

# Using archive outlook plugin

To start using Jatheon Ergo Outlook plugin click on Archive tab on the top, then Account Settings and you will have few option to select and modify.

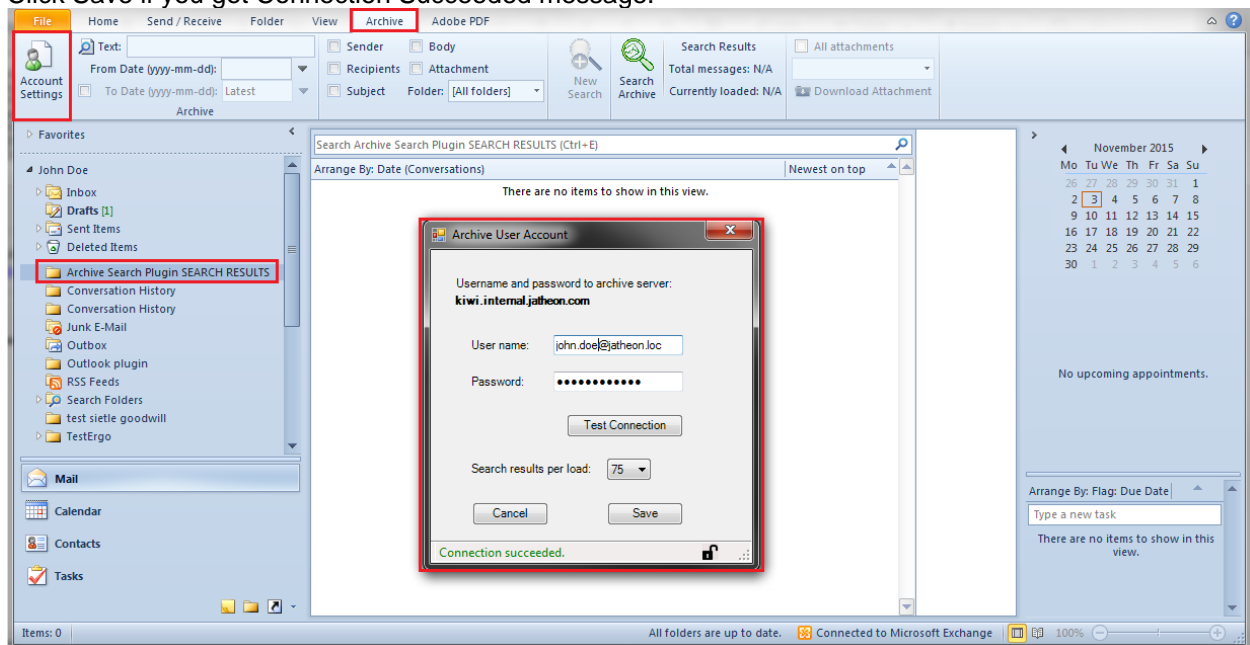
You will also notice a new folder where all search results will be displayed, name of this folder is the one used during the installation, but it can also be changed after the installation via regedit, just modify the data for value " FolderName "

In archive users Account, you need to enter your user name (LDAP already imported users only) then your password.

You can select how many result you want to initially be displayed.

Once all is done click on Test connection. A message "Connection Succeeded" will appear if all is good, or Connection failed if there were some problems or incorrect data.

Click Save if you got Connection Succeeded message.



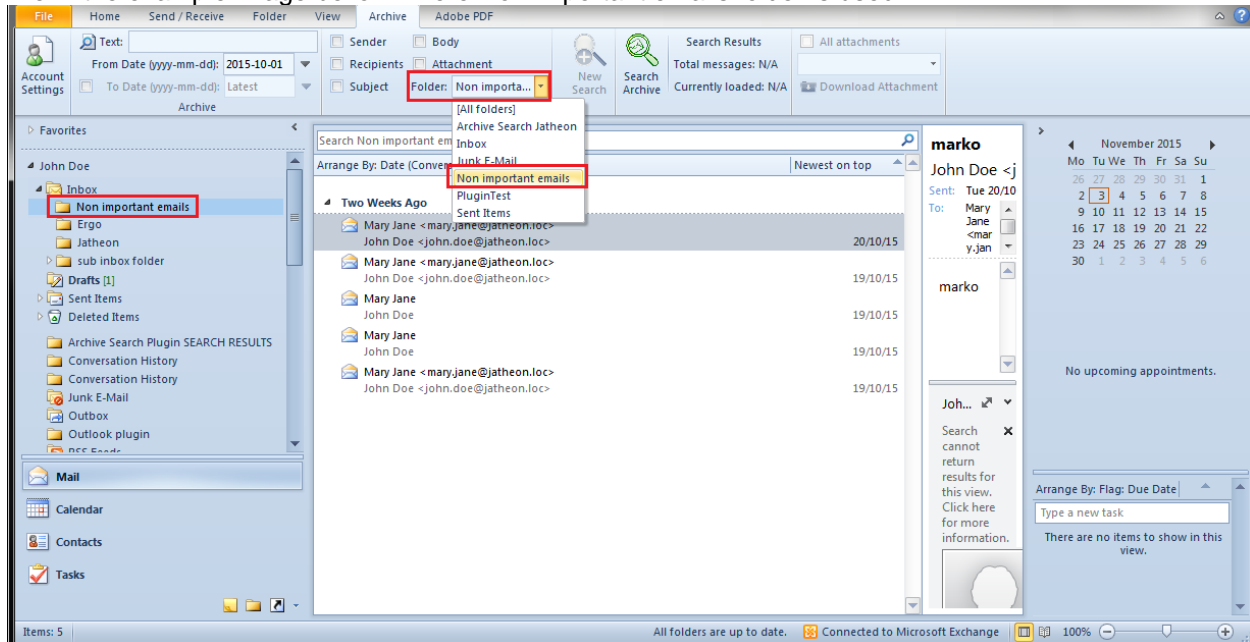
## Search criteria

Text: Enter one or more keyword for search

From Date / To date: Specify time range for your search

Sender / Recipients / Body / Subject / Attachment : Select one or more criteria for your search (search is OR, not AND, if multiple choices are selected)

Folder: if left unchanged it will look for all emails in all folders, if specified it will look only in selected folder like in the example image below where Non important emails folder is used.



## Search results

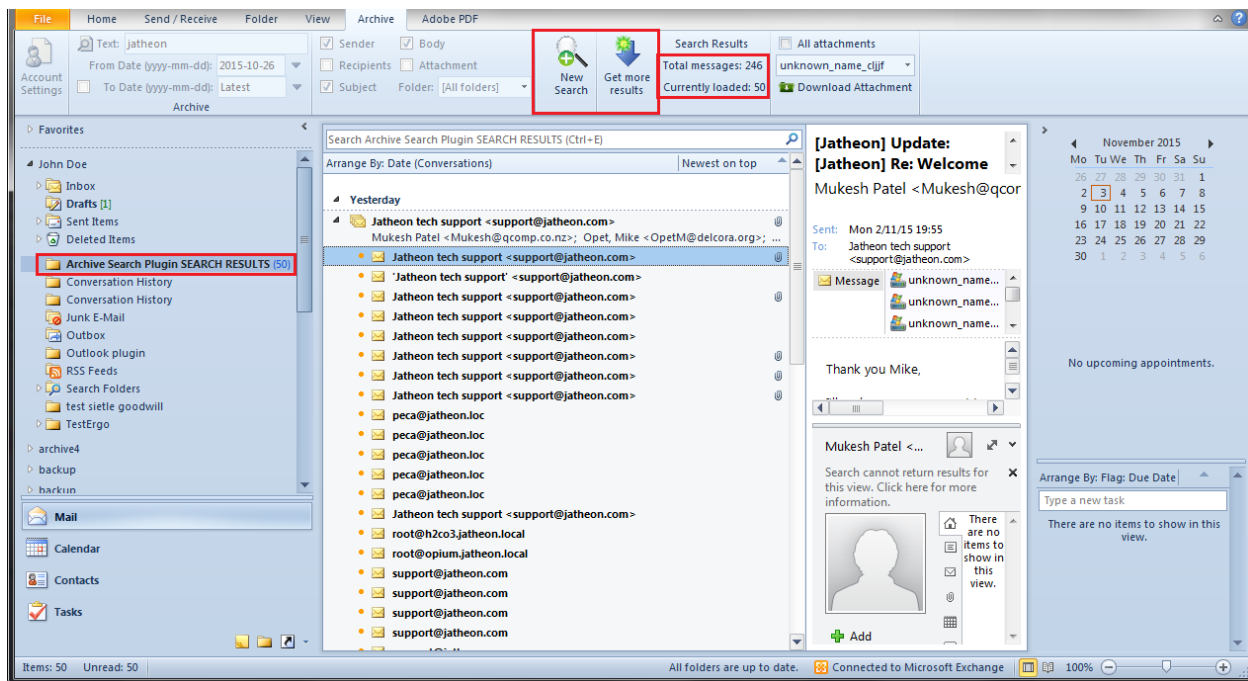
Once you selected your keyword, time range, and where to search click on " Search Archive button " Matching results will be displayed with few option that are grayed out no more.

New Search: It will reset all current results and enable you to search for different term again

Get more results: depending of your setup in Account Settings you will see your number or results displayed, and if there is more you can just click on Get more results and it will load another batch.

Total number of messages is also displayed.

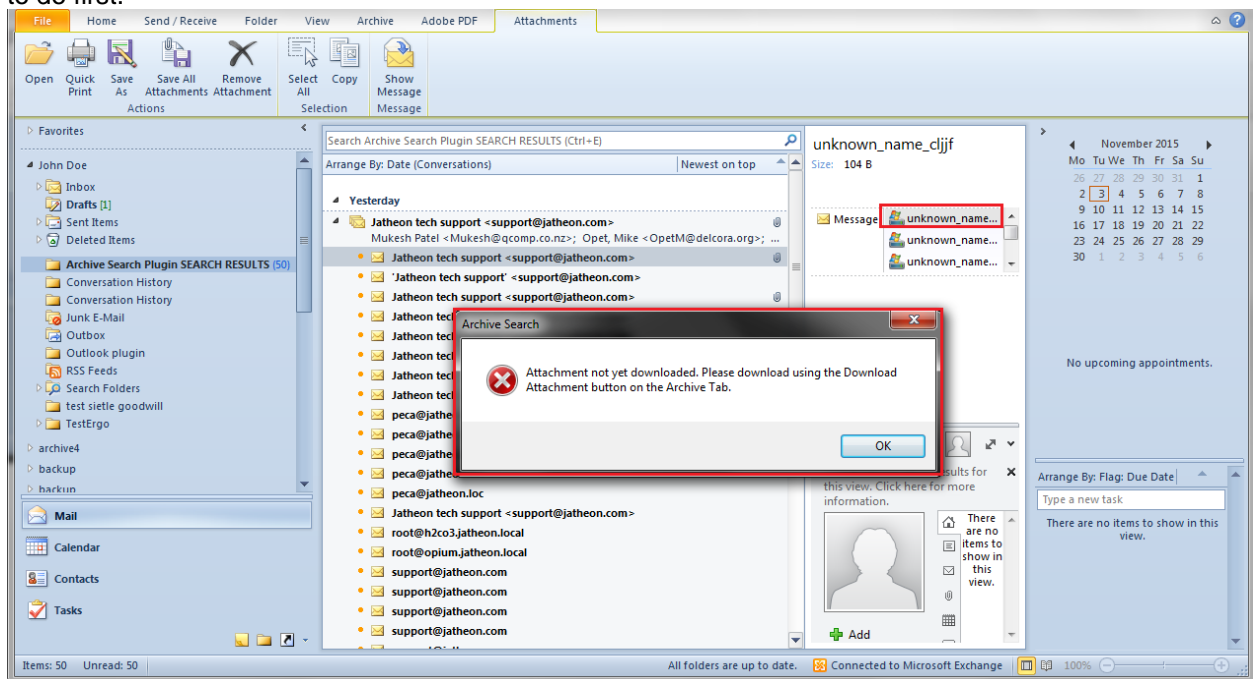
All data is displayed in your selected folder with proper number of emails found, and you can now use simple drag and drop to move any email to its new folder.



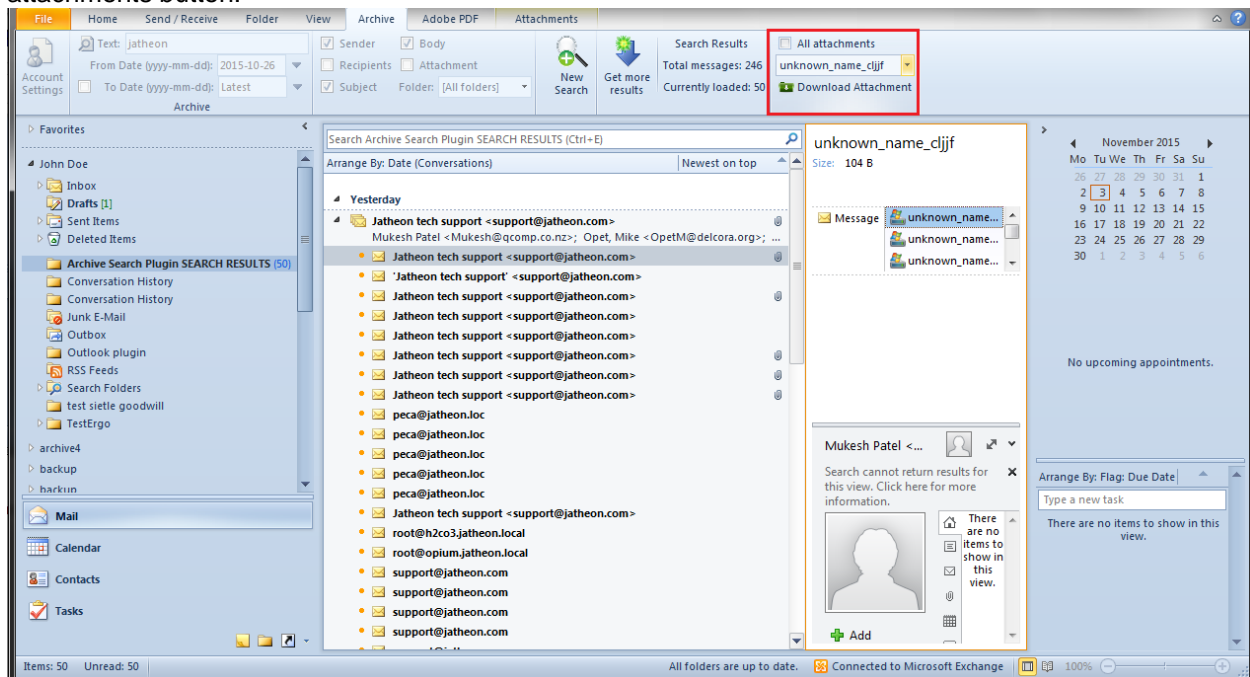
## Attachments

You can not immediately view attachments, you must previously download them.

If you try to open them before downloading a proper message will appear explaining you what you need to do first.



To view attachments select email with at least one attachment  
you can use drop down to select and view only one you want just one (if there are multiple)  
click on " Download Attachment " button  
Or if you want to download them all select check box named " select all " and then click download  
attachments button.



Once downloaded attachments can be viewed in new tab called " Attachments "

