

# How to Configure & Perform an Archive Search

Applies to ArchiveOne Express; Topic Last Modified: 2009-10-15

## Note

This topic explains how to use the ArchiveOne Express Admin Console to configure and perform a simple archive search.

## Before You Begin

Before you perform the procedure in this topic, be aware of the following:

- Mail must already have been archived
- Proper user permissions to run ArchiveOne Express
- You'll need a client machine to view the actual messages

## Procedure

### To configure an archive search

1. Open the ArchiveOne Express Admin Console
2. Right click on **Archive Searches** and select **New...**
  - Optionally, you can enter a name for this search in the top text box
3. Click on the **Content criteria** button to display your selection of criteria
  - *Top two text boxes:* Search for certain words in either the message body or subject, optionally using AND/OR/NEAR modifiers
  - *Property pull down menu:* Select the criteria to search for
  - *Condition pull down menu:* Select the comparison to search for
  - *Value text box:* Type what you're searching for. This could be a name, username, certain word, email address, etc
  - *All or any criteria:* Select whether you want to find items that match all of your set criteria, or items that match any of your set criteria
4. Click on the **Source criteria** button to display your selection of sources
  - *Selected mailboxes or dlists:* This selection allows you to choose certain mailboxes to search into
  - *Selected public folder and subfolders:* This selection configures the search to look into a selected public folder
  - *All archived mailboxes and public folders:* This is the default selection. This selection configures the search to look into all configured locations
5. Click the **Status criteria** button to display your selection of types of status
  - *Search expired items:* Choose whether you want to search items that have expired
  - *Search deleted items:* Choose whether you want to search deleted items
  - *Search on hold items:* Choose whether you want to search for items that are on hold
  - *Search Recycle Bin:* Choose whether you want to search into the ArchiveOne Express Recycle Bin

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6. Click the **Repository criteria** button to display the selection of repositories
  - *Examine all repositories*: Select this if you would like to run your search through all of your existing repositories
  - *Select repositories from list*: Select this if you would like to run your search through specific repositories. You'll then need to check which repositories you would like to search through
7. Click on the **Done** button to save your search

### To perform an archive search & perform an action on the results

1. Open the ArchiveOne Express Admin Console
2. Click on **Archive Searches**
3. Right click on the search that you want to run and select **Run Search**
4. The search will run; click on the View Summary button when the search completes
  - A dialog window may appear asking "This operation is going to take some time. Are you sure you want to run this operation?"; click the Yes button
  - A window appears displaying "Retrieving results – Please wait"
5. Another dialog window appears stating how many messages match your search criteria; click the **OK** button
  - The results are then displayed in the right window pane
6. Select the item(s) you would like to retrieve
7. Right click your selection and select **Retrieve Message**
8. Select where you would like to retrieve the item(s)
  - *Put results into a public folder with a name chosen by ArchiveOne Policy Manager*: Choose this to copy your item(s) into a new folder within the Retrieval Folder
  - *Put results into a named public folder*: Choose this to copy your item(s) into a specific folder within the Retrieval Folder
  - *Put results into a PST*: Choose this to copy your item(s) into a specific PST (this PST will be created if it isn't present)
  - *Put results into the original mailbox*: Choose this to copy your item(s) into a specific folder in the original mailbox
  - *Put results into a named mailbox*: Choose this to copy your item(s) into a specific folder in a specific mailbox
  - *Re-create the original folder hierarchy*: Check this box if you would like to recreate the folder structure that held the item(s)
9. Click on the OK button

### For more information

For assistance with more features of ArchiveOne Express, see the other ArchiveOne Express documentation available from C2C:

- [C2C website](#)
- [C2C Support Portal](#)