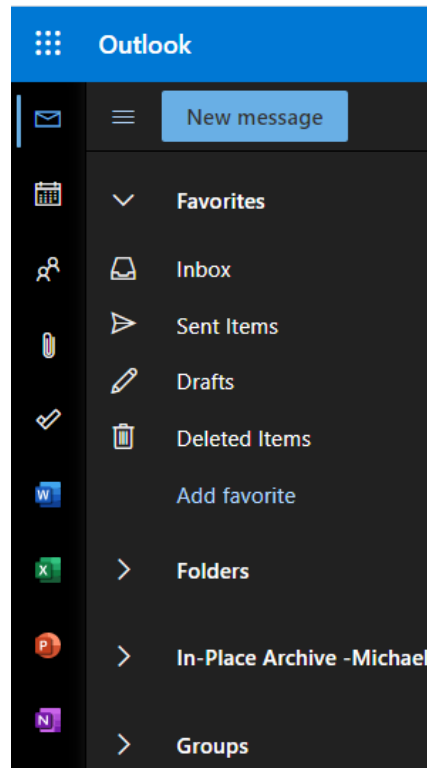


Searching For Mail Over 2 Years Old

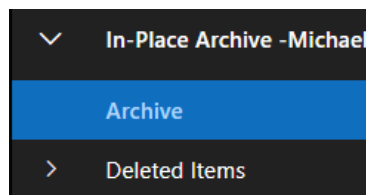
Mail aged over 2 years is searchable via Outlook Online at <https://outlook.office.com>

Mail over 2 years of age cannot be accessed while using the Outlook Desktop App

1. Log into your `firstname.lastname@keylogic.com` account, at <https://outlook.office.com>
2. While you are logged into Outlook, find the drop-down item labeled “In-Place Archive -Name”



3. Select the “In-Place Archive -Name” drop-down item. It may take a couple minutes to load your Archive inbox.



4. With the Archive selected, mail over 2 years old is now searchable using the Search bar.

