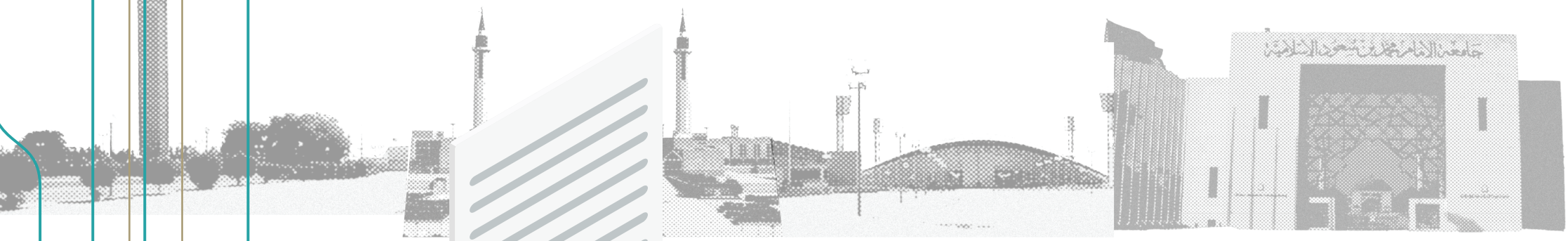
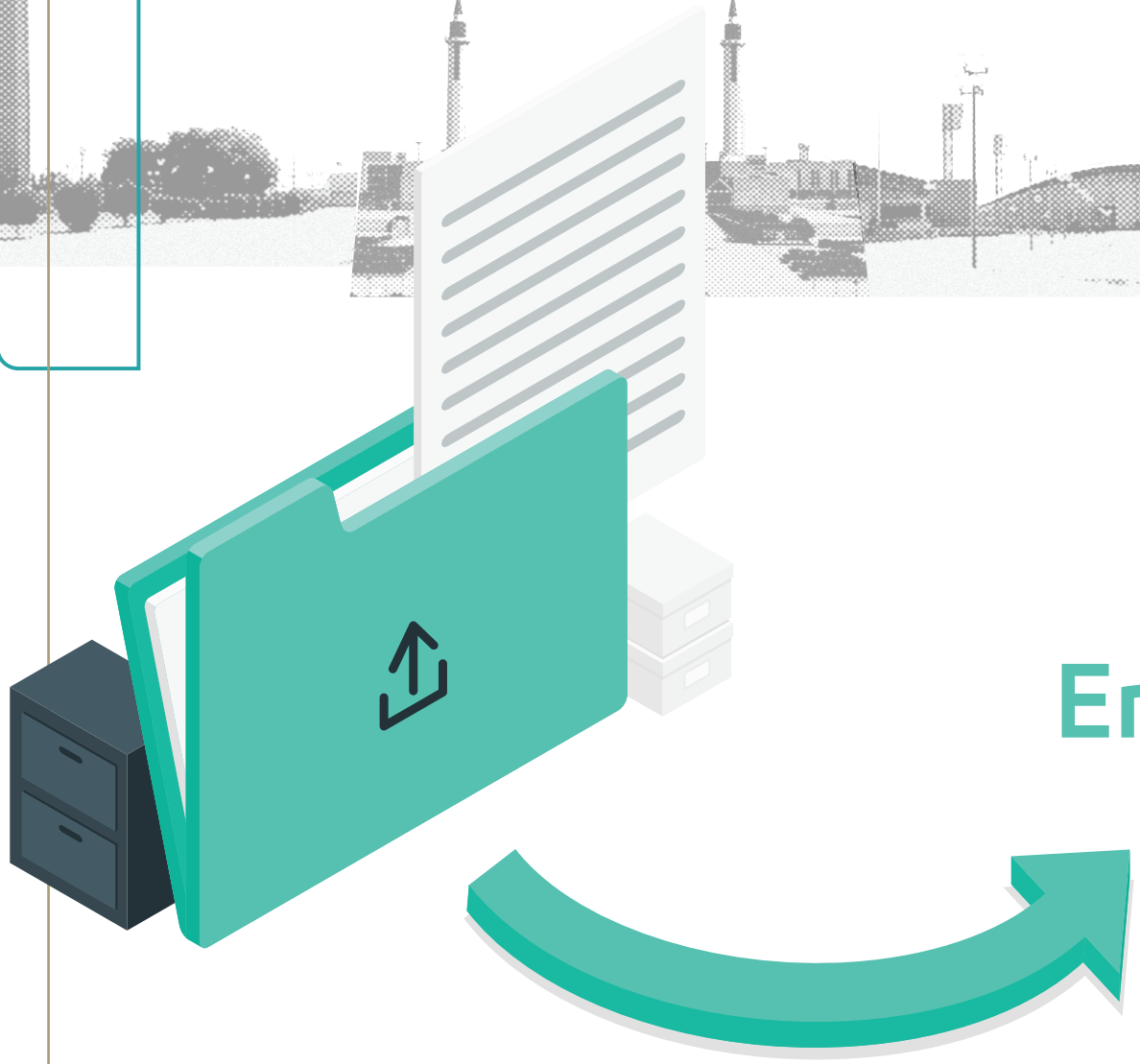




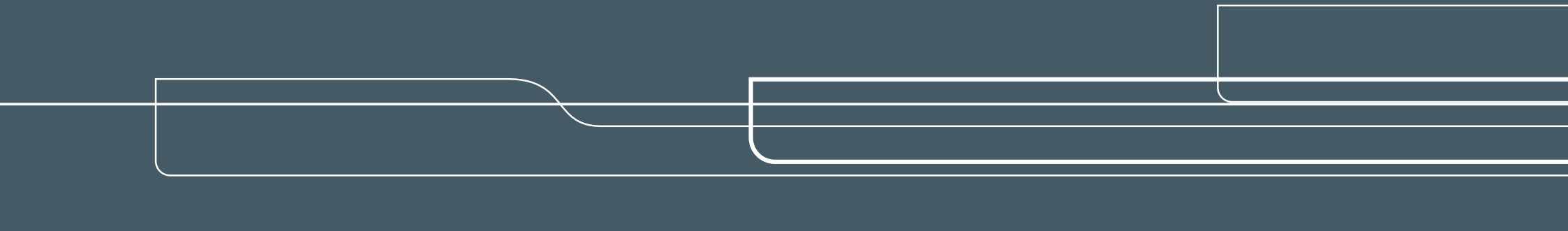
Veritas Enterprise Vault

USER GUIDE

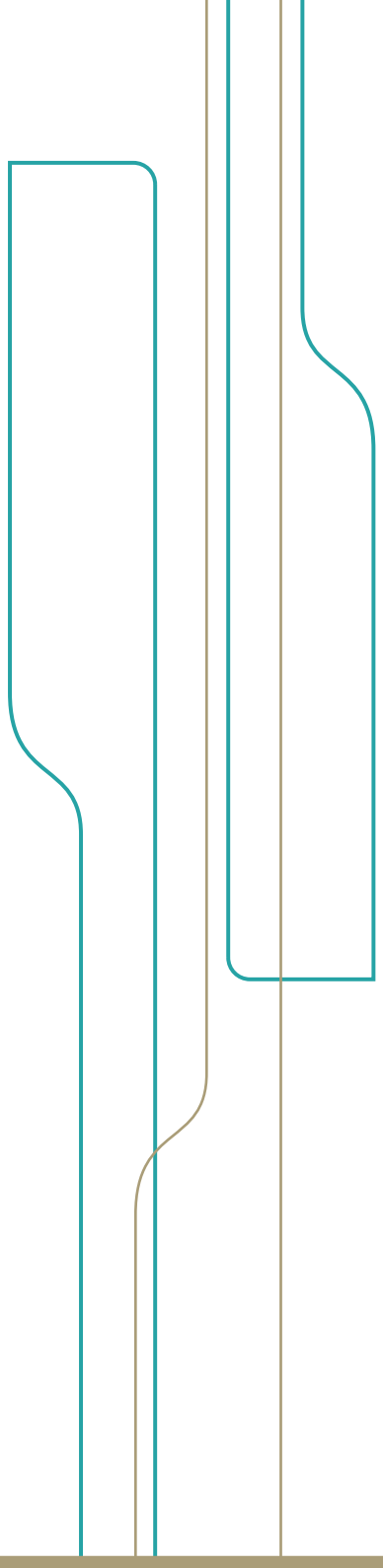
رؤية VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

عمادة تقنية المعلومات والتعلم الإلكتروني
Deanship of Information Technology and E-learning

جامعة الإمام محمد بن سعود الإسلامية
Imam Mohammad Ibn Saud Islamic University



بسم الله الرحمن الرحيم



Document Information

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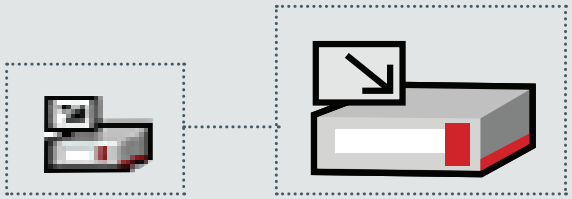
Prepared for	IMAM University
Document Owne:	Department of Operation and Infrastructure

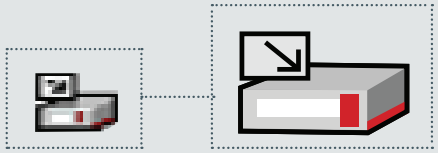
مقدمة

Enterprise Vault automatically moves emails and their attachments from the user mailbox to Enterprise Vault servers' storage area and creates a vault for each user. This process is called archiving.
Enterprise Vault is configured in the IMAM university environment to archive items and keep 70% free space in the users' mailboxes.

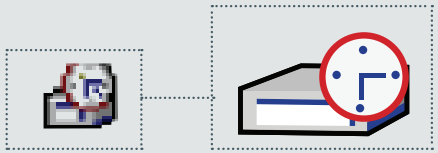
1- About Enterprise Vault and your outlook mailbox



Shortcut to archived item. You can double-click the shortcut to view the contents of the original item.

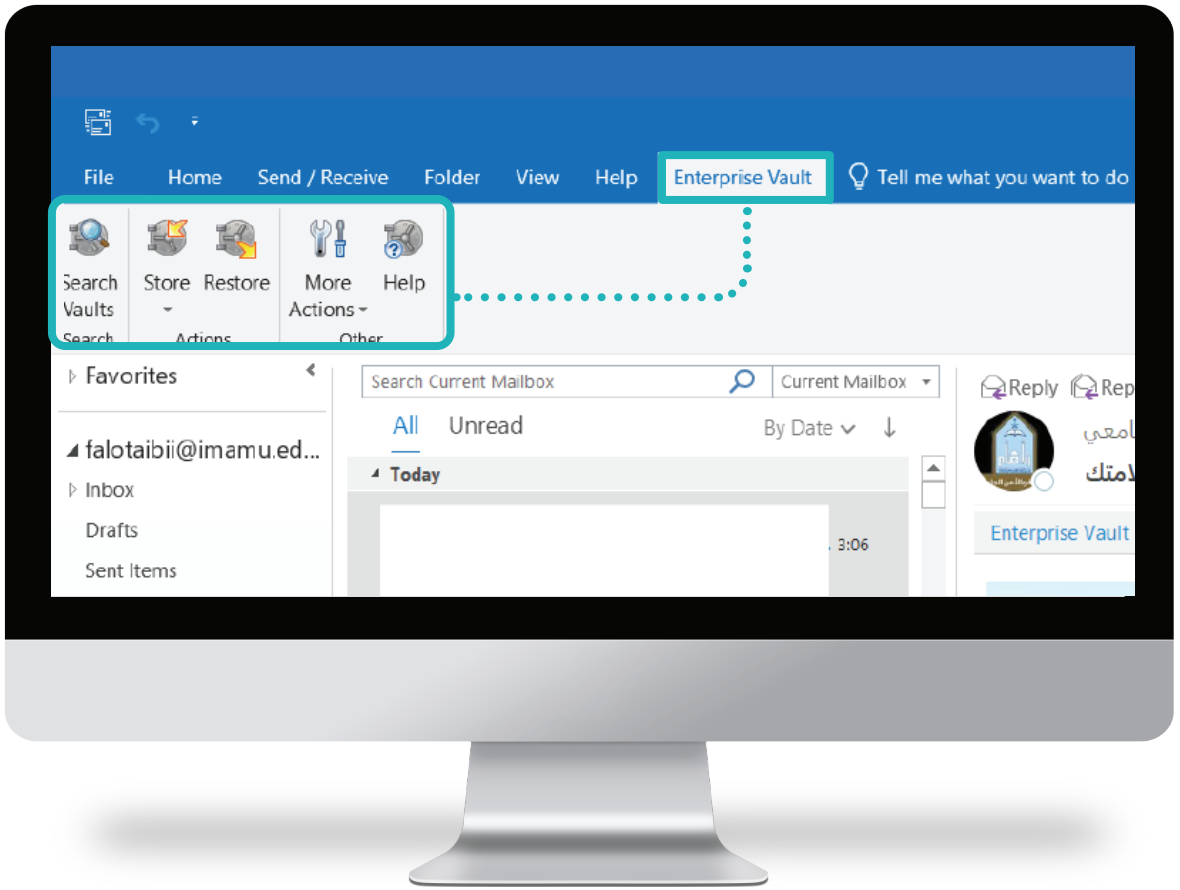


Pending archive and accessible.



2- Enterprise Vault Access Archive from MS outlook.

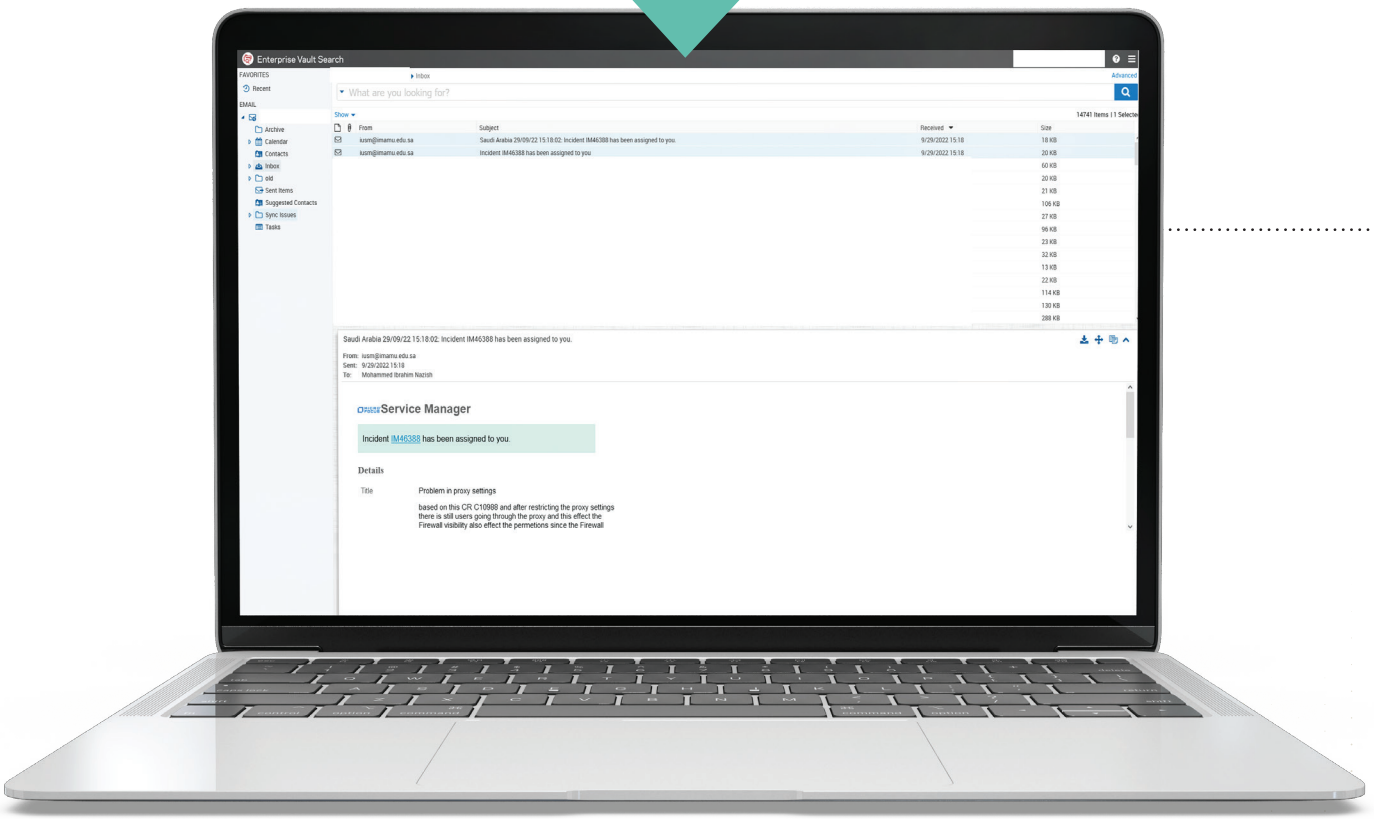
How to know that your mail is enabled for archiving?



3 - Access Enterprise Vault from web browser

You can use the Enterprise vault URL to access the archived items from desktop and mobile browsers. Open your browser and enter the below link

https://evarchive.imamu.edu.sa/EnterpriseVault/search

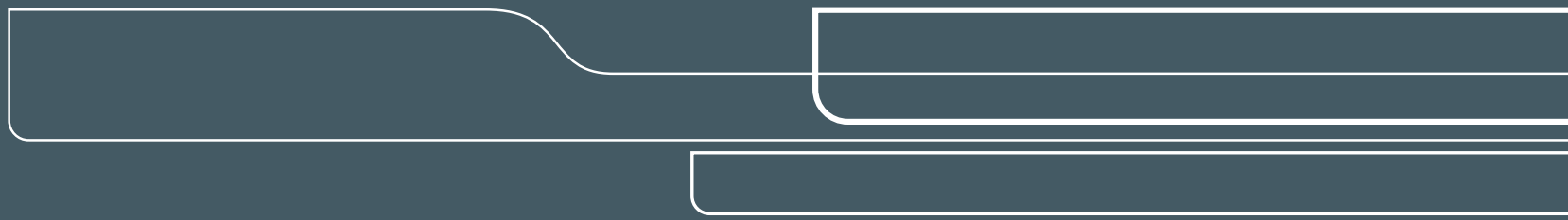


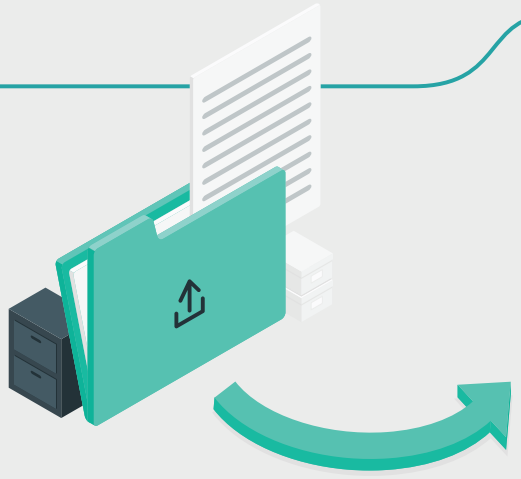
4 - Access Enterprise Vault from OWA

You can use the Enterprise vault extension to perform the same operations as enterprise vault add-in on outlook.

From OWA you'll find a new tab called "Enterprise Vault"

.To view the Archived item		VIEW
To search between archived		SEARCH
.Restore the selected item		RESTORE





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