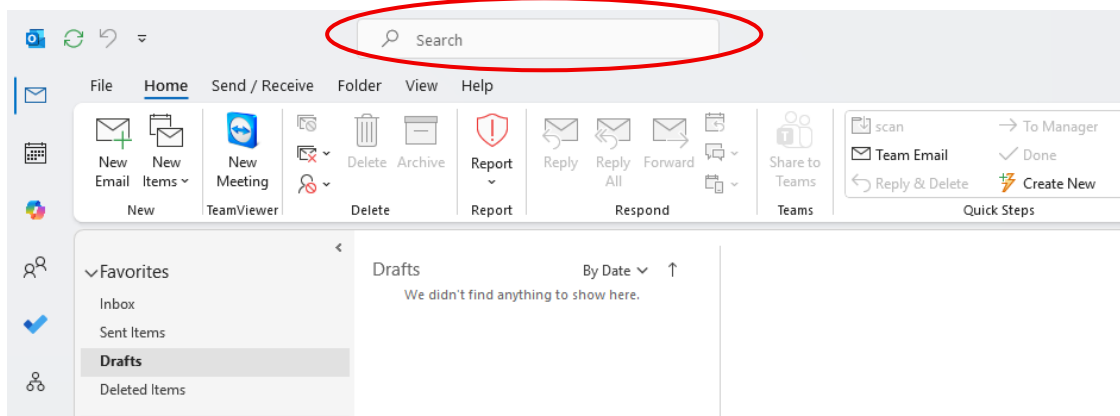
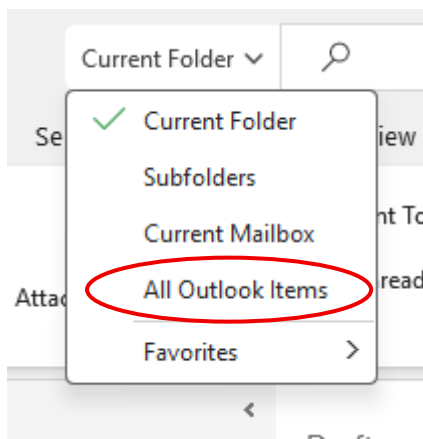


How to search Online Archive

In outlook classic, click the search bar at the top to begin your search.



Once this is open, there is a drop-down menu that selects what folder you are searching for. To include the online archive in your search, select "all outlook items".



For even more search options, select the search bar, then click the down arrow on the right-hand side to expand the options.

