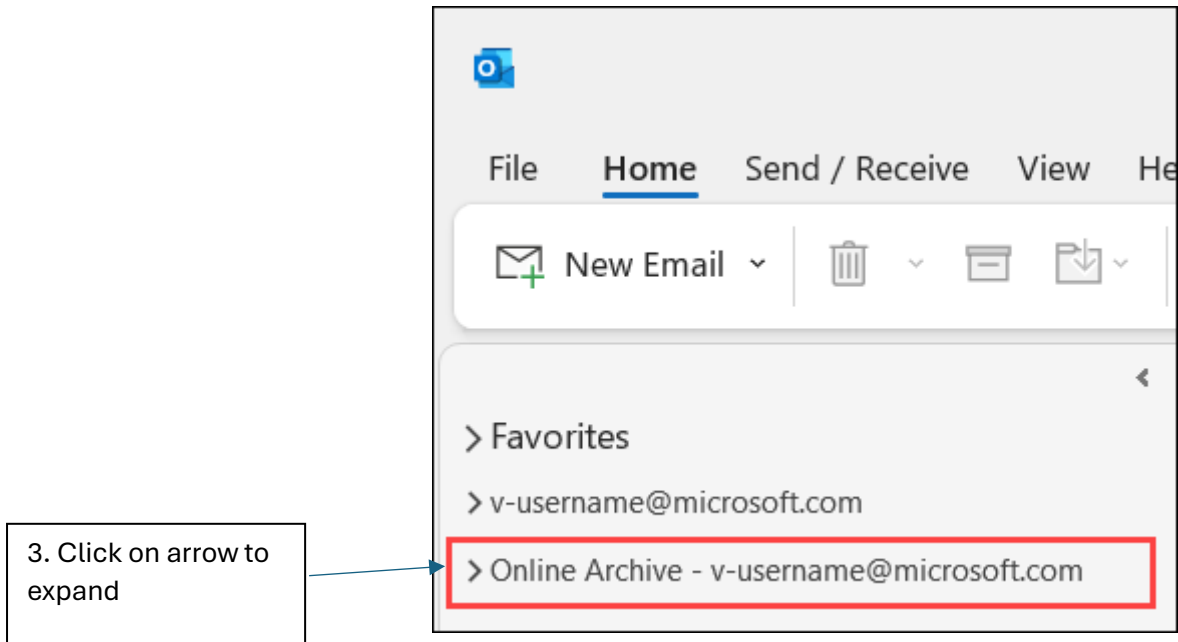


How to Access Online Archive

Outlook for Windows

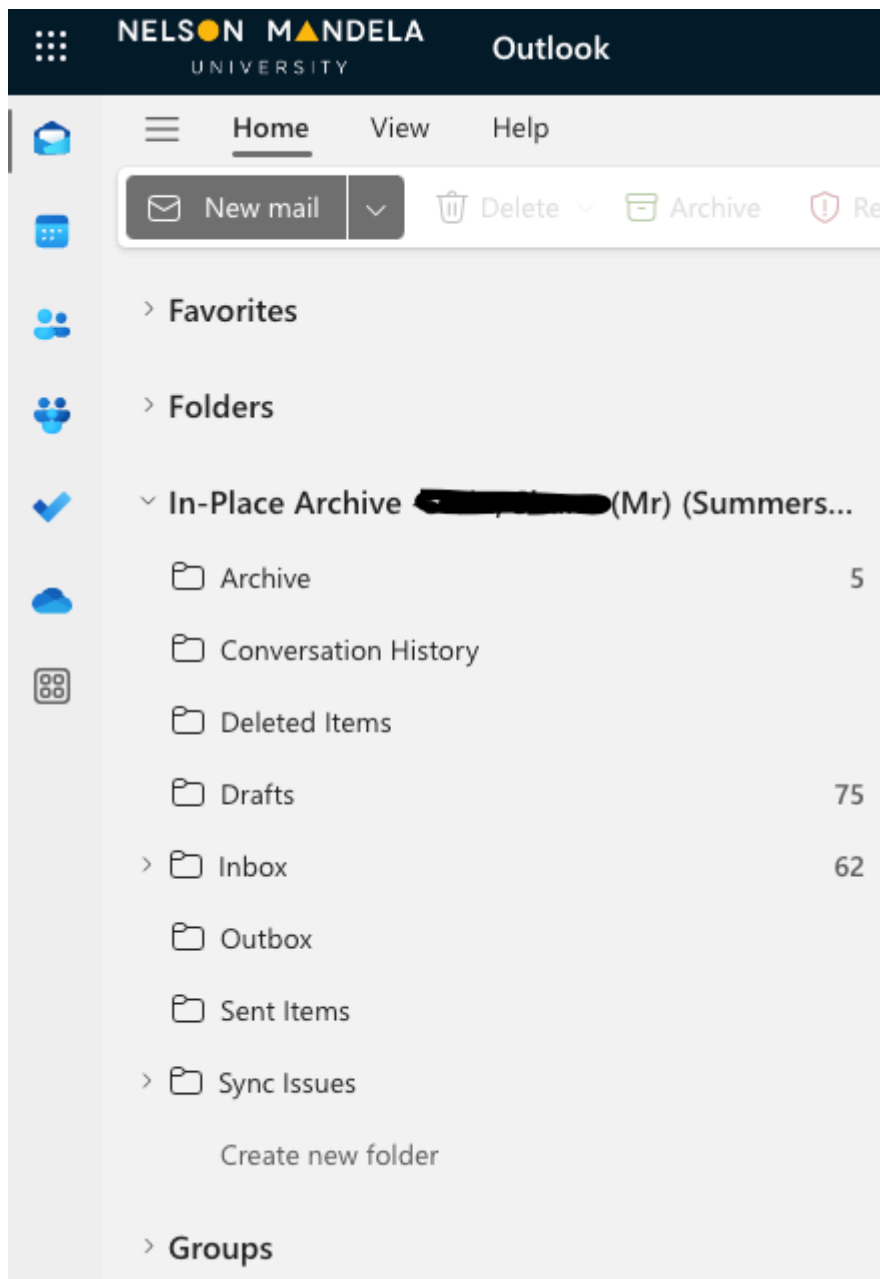
1. Open your Microsoft Outlook mail.
2. In the folder list panel, locate the Online Archive folder.



4. Explore existing Online Archive folder contents.
5. Drag and drop email messages to and from your archive folder as needed.

Outlook Web Access (OWA)

1. Open preferred browser. Go to outlook.com
2. Sign in with Mandela credentials
3. If enabled, you will see the In-Place Archive folder in your email folder list.



4. Explore existing Online Archive folder contents.