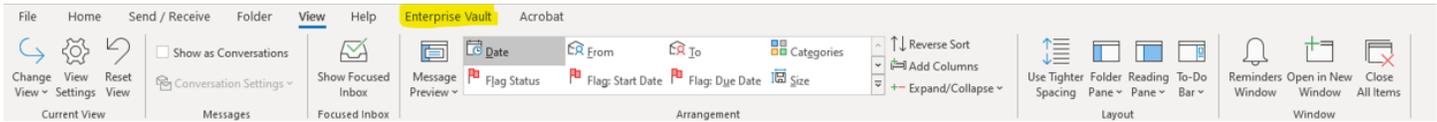


1. Accessing Archived Mailboxes (Vaults)

There are 2 Separate Vaults

The **1st Vault, older vault**, was used when everyone's mailbox was housed on servers at the SBO (also known as on premise).

There are 2 ways to access the older vault. To access this vault you would either select **Enterprise Vault** from the ribbon on top of the outlook client



Or

If you do not have the Enterprise Vault on the Ribbon, you can use the link below.

<http://evault.ycsd.york.va.us/EnterpriseVault/search.asp>

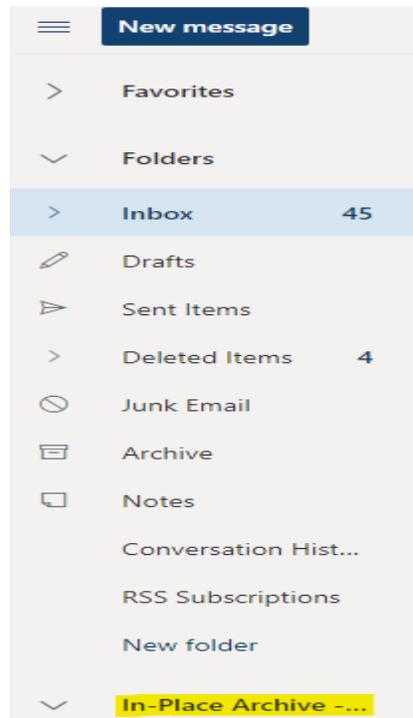
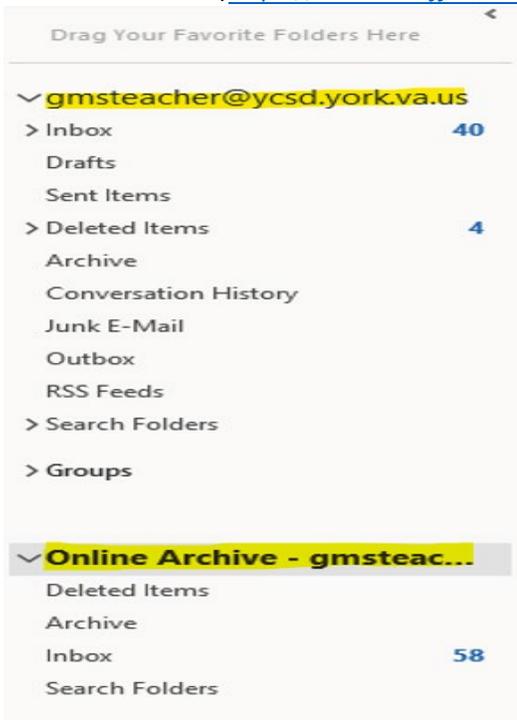
After executing the link, you are presented with a search window. Insert the search parameters and then select the



The **2nd Vault, the newer vault** is what you will use to search for items that are being archived from Office 365 (also known as the cloud) Everyone's mailbox was moved to Office 365 during the months of July and August 2020. Now that your mailbox has been moved to Office 365, you will be able access your archived email from within the Outlook Client

After opening Outlook, you will see your active mailbox. Below that, you will see another mailbox that is called **Online Archive**. This is your "archived email" mailbox. Once email has been in your mailbox (1st graphic below) for 90 days, it will be archived to the **Online Archive** Mailbox (2nd graphic below).

Note: In Webmail (<https://outlook.office.com>), the archive mailbox is called **In-Place Archive**.



Archived Calendars

With the use of Office 365, Calendars are also being archived. To search for events on your calendars after 90 days, you will need to go to your Outlook Client and select the Calendar Icon on the bottom to display previous appointments.

Note: In Webmail (<https://outlook.office.com>), you cannot see the Calendar folder of the online-archive mailbox. This behavior is by design.

