

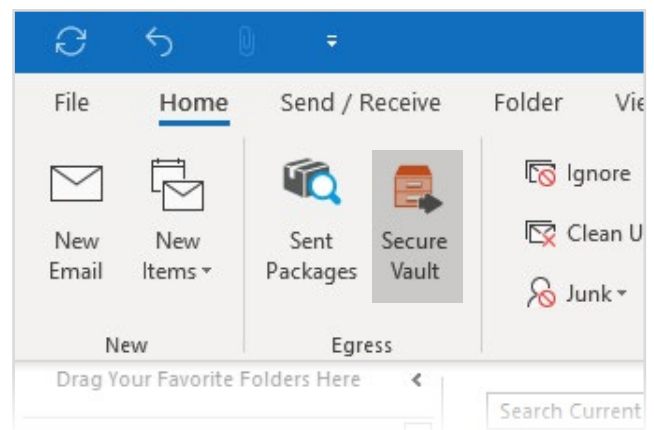


How to access and search your personal email archive with Egress eDiscovery and Analytics

Egress eDiscovery and Analytics helps administrators and end-users search and report on plaintext and encrypted message content and attachments, then leverage that data to meet compliance requirements and improve organisational security policy. End-users can access eDiscovery and Analytics directly from Microsoft Outlook to search and understand their email data.

Accessing your email data

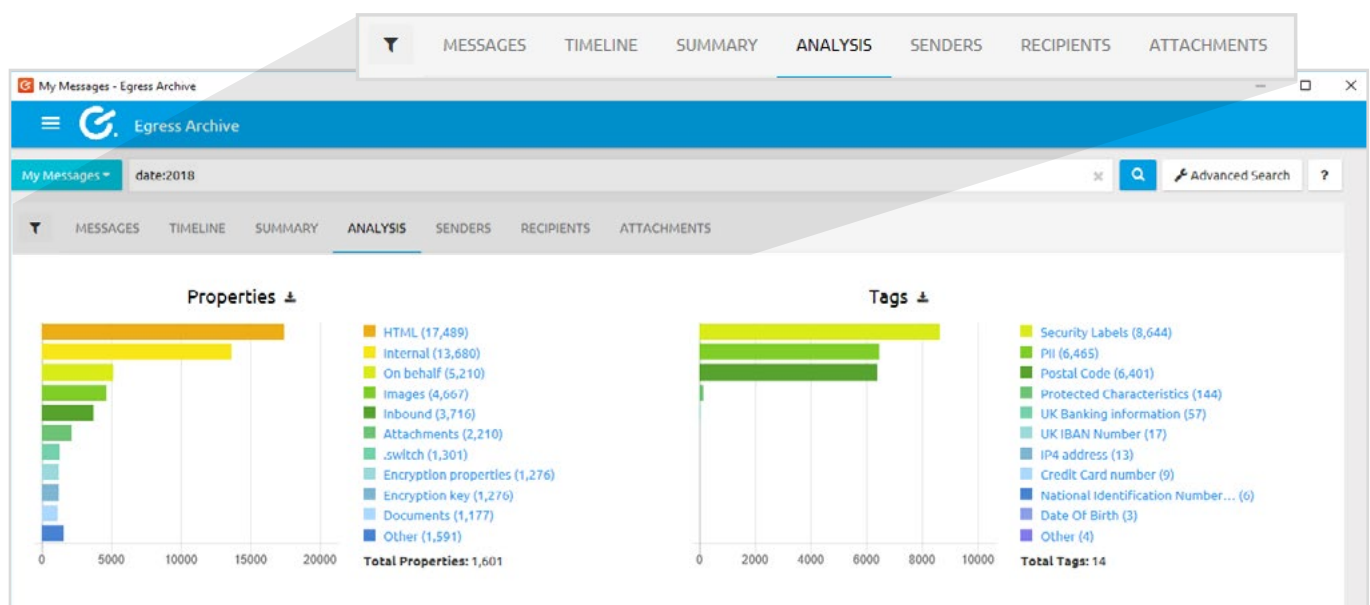
1. To access your personal email archive, first sign in to eDiscovery and Analytics via a web browser or access it directly from within Microsoft Outlook.
2. From the main dashboard, select **My messages** from the sidebar.



Browsing messages and analysing data

Your messages appear in an inbox-style menu, and can be searched, sorted and read. Above the inbox, there are various tabs for email analytics.

1. Click on a tab to view graphs and analytics relating to your messages.
2. Select a section of any chart to drill down for further refined results.



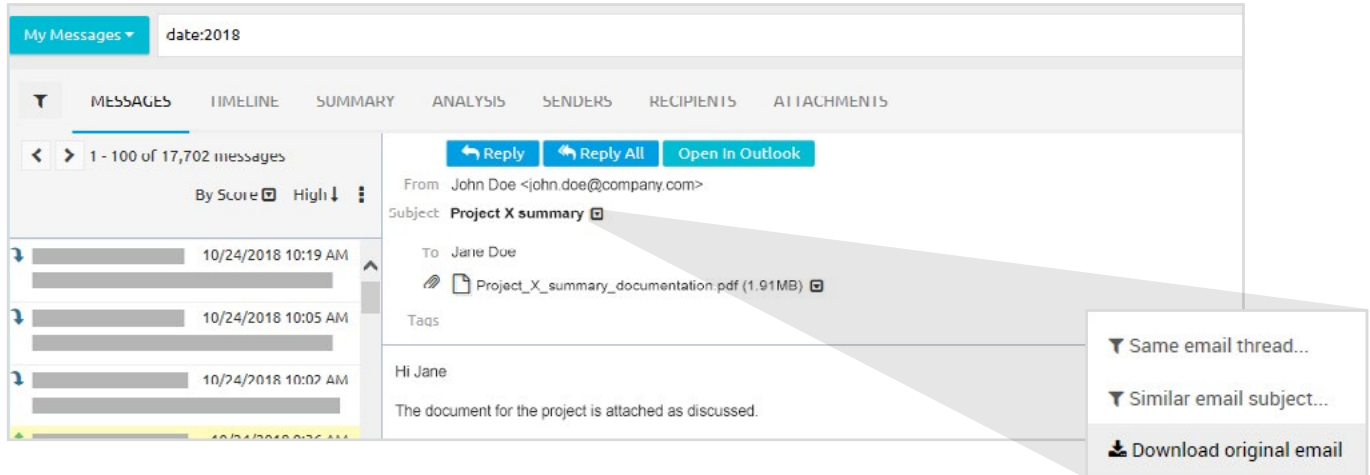
Using your data

As well as viewing analytics, with access to your email data in Egress eDiscovery and Analytics you can do the following:

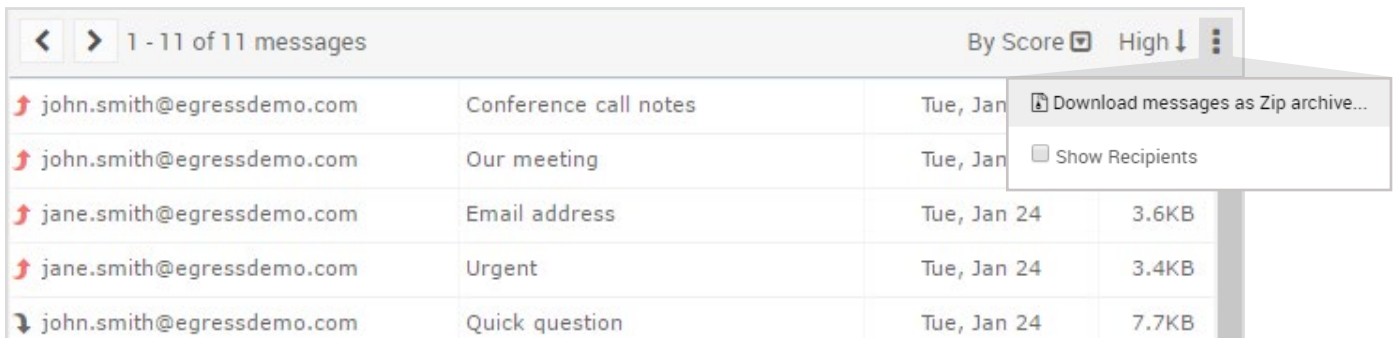
Reply and Reply All: Use the buttons above a message to continue email discussions during mail server downtime or forward emails after accidental deletion.

Open in Outlook: Open an email back in your Outlook client.

Download email: Click on the subject line of an email and select **Download original email**.



Download an archive: Using the options menu above the message list, select **Download messages as Zip archive**.



Learn more about the Egress platform

Visit www.egress.com/online-tutorials for video tutorials on using the Egress platform, including how to:

- Access a secure message
- Manage your messages and control access to them in real time
- Send large files securely
- Approve or deny access requests to secure messages

Technical support

Should you encounter any problems using Egress eDiscovery and Analytics or have any technical questions, please contact Egress Support at www.egress.com/support.



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