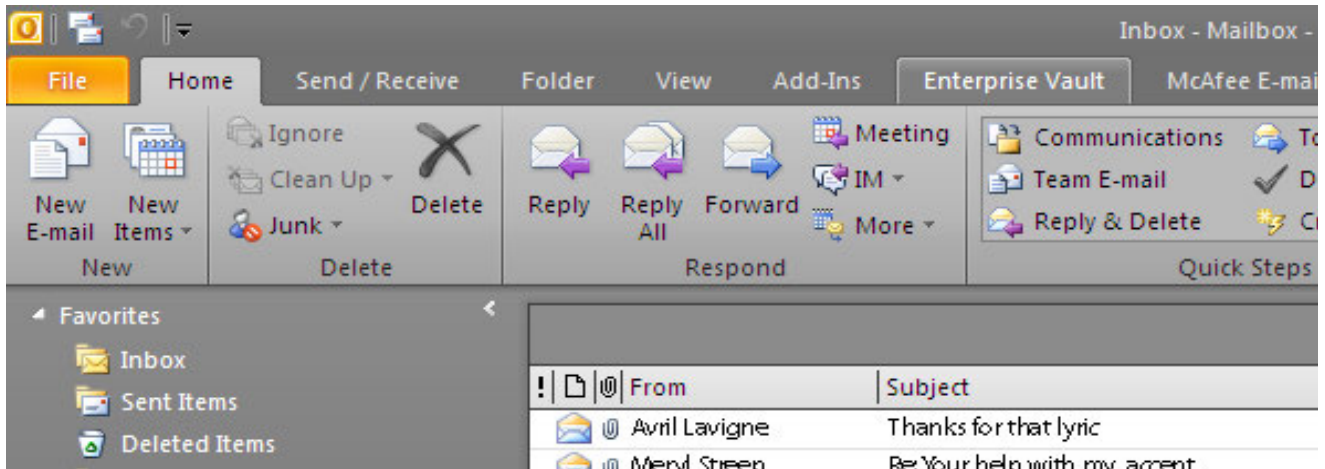


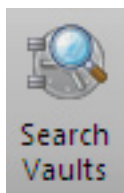
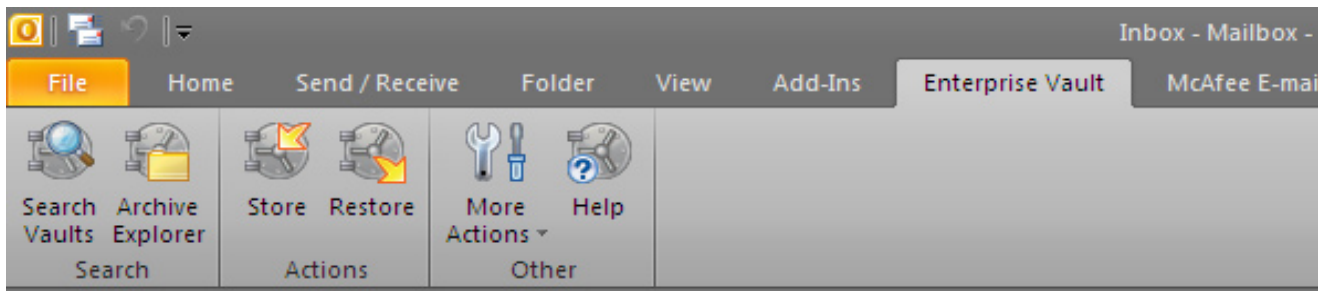
Opening the Enterprise Vault

The Enterprise Vault is where your old email is stored and backed up. Your email is automatically moved to the Vault from your day-to-day account based on the age of the email.

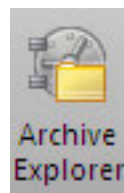
In the image below, the Home tab in Outlook is selected, revealing the icons for creating email, deleting it, replying, forwarding... This is where you'll spend most of your time when using Outlook.



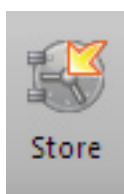
A different set of icons is displayed when you click on the Enterprise Vault tab.



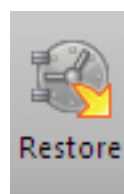
Clicking on the Search icon lets you look for emails in the Vault by keyword.



Clicking on the Archive icon gives you a view of all the emails in the Vault. Double-clicking Vault emails opens them, just as it does in your day-to-day Inbox.



When you highlight emails and then click the Store icon, the emails are moved off your day-to-day account and into the vault. Use this to free up space in your account.



When you highlight Vaulted emails and then click the Restore icon, the emails are moved out of the vault and into your day-to-day account.