

NearPoint 4.2 NEARPOINT SSR CLIENT QUICK START

1. Introduction

The Mimosa Archive Self-service Retrieve (SSR) Client provides access to email items archived using the NearPoint system.

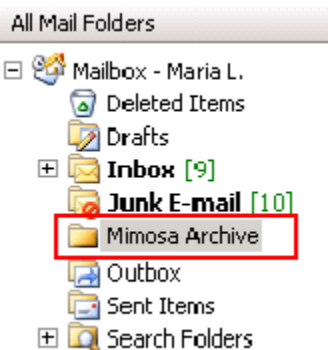
You can use the Mimosa Archive SSR Client to perform the following tasks:

- Browse, search, and view archived email items and files.
- Restore archived email items and files.
- Archive PST files into the Mimosa archive.
- Browse, search, and view archived email items in the mailboxes delegated to you by the Exchange Server Administrator.
- If you are an SSR auditor, you can browse and search archived email items and files belonging to the custodians assigned to you by the NearPoint Administrator.

2. Opening the Mimosa Archive SSR Client

When using Microsoft® Outlook® or Outlook Web Access (OWA), click the **Mimosa Archive** folder. If prompted, enter your login credentials.

In addition to OWA, you can use the following browsers: Microsoft Internet Explorer®, Mozilla Firefox, Google™ Chrome™, or Apple® Safari (Mac® only).



Upon successful login, the Mimosa Archive SSR Client user interface opens.

Note: The administrator can configure the Mimosa Archive folder.

If you log in as an SSR Auditor, you see additional options on the Browse and Search page that allow you to select specific mailbox folders or shares/folders of the custodians the NearPoint Administrator has assigned to you.

3. Viewing and Restoring Email Items and Files from the Mimosa Archive

To view and restore archived email items or files from the Mimosa archive, perform the following tasks:

1. Search for archived email items or files.
2. Browse through archived email items or files.

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3. Select and restore required email items or files.
4. Download PST/ZIP files.

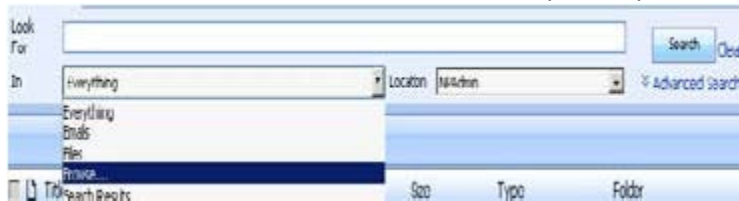
3.1 Searching Email Items and Files

You can perform either a quick search or an advanced search to locate the email items and files that you want to restore from the Mimosa archive.

3.1.1 Performing a Quick Search

To perform a quick search, complete the following steps:

1. Click the Search tab.
2. In the Look For text box, enter the word or phrase you want to find.



3. To define the scope of your search, from the In drop-down list, select one of the following options:
 - Everything – Search both email items and files.
 - Emails – Search only email items.
 - Files – Search only files.
 - Browse – Search for specific content types.
4. To select the location to search, from the Location drop-down list, select one of the following options:
 - Mailbox - Search your own mailbox.
 - Select Folders – Search specific mailbox folders or shares/folders in your mailbox.
 - Select custodians and their locations – Search all or specific mailbox folders or shares/folders of the custodians that have been assigned to you or the mailboxes that have been delegated to you.
 - All custodians – Search in all mailboxes, and all their assets.
5. Click Search. The search results appear in the results pane.

3.1.2 Performing an Advanced Search

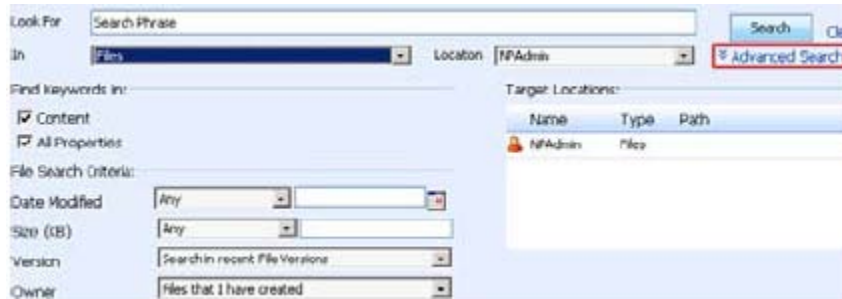
Advanced Search enables you to use numerous search criteria, such as exchange item type, address fields, time stamp, date modified, file size, owner, and version. The Advanced Search supports Boolean Operators, Proximity Operators, Wildcard Operators and Numeric Range Search Operators to improve your search experience.

To perform an advanced search, complete the following steps:

1. Click the Search tab, and then enter the search phrase in the Look For text box.

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2. Select the scope and location of your search, and then click Advanced Search. Depending on the scope (Everything, Emails, Files) that you specify, the application displays the relevant advanced search fields.



3. Specify the required search criteria, and then click Search. The folder contents pane displays the results.

The following Boolean operators help you construct a search criterion:

Operator Description

AND

Search for messages that contain all specified words.

Example: Review AND Meeting

Or

Search for messages that contain one or more of the specified words.

Example: Review OR Meeting

And Not

Search for messages that do not contain the specified words.

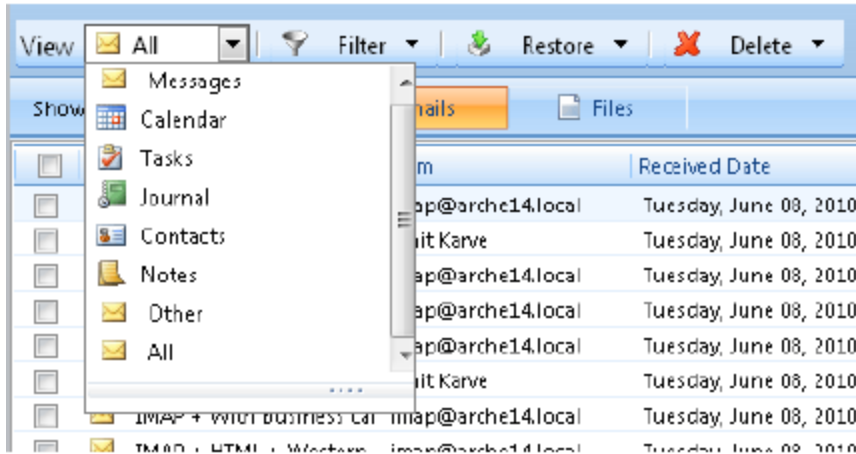
Example: Week AND NOT Holiday

3.1.3 Viewing Search Results

The application categorizes the search results into the following tabs: All, Emails, and Files.

Note: The tabs appear only if you search on the entire archive. If you search on Emails or Files, the tabs do not appear.

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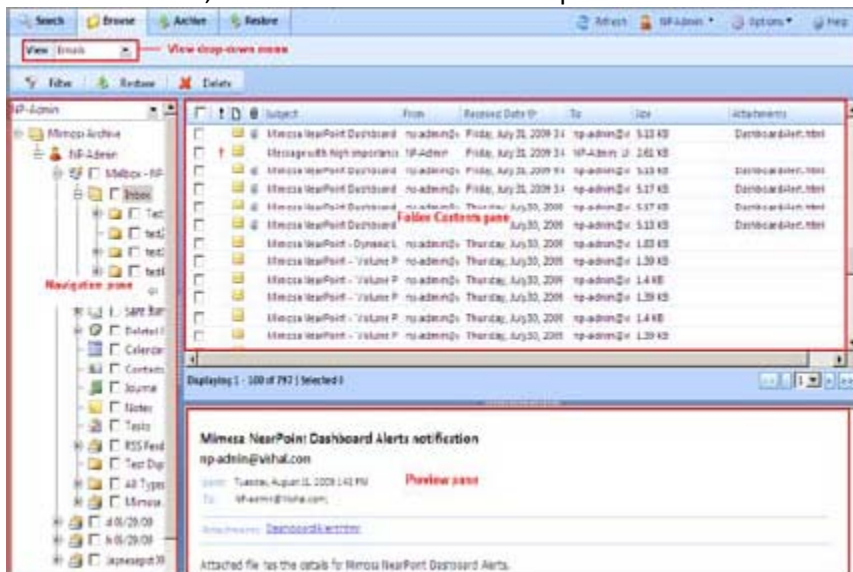


To see a specific type of content, use the View drop-down list on the Emails and Files tabs. For example, you can view only Microsoft Office Files, image files, audio files, or other file types on the Files tab or only calendar items, tasks, contacts on the Emails tab.

3.2 Browsing the Mimosa Archive

To launch the Browse page, click the Browse tab. To browse through email items or files, use the View drop-down list.

Note: If you are an SSR auditor, you can select the custodians whose email items or files you want to browse. To do so, use the Select Custodian drop-down list above the navigation pane.



3.3 Using Display Filters

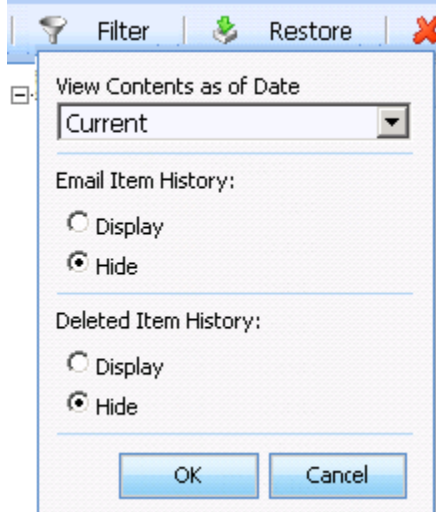
The Browse and Search Results page contains the display filters for Emails and Files.

3.3.1 Display Filters for Emails

To apply filters for emails, complete the following steps:

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1. Click Filter on the Browse or Search Results page.



2. On the View Contents as of Date drop-down list, select the date when you want to view your data in the Mimosa archive. This option is available only on the Browse page.

Note: You can now archive for Point in Time browsing based on the archived date versus the date you received the message. Use the Options menu to change the default setting.

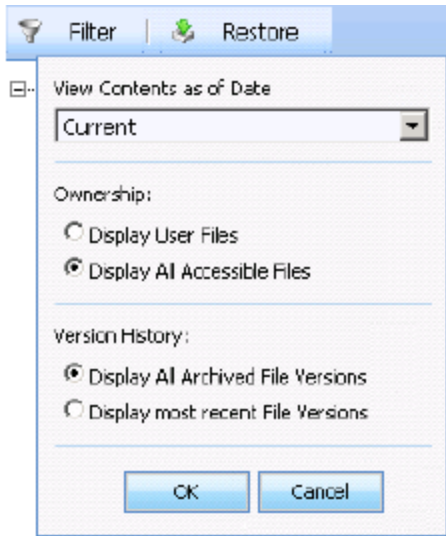
3. When an Email Item is moved or modified, additional Email Item entries are created to track the change. Use the Email Item History option to Display or Hide the additional entries.
4. To Hide or Display Deleted Items, use the Deleted Item History option.
5. To see the filtered email items, click OK.

3.3.2 Display Filters for Files

To apply filters for files, complete the following steps:

1. Click Filter on the Browse or Search Results page.

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2. On the View Contents as of Date drop-down list, select the date when you want to view your data in the Mimosa archive. This option is available only on the Browse page.
3. To display data based on Ownership or Version History (or both), choose the filters you want.
4. To see the filtered files, click OK.

3.4 Restoring Email Items and Files

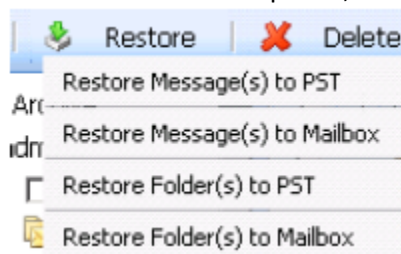
You can use the Mimosa Archive SSR Client to restore deleted email items and files. The Browse and Search results pages contain these options.

Use the Restore options to perform the following tasks:

- Restore one or more email items to a mailbox or a PST file.
- Restore message folders to a mailbox or a PST file.
- Restore archived files to a ZIP file.

To restore email items, message folders, or files, complete the following steps:

1. On the Browse or Search Results page, select the email items or folders that you want to restore.
2. To see the restore options, click Restore.



3. Select the option you want.

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Note: You can restore folders to a PST file or mailbox only from the Browse page. The Search Results page does not provide an option to restore folders.

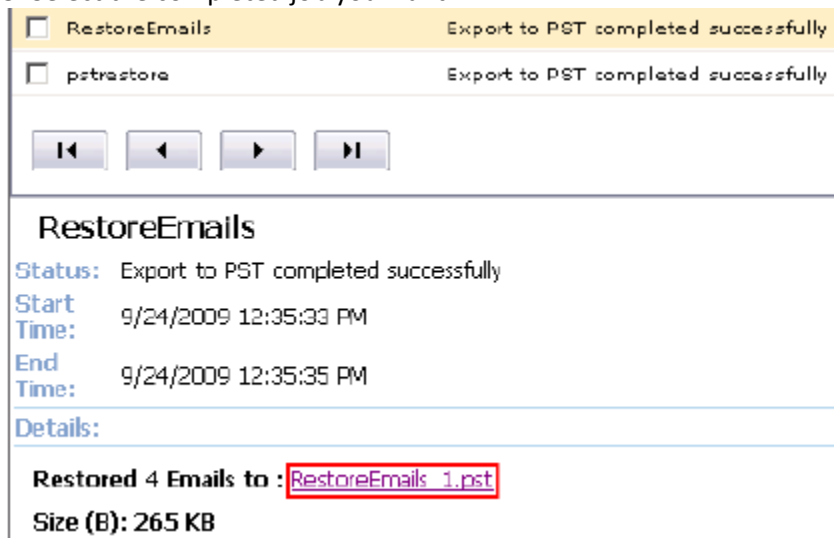
Similarly, you can select files using the Browse or Search Results page and restore them to a zip file.

3.5 Downloading PST/ZIP Files

After you submit a request to restore the archived email items to a PST file or archived files to a ZIP file, you can download these PST or ZIP files to your machine.

To download a PST or ZIP file, complete the following steps:

1. To launch the Restore page, select View Task History from the Options menu.
2. On the Filter drop-down list, select the Display Restore to PST/ZIP jobs drop-down list.
3. Select the completed job you want.



The screenshot shows a web interface for viewing task history. At the top, there is a table with two rows. The first row is highlighted in yellow and contains a checkbox, the text 'RestoreEmails', and the status 'Export to PST completed successfully'. The second row contains a checkbox, the text 'pstrstore', and the status 'Export to PST completed successfully'. Below the table are four navigation buttons: a double left arrow, a single left arrow, a single right arrow, and a double right arrow. Below the navigation buttons is a section titled 'RestoreEmails'. Under this title, the status is 'Export to PST completed successfully'. The 'Start Time' is '9/24/2009 12:35:33 PM' and the 'End Time' is '9/24/2009 12:35:35 PM'. Below this is a 'Details:' section. The first detail is 'Restored 4 Emails to : [RestoreEmails_1.pst](#)', where the link is highlighted with a red box. The second detail is 'Size (B): 265 KB'.

4. To download the file, click the PST or ZIP file name link.
5. To save the file, click Save and choose a location.