

# State of Illinois - Enterprise Email Archive Vault

## What does Enterprise Archive Vault do?

Enterprise Email Vault archives items from your mailbox. Older email, calendar items and attachments are moved to a Vault, which can be searched if you need to view or retrieve an item that has been archived. This replaces the method of archiving to exchange Large Personal Folders (.PST files). This solution keeps older items out of your mailbox in order to minimize the size of your mailbox.

## What does the Enterprise Vault Archive?

- Email Messages
- Attachments
- Calendar Entries

### Archiving Rules:

- All Mail Items and Calendar entries in your mailbox older than 60 days will be automatically archived to the Vault.
- Shortcuts will replace the items in the Outlook mailbox.
- Each item archived to your vault is fully indexed for easy searching; this includes most attachments.
- All mail folders and calendar entries are subject to being archived into the vault; with the exception of the Deleted Items folder. The Deleted Items folder will not be moved to the Vault. The Deleted Items folder will be administratively purged after fourteen days.

## What does this mean to me?

A new Enterprise Vault tab is added to Outlook to access vaulted messages. Under this tab, users have the Search Vaults button to search, restore and delete vaulted messages.

## What this solution provides?

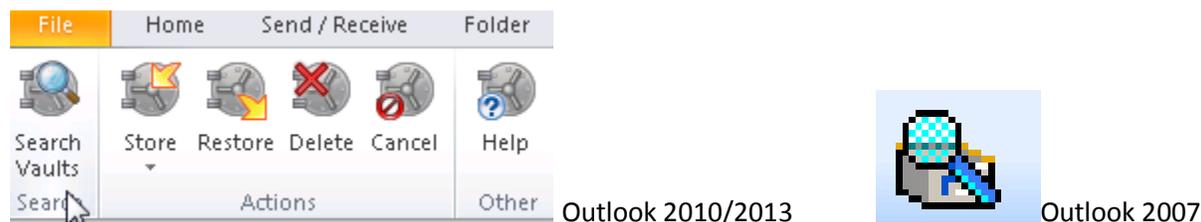
- Centralized archiving solution for users
- Journaling solution for emails entering and exiting the system
- Reduce backup times and costs
- View archived email via Outlook Web Access
- Central Vault search capability
- Increase management and reporting capabilities
- Reduce storage
  - Reduce the size of mailbox
  - Eliminate Storage of (PST) files on File Servers

For more information you can also review our Email Vault FAQ found on our [Email catalog page](https://www2.illinois.gov/sites/doi/services/catalog/collaboration/Pages/Email-FAQ.aspx).  
<https://www2.illinois.gov/sites/doi/services/catalog/collaboration/Pages/Email-FAQ.aspx>

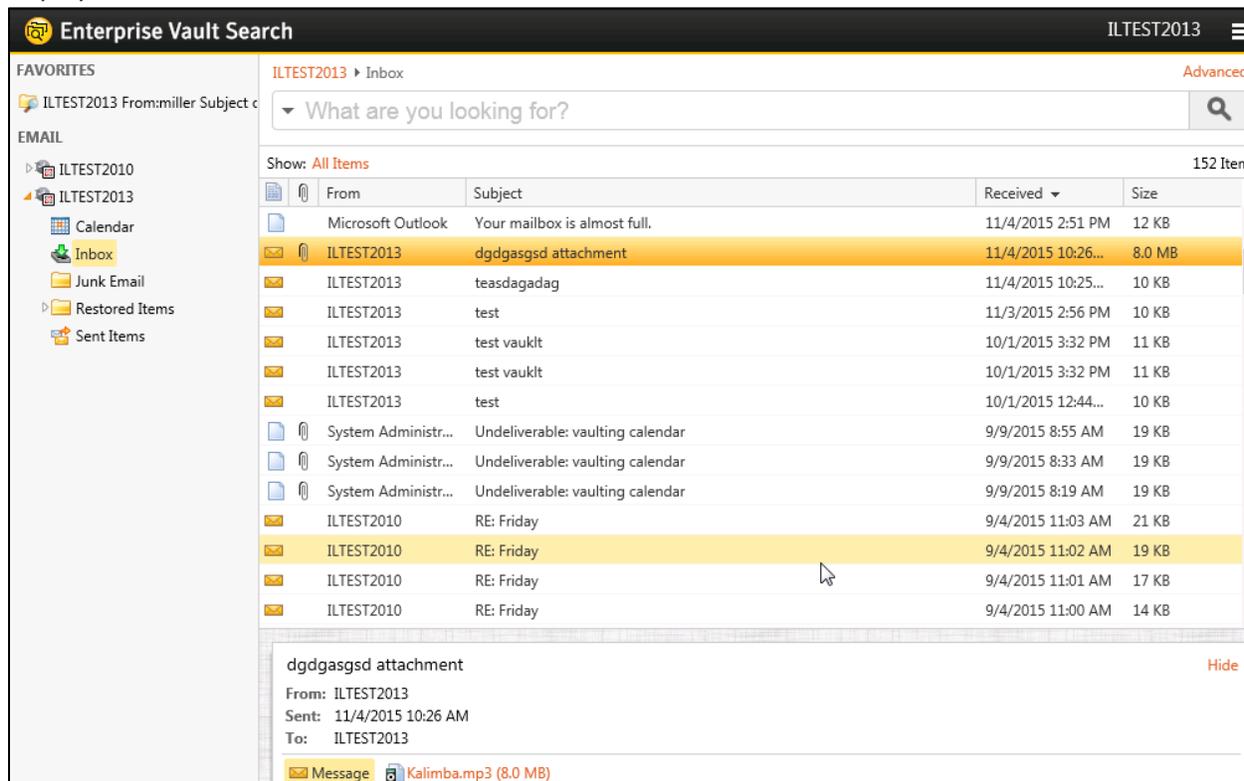
## Enterprise Vault 11.0 – Enterprise Vault Search How it works

Enterprise Vault 11 introduced a new web-based search application named Enterprise Vault Search (EVS). EVS replaces previous Enterprise Vault search applications such as Browser Search, Archive Explorer, and Integrated Search. The new search interface provides a modern yet familiar end-user search experience. EVS provides not only searching, but also allows the user to browse archived contents in folders.

The Search Vault and Archive Explorer buttons from prior versions have been integrated into one Search Vaults button under the Enterprise Vault tab within your Outlook client.

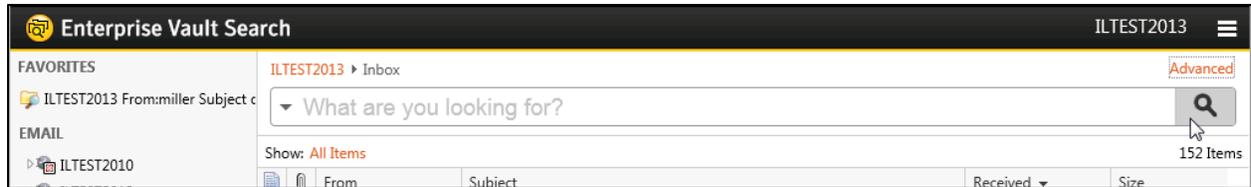


By clicking **Search Vaults**, the web page will be displayed with the vault folder view and search options displayed on this one interface.



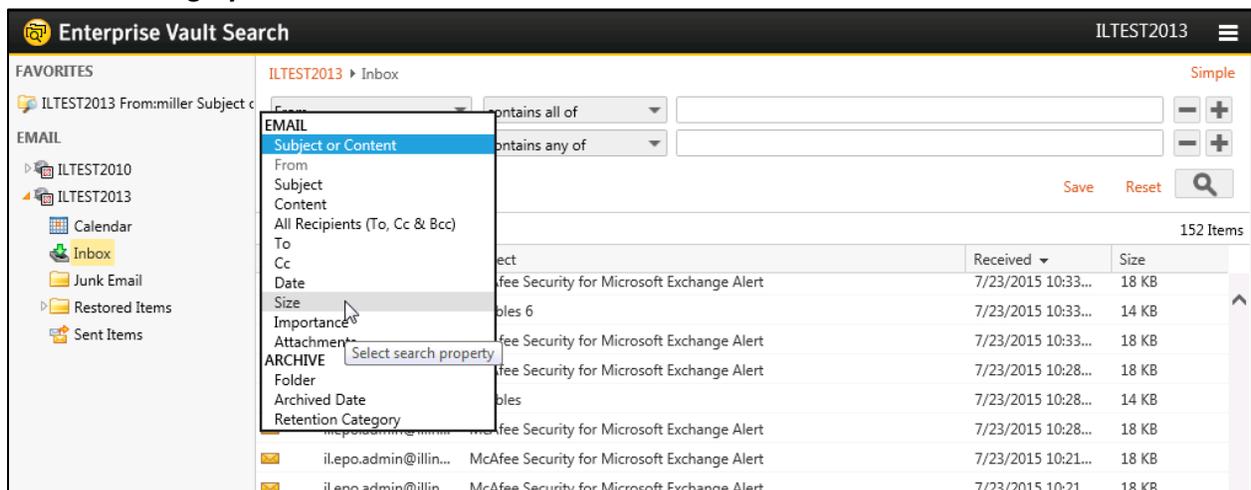
Content will be presented to the user with ability to navigate through folders. Clicking on an item will show an HTML-rendered version of the archived item in the reading pane. To view the original item, the user simply double-clicks on the item and it will be opened with Microsoft Outlook.

**EVS** also provides simple and advanced search capabilities. The advanced search capabilities allow the user to specify the scope **To, From, Subject, dates**, as well as other standard metadata. A user can search for items with a particular search term or phrase by typing in the keyword(s) or phrase(s) in the search bar in the top middle of the screen. Once the search term has been typed in, the user hits enter on their keyboard.

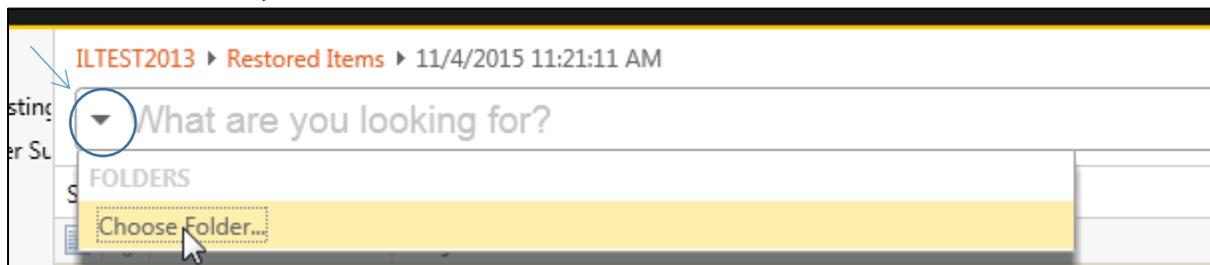


**Advanced search features** are available by clicking on the red advanced link in the upper right-hand corner of the **EVS** screen. The user can add in as many search criteria options as needed by clicking on the plus (+) sign next to any search field.

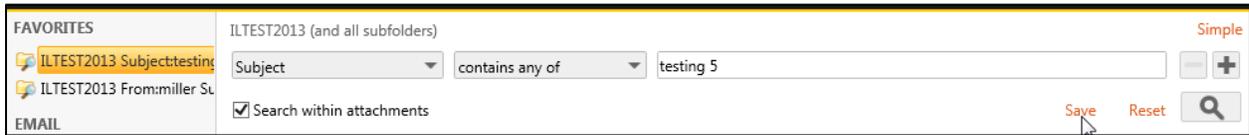
Search criteria options include: **Received or Sent, From, Subject or Content, Subject, Content, All Recipients (To, CC, & BCC), To, CC, Size, Importance, Attachments, Folder, Archived Date, and Retention Category.**



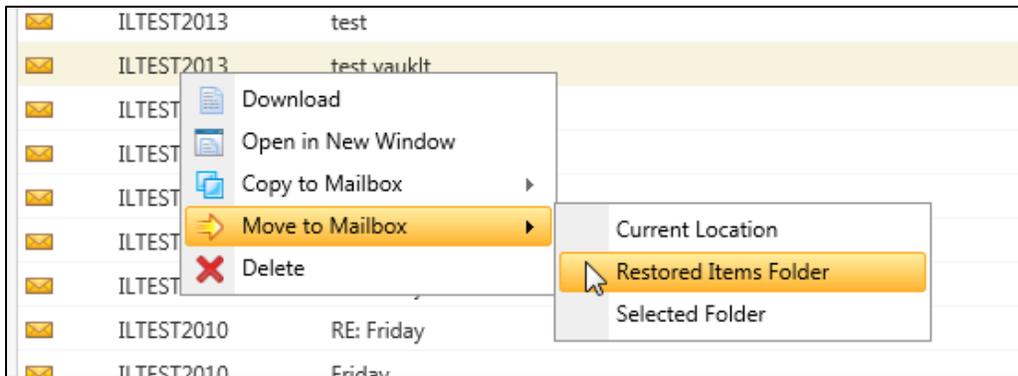
Users also have the ability to search other vaults that they have rights to. To do this, click on the drop down error with in **EVS** and select **"Choose Folder"**. A new dialog window will appear and you can select the vaults that you would like to search.



Users have the ability to save frequent search criteria to their Favorites folder in the left pane of **EVS**. This can be used as a continuous search template.



**To move, copy or delete items** you will highlight the one(s) you want, right click on the message(s), and choose the appropriate action. It may take several minutes for the system to act on your request depending on the size and number of messages you are performing the action on. If deleting a message, you may need to refresh the screen before the message(s) are removed from your screen.



The older search interfaces (Browser Search, Archive Explorer, and Integrated Search) were mainly limited to Internet Explorer support only. **EVS** now supports major web browsers such as Internet Explorer, Firefox, Chrome, and Safari. **EVS** is optimized for the HTML 5 protocol as well as for PCs and Macs. **EVS** is supported with all archive types in Enterprise Vault.

**OWA** - The Enterprise Vault add-ins is integrated into OWA. All functionality that you have in Outlook is available in OWA. To access the vault from OWA, an email will need to be opened and you will see the Enterprise Vault App. While in the search **EVS** from OWA you will not have the ability to double-click on an item; therefore, you may need to restore an item back to your mailbox before being able to respond to it. You can Right click on an item to review the content.

