MIMOSA SYSTEMS

What's in this document?

This document provides an overview of the user components of Mimosa NearPoint. The following features are explained in this document:
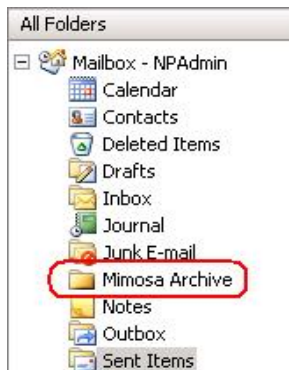
- Mimosa Archive Client
- Message Extension
- Working in Offline Mode

What can you do with the Mimosa Archive Client?

- Browse the folder hierarchy or "tree" of the Mimosa Archive server in Outlook or Outlook Web Access (OWA)
- Search the Mimosa Archive for items and display them
- Retrieve items from the Mimosa Archive
- Import PST files directly into the Mimosa Archive

Accessing the Mimosa Archive Client

Click the **Mimosa Archive** folder after you start Outlook or OWA. Enter the log on information if you are prompted.

On successful logon the Mimosa Archive User Interface will be displayed.

The Mimosa Archive Client Toolbar

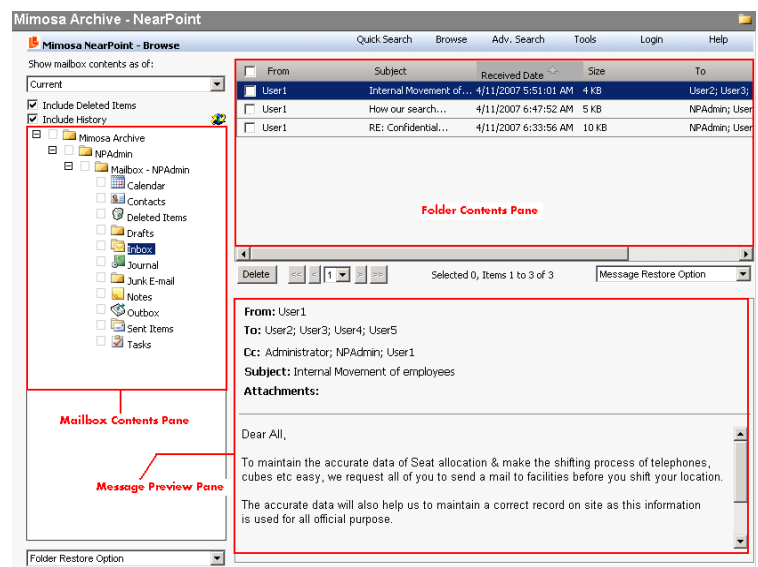| Use this menu:	To:
Quick Search:	Search for Exchange items in the Mimosa Archive.
Browse:	Toggle through messages and Exchange items in the Mimosa Archive.
Adv. Search:	Refine your search criteria for more accurate results.
Tools:	You can use the Tools tab to access the Job Status page, the PST Archive page, and the Options Page. These pages provide status information for restore jobs, and options to Download PSTs and Exclude folders from Mailbox Extension operations.
Login:	Log on to the Mimosa Archive.
Help:	Access this quick start guide

Browsing the Mimosa Archive

Click the **Browse** button on the Mimosa Archive Client toolbar to launch the Browse page.

The Browse page is divided into the following three panes:

Mailbox Contents pane:	It is similar to the Outlook Navigation Pane, but it adds the dimension of time.
Folder Contents pane:	It displays a list of all the message items in the folder selected in the Mailbox Contents pane.
Message Preview pane:	It displays a simple plain-text preview of the currently highlighted message. Double-click the message to view the entire e-mail.

Performing a Quick Search

Click the **Quick Search** button on the Mimosa Archive toolbar →Enter a word or phrase you are looking for in the Quick Search box →click **Search**.
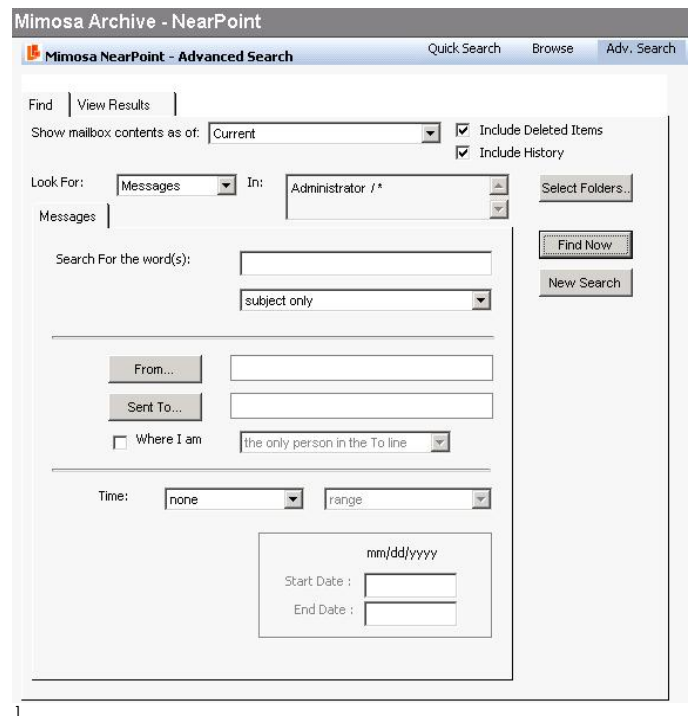

The results are displayed in the Folder Contents pane. When you select a message, its preview is available in the Message Preview pane.

You can narrow your search results using the **Select Folder(s)** or the **Search within the results** option.

Performing an Advanced Search

Click the **Adv. Search** button on the Mimosa Archive toolbar → Enter the required Search Criteria and click **Find Now**. Your results will be displayed in the **View Results** tab, which will automatically come to the foreground.

The Advanced Search searches the Mimosa Archive including all archived content from your Exchange Mailbox and any archived PST files.

The Advanced Search enables you to perform search using numerous search criteria such as Exchange Item Type, Address Fields, Timestamp, etc. The Advanced Search supports Boolean Operators, Proximity Operators, Wildcard Operators and Numeric Range Search Operators to improve your search experience.

Restoring Archived Items

You can directly access the Mimosa Archive using the Mimosa Archive Client interface to bring one or more message items or mail folders back to the Exchange Server or to PST files. This feature is known as Self Service Restore as you can directly restore Exchange items from the Mimosa Archive.

Message Restore Options: Using the Quick Search, Browse page or View Results tab of

[1] In British locale, the date format appears as dd/mm/yyyy.

Advanced Search page find and select the messages you want to restore. Click the **Message Restore Option** drop-down menu and select the required option.

Message Restore Option
- Message Restore Option
- Restore Message(s) to Mailbox
- Restore Message(s) to PST

Folder Restore Options: To restore the mail folders, select the check box corresponding to the mail folders you wish to restore from the Mailbox Contents pane. Click the **Folder Restore Option** drop-down menu and select the required option.

Folder Restore Option
- Folder Restore Option
- Restore Folder(s) to Mailbox
- Restore Folder(s) to PST

Message Extension

Mailbox Extension is the ability of the Mimosa Archive to reduce the size of Exchange mailboxes and public folders by migrating older or larger attachments from Exchange to the Mimosa Archive. NearPoint replaces the attachments with stub files (pointer files) that redirect to the copy of the attachment stored in the Mimosa Archive.

User1; User10; User2; User3; User4; User5; User6; User7; User8; User9   4/11/2
RE: How our search engine works !! - EXTENDED 23.02 KB

User1; User5   4/11/2
RE: Confidential documents - EXTENDED 25.52 KB

User5   4/11/2
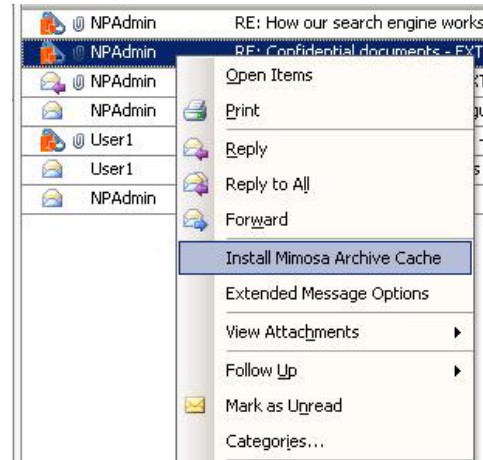FW: Confidential documents - EXTENDED 32.65 KB

You will still see the message in your mailbox after this migration has occurred, but with a different icon (marked in the image above) that indicates that the attachment has been migrated to the Mimosa Archive. Also, the subject line shows the number of bytes archived in the Mimosa Archive. **Note:** The icon indicating extended messages is not displayed in OWA. Only the subject line shows the number of bytes archived in the Mimosa Archive.
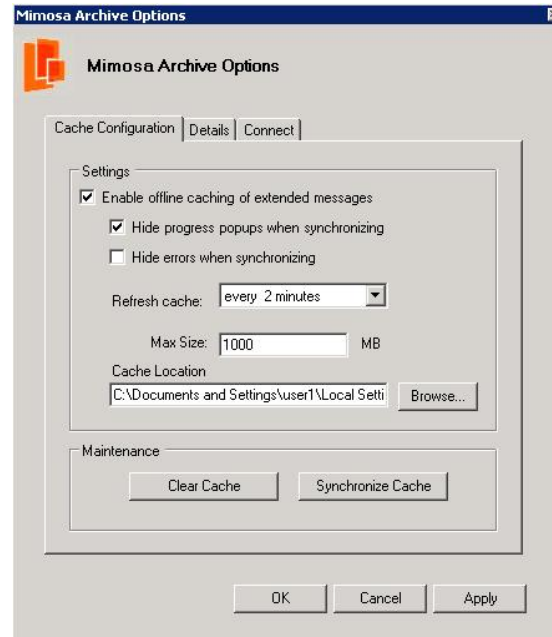
Working in Offline Mode

Working in offline mode allows you to work with a local copy of the attachments when you are not connected to the Mimosa Archive.

To install the Add-in for the Mimosa Archive Cache, right-click any of the extended messages →click **Install Mimosa Archive Cache** →follow the Installation Wizard.

To enable the offline caching of extended messages, select Options →Cache Options →Enable offline caching of extended messages.

You can also set other related options from the **Mimosa Archive Options** dialog box.