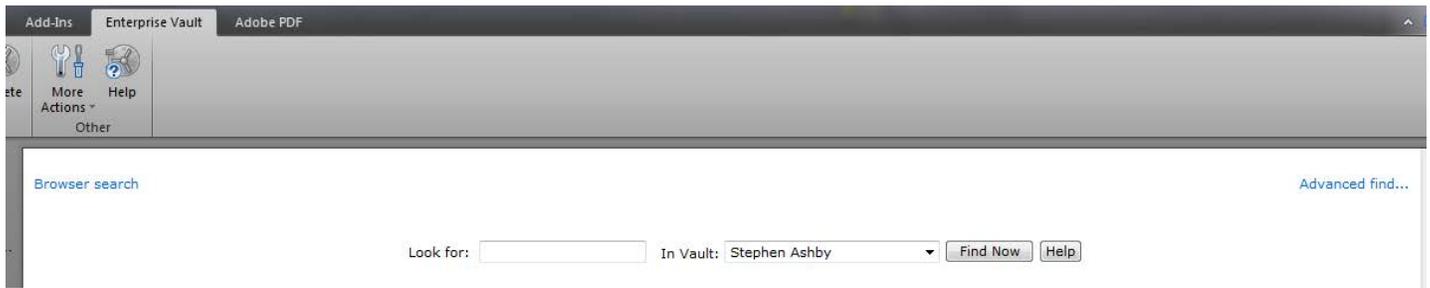
On the left hand side, it will list your archive (and any other archives you may have access to). Clicking the **plus** icon next to your mailbox will drop down a list of folders that have archived mail. Clicking on one of the folders will show a list of archived mail in the right-hand pane.

Double-clicking on the archived email will open the email, and you can work with it like normal (reply, forward, etc.).

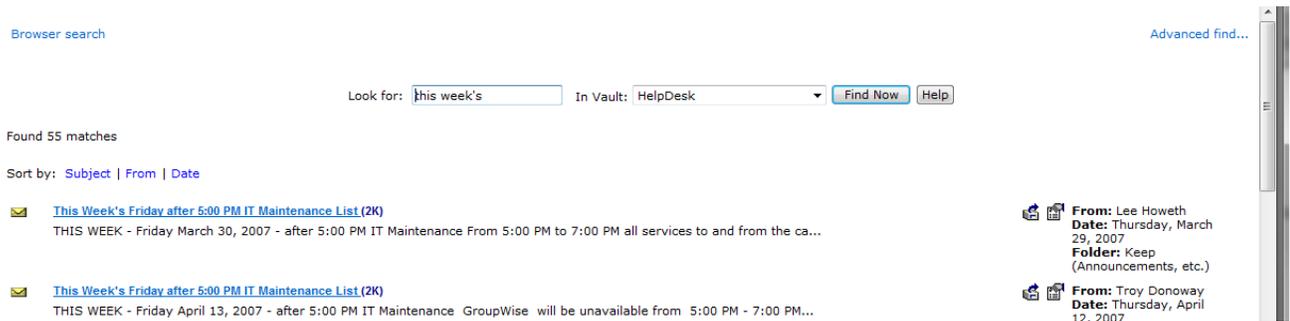
Click the **Close** button in the upper right-hand corner to return to your mailbox.

## SEARCH VAULT

When you click **Search Vault**, it opens the search window in the right-hand pane of Outlook.



Enter your search terms in the **Look for:** box; choose the vault you wish to search in the **In Vault:** box; and click **Find Now**.



The search will list any emails that match your criteria, as well as their location in the archive. Clicking the linked subject line will open the e-mail, as usual.

## USING ENTERPRISE VAULT IN OUTLOOK WEB ACCESS

Faculty and staff can also access and work with their archived emails and message stubs online using Outlook Web Access in Internet Explorer. Archive access is on other browsers is limited to viewing message stubs only.

### THE ARCHIVE BUTTONS



The **Archive Bar** in Outlook Web Access, found in the right-hand side of the window above the preview pane, contains many buttons that allow you to work with your archive.

 The **Archive** button will open a dialog box which will allow you to move the selected email to the **Enterprise Vault**. Click **OK** to close the dialog box.

 Clicking the **Restore** button while a message stub is highlighted will open a dialog box which will allow you to move the e-mail from the archive back to your mailbox. Click **OK** to close the dialog box.

 **Delete** will delete a selected message from your archive. Note: this deletes the archived message; do not use this to delete message stubs, as it will remove the message completely. Use the **Delete** (  ) button instead. When you click this button, click **Yes** to the warning if you do intend to delete the archived item.

 **Cancel** stops an archiving process that has not yet completed.

### ARCHIVE EXPLORER AND SEARCH ARCHIVES



In the left side **Navigation bar**, you have two options for finding mail messages in your archive: **Archive Explorer** and **Search Archives**.

## ARCHIVE EXPLORER

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The **Archive Explorer** opens a window that allows you to browse and search your archives. Clicking this option opens the **Archive Explorer** in a new window. This is the exact same **Archive Explorer** used in Outlook, and functions the same way.

## SEARCH ARCHIVES

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Just like the **Archive Explorer**, **Search Archives** functions the same way in Outlook Web Access as it does in Outlook, opening in the right side reading pane a search window for you to search the archives.

## ENTERPRISE VAULT FOR MACINTOSH USERS

Macintosh users can access their archived email through the web portal for Enterprise vault.

- Open <https://archive.salisbury.edu/enterprisevault/>
- Log in with your full SU email address (e.g., [scgull@salisbury.edu](mailto:scgull@salisbury.edu)) and your SU password.

