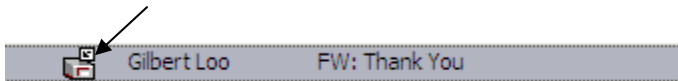


How-To: Restore a Vaulted Message Back To Your Mailbox

Windows Client Using Outlook

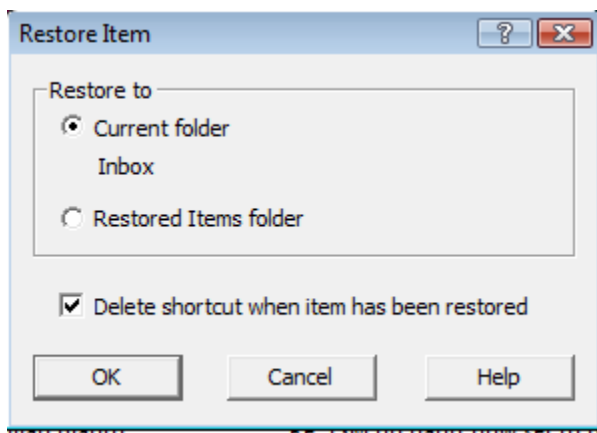
1. Highlight a message that has been vaulted. Vaulted messages have an icon like the one shown below:



2. In your Outlook toolbar, locate the “Restore from vault” icon (shown below).

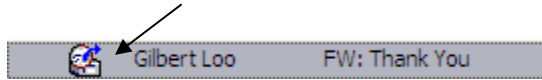


3. You will receive a message giving you the option of restoring the item to its original location or to a “Restored Items” folder. Make a selection and click **OK**.



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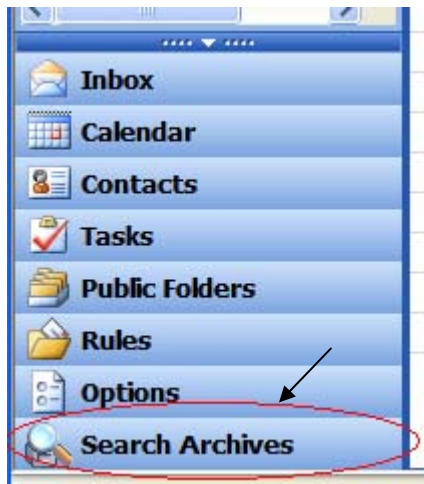
4. While the restore is taking place, the icon on the message will change. The restore process can take several minutes, and you shouldn't perform any actions on the email message (replying, forwarding, etc...) during the process.



5. Once the restore is complete, the message will have a regular Outlook icon.

Windows Client Using Outlook Web Access (OWA)

1. Click on the Search Archives tab located on the lower-left of your OWA screen.

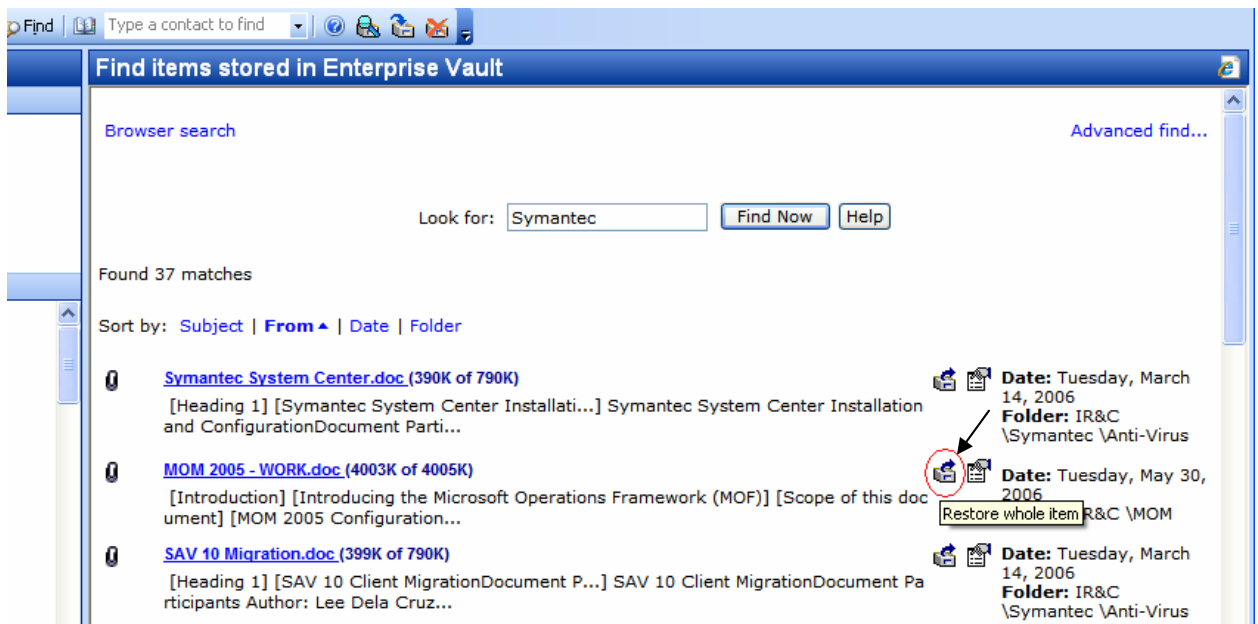


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2. Enter your OWA username and password.



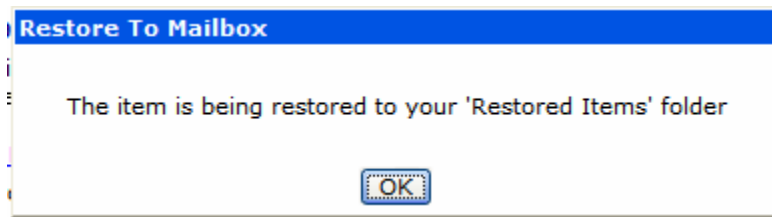
3. Type a word or phrase from the message you wish to restore in the **Look for:** field and click **Find Now**.



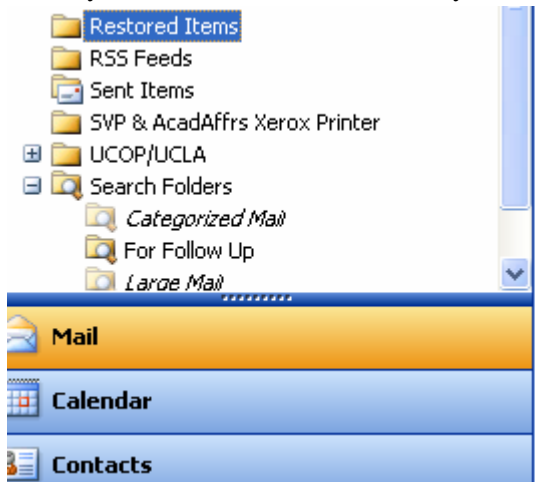
4. Once you find the message you wish to restore, click the **Restore Whole Item** icon .

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5. You will receive a message stating that the item is being restored to your **Restored Items** folder. Click **OK**.



6. Locate your **Restored Items** folder in your mailbox. Your restored message(s) will appear here.

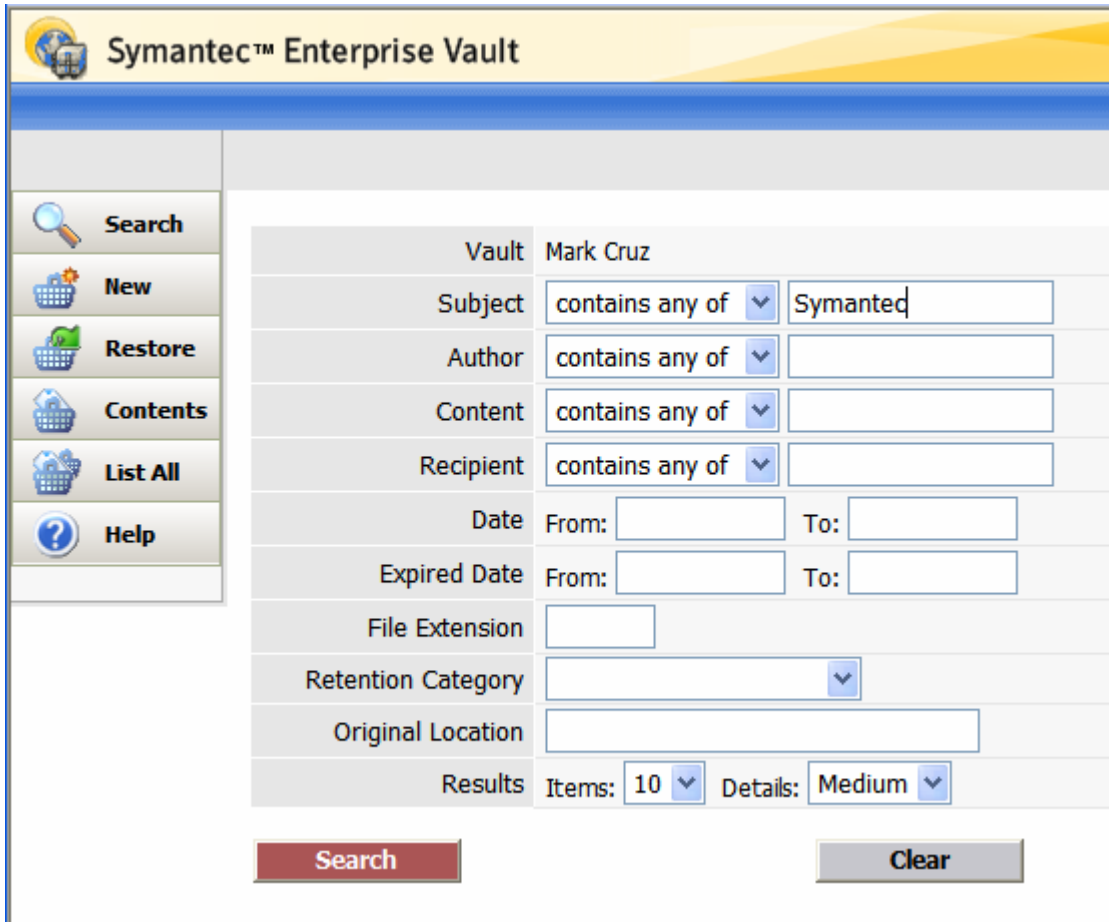


Enterprise Vault URL

1. Open a web browser and go to <http://ev1.ad.ucop.edu/enterprisevault/search.asp>
2. If prompted for login credentials, enter your Active Directory username and password in the following format, **AD\Username** (ie. **AD\MCruz**), followed by your password.

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3. Enter information in any of the search criteria fields that pertains to the message(s) you wish to restore. Click **Search**.



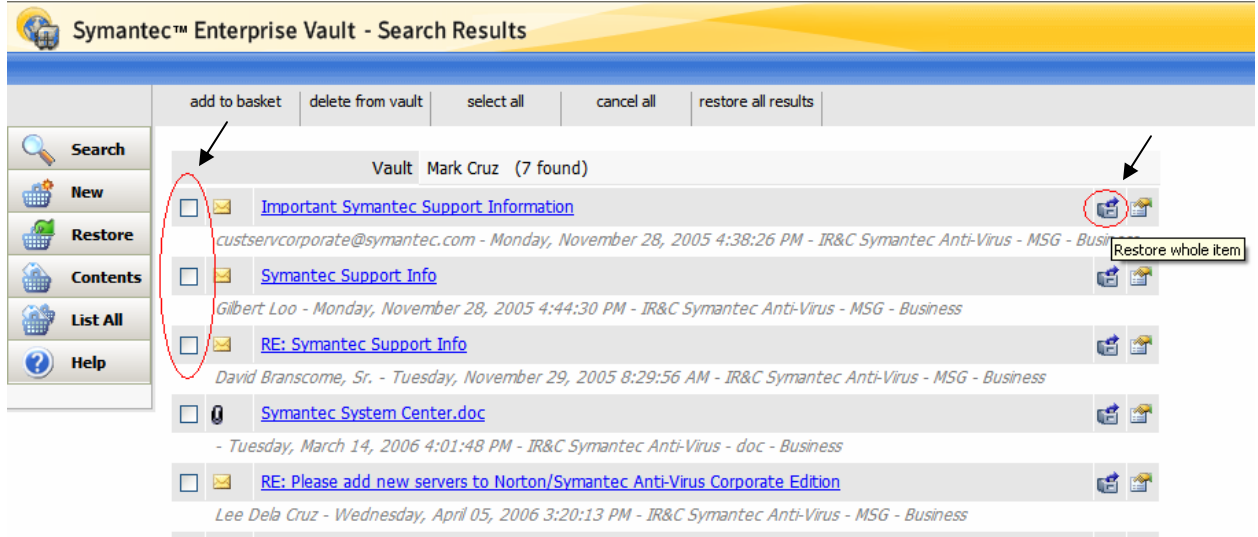
The screenshot shows the Symantec Enterprise Vault search interface. On the left is a navigation menu with icons and labels for Search, New, Restore, Contents, List All, and Help. The main area contains a search form with the following fields:

Vault	Mark Cruz	
Subject	contains any of	<input type="text" value="Symanted"/>
Author	contains any of	<input type="text"/>
Content	contains any of	<input type="text"/>
Recipient	contains any of	<input type="text"/>
Date	From: <input type="text"/>	To: <input type="text"/>
Expired Date	From: <input type="text"/>	To: <input type="text"/>
File Extension	<input type="text"/>	
Retention Category	<input type="text"/>	
Original Location	<input type="text"/>	
Results	Items: <input type="text" value="10"/>	Details: <input type="text" value="Medium"/>

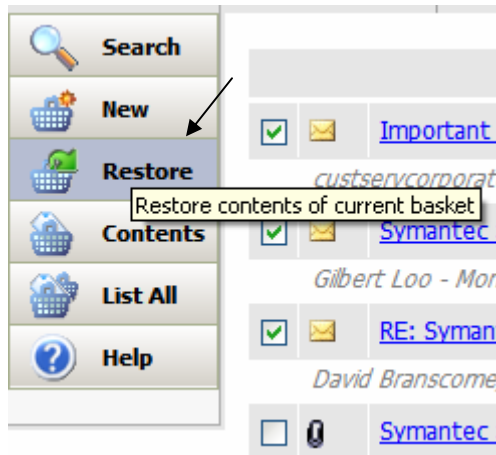
At the bottom of the form are two buttons: a red **Search** button and a grey **Clear** button.

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4. Select the message(s) you wish to restore, either by clicking on the **Restore whole item** icon next to a single message, or by selecting the checkboxes next to each message and clicking **add to basket**.

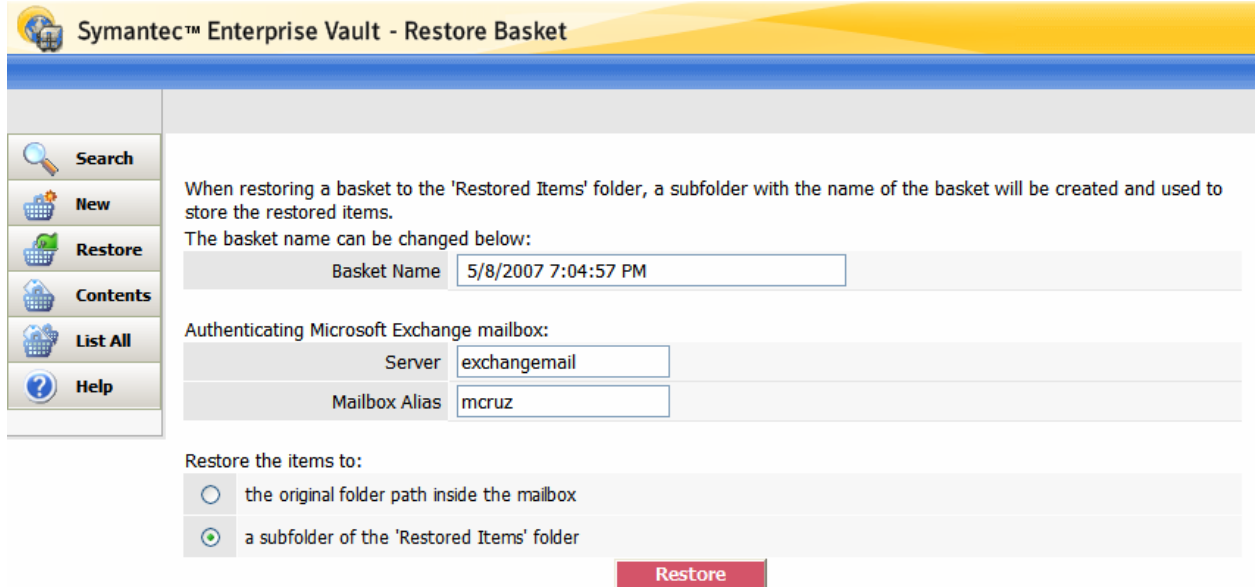


5. If a single message was selected, skip to **Step 6**. Otherwise, if multiple messages were selected, click the **Restore** tab.



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6. Enter **exchangemail** for the **Server** and your Active Directory username for the **Mailbox Alias**. Click **Restore**.



The screenshot shows the Symantec Enterprise Vault - Restore Basket interface. On the left is a navigation pane with buttons for Search, New, Restore, Contents, List All, and Help. The main area contains instructions: "When restoring a basket to the 'Restored Items' folder, a subfolder with the name of the basket will be created and used to store the restored items. The basket name can be changed below:" followed by a text box for "Basket Name" containing "5/8/2007 7:04:57 PM". Below this is a section for "Authenticating Microsoft Exchange mailbox:" with text boxes for "Server" (containing "exchangemail") and "Mailbox Alias" (containing "mcruz"). At the bottom, there are radio buttons for "Restore the items to:" with options "the original folder path inside the mailbox" and "a subfolder of the 'Restored Items' folder" (which is selected). A red "Restore" button is at the bottom right.

7. Your message(s) will be restored to a subfolder of the **Restored Items** folder.

