

Move (Archive) Items to the Enterprise Vault

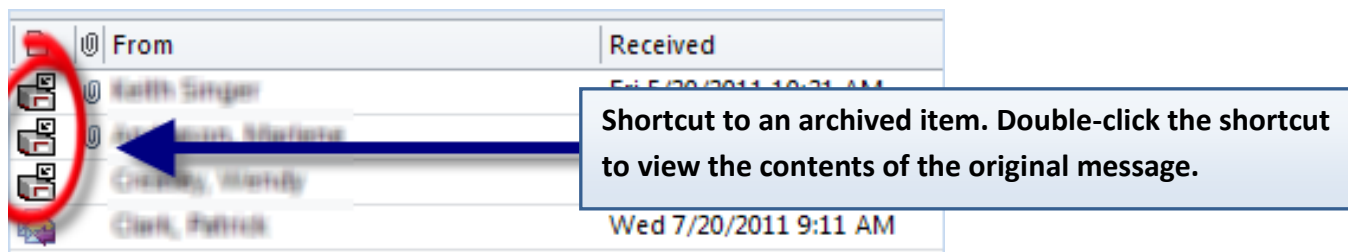
Symantec Enterprise Vault automatically archives (stores) Inbox/Sent messages, attachments and RSS feeds older than 60 days to a network storage area. Items stored in the Enterprise Vault are available for seven (7) years.

This process is different from the Outlook AutoArchive process which moves old items to a storage folder on your computer. It is recommended that the Outlook AutoArchive feature be turned off.

This tutorial uses a Windows 7/Outlook 2010 system. For **Mac** instructions, visit https://www.ecu.edu/cs-itcs/vaulting_faq_mac.cfm, or access the Enterprise Vault from a browser at <http://vault.ecu.edu>.

Method 1. Do nothing

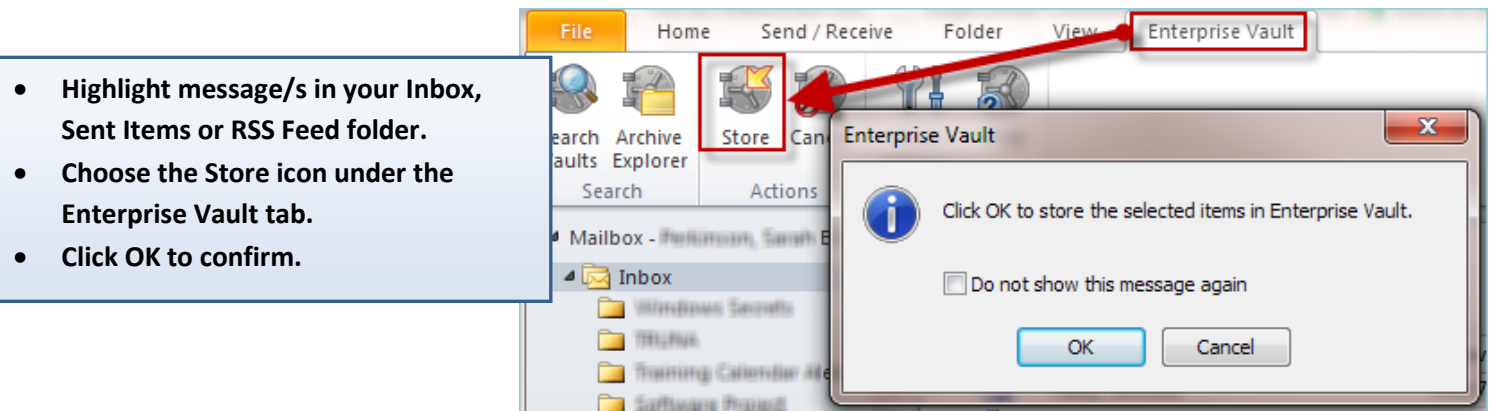
Inbox, Sent messages and Outlook RSS feeds are automatically archived after **60 days**.



Example taken from Outlook 2010 interface

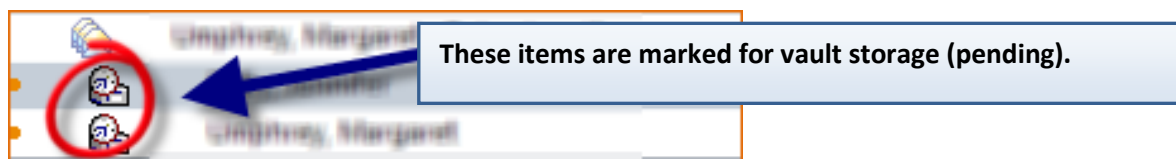
Method 2. Manually move items to Enterprise Vault storage

To manually store (archive) items

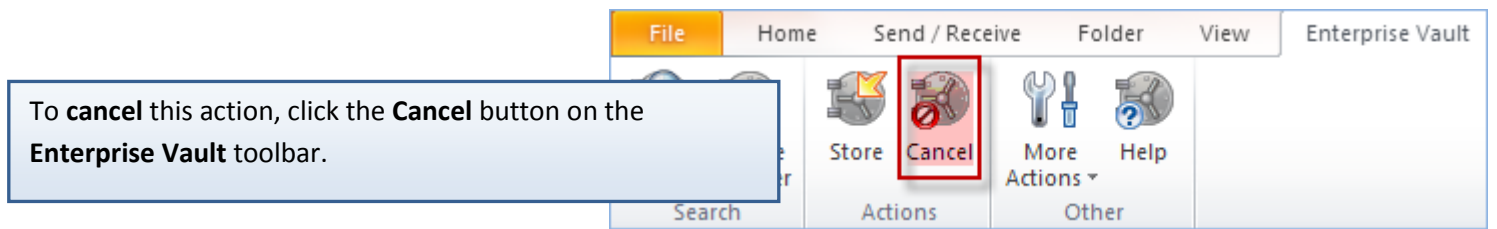


Example taken from Outlook 2010 interface

After you press OK, the items show the **Pending Archive** icon.



Example taken from Outlook 2010 interface



Example taken from Outlook 2010 interface

View Vaulted (Archived) Items

Method 1. Open the shortcut

Double-click a vaulted item (shown by the archive icon). An abbreviated version of the message opens. You can forward, reply or delete this message from your mailbox (the archived copy remains in the vault).

Click **View the original item** to open the entire message, including any attachments.

Method 2. Open the Enterprise Vault Offline Archive

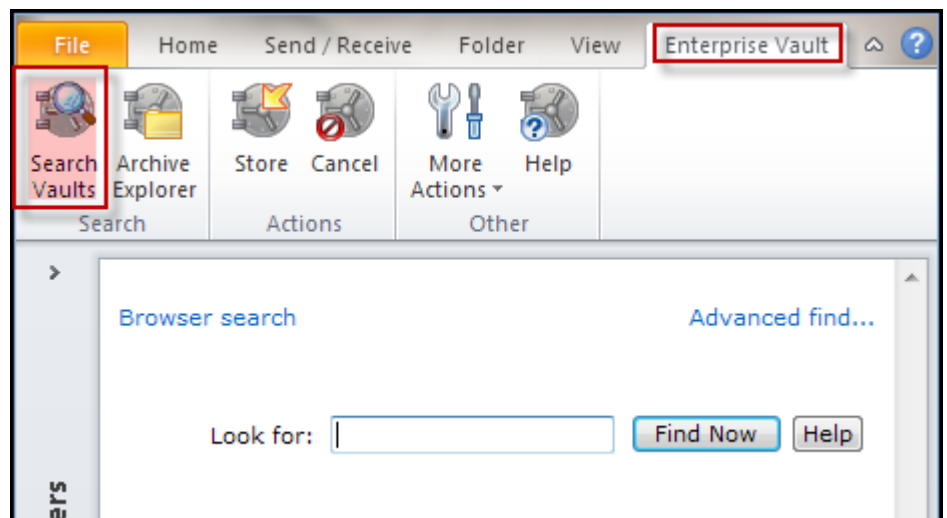
When working offline in Outlook, use the **Archive Explorer** option to view the contents of your online vault. Items viewed with this method cannot be restored or deleted.

Search Vaulted (Archived) Items

The Enterprise Vault **Search Vaults** feature includes the following options.

Look for: Type a name or other term in the text box to perform a simple search.

Advanced find... Opens a dialog box to filter a search by name, date, etc.



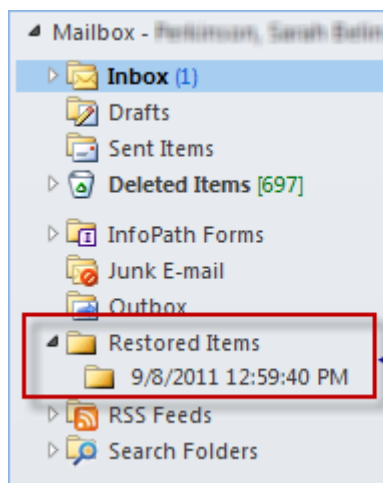
Example taken from Outlook 2010 interface

Browser Search. Opens the Symantec™ Enterprise Vault Search dialog in any browser.

These options allow you to restore vaulted items to the **Restored Items** folder of your mailbox.

Example taken from Outlook 2010 interface

Use Browser Search



1. Click the **New** link to create a basket (folder). Name the basket (folder) and click **Create**.
2. Click the **Search** link and choose any search criteria. Click the **Search** button. Items matching the search criteria appear.
3. Choose the items you wish to restore. Add them to the current basket (current folder).
4. Click the **Restore** link. Make sure the **Basket Name** lists the basket of items you wish to restore.
5. Leave the **Authenticating Microsoft Exchange mailbox : Server and Mailbox Alias** defaults as they are.*
6. Click the **Restore** button.
7. The items are restored to the **Restored Items** folder in your **Outlook mailbox**.

***If these textboxes have no defaults, use:**

Server: piratemail.ecu.edu

Mailbox Alias: Your full email address

Please Note:

- The **Contents** link lists the items in the current basket.
- The **List All** link shows all baskets and their status.

Use Piratemail or Browser

To access archived items in the Enterprise Vault using Piratemail, keep the following in mind:

- The Enterprise Vault options **Archive Explorer** and **Search Archives** are available in Piratemail through Internet Explorer only.
- Other browsers access the Enterprise Vault by navigating to <http://vault.ecu.edu>.
- If off campus, sign in as INTRA*your-PirateID*