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.

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	<
	> Favorites
	> v-username@microsoft.com
3. Click on arrow to expand	 > Online Archive - v-username@microsoft.com

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.

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::	> Favorites
÷	> Folders
•	In-Place Archive (Mr) (Summers
	C Archive 5
60	Conversation History
00	Deleted Items
	🗅 Drafts 75
	> 🗅 Inbox 62
	C Outbox
	🗀 Sent Items
	> 🗀 Sync Issues
	Create new folder
	> Groups

4. Explore existing Online Archive folder contents.