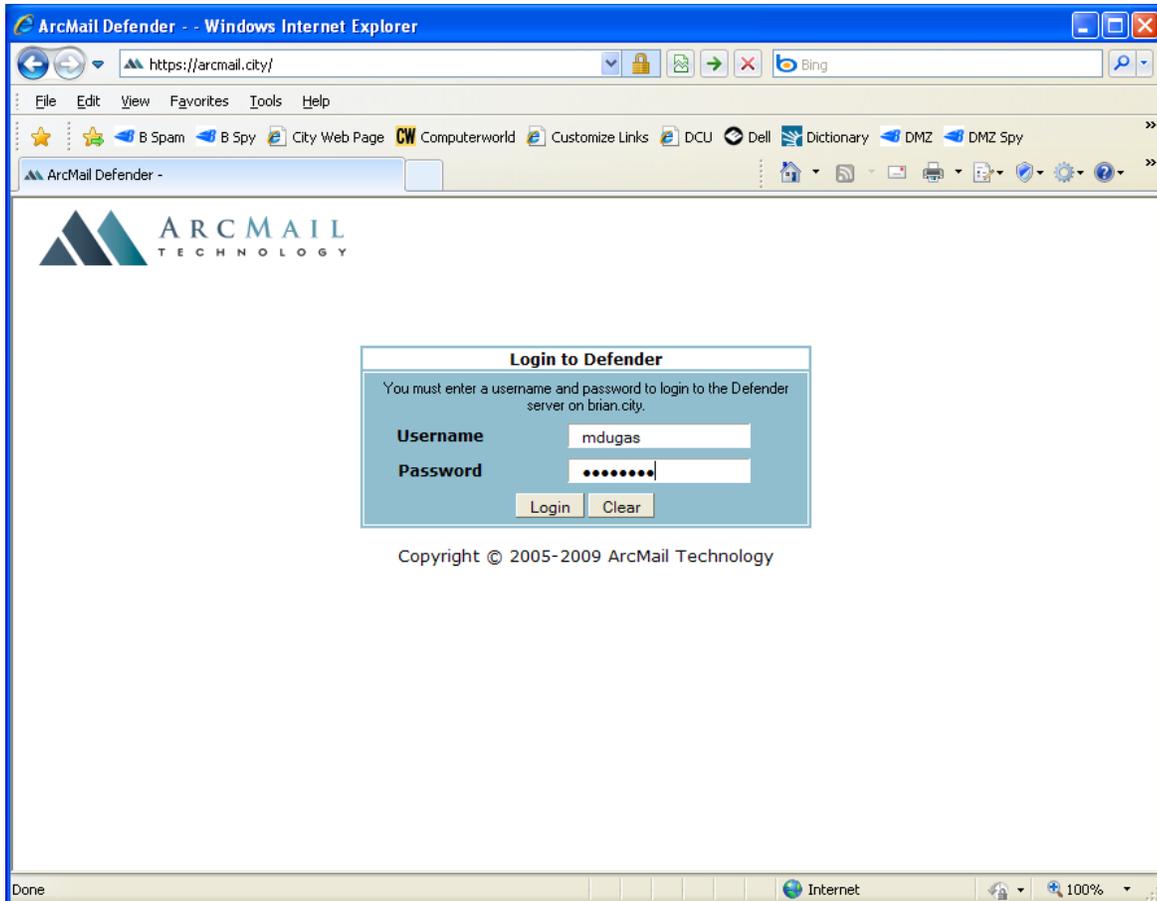


Arc Mail Instructions

1. In your Internet Explorer browser (it only works with IE) type: "arcmail"

Type in your network user account: mdugas and password: *****

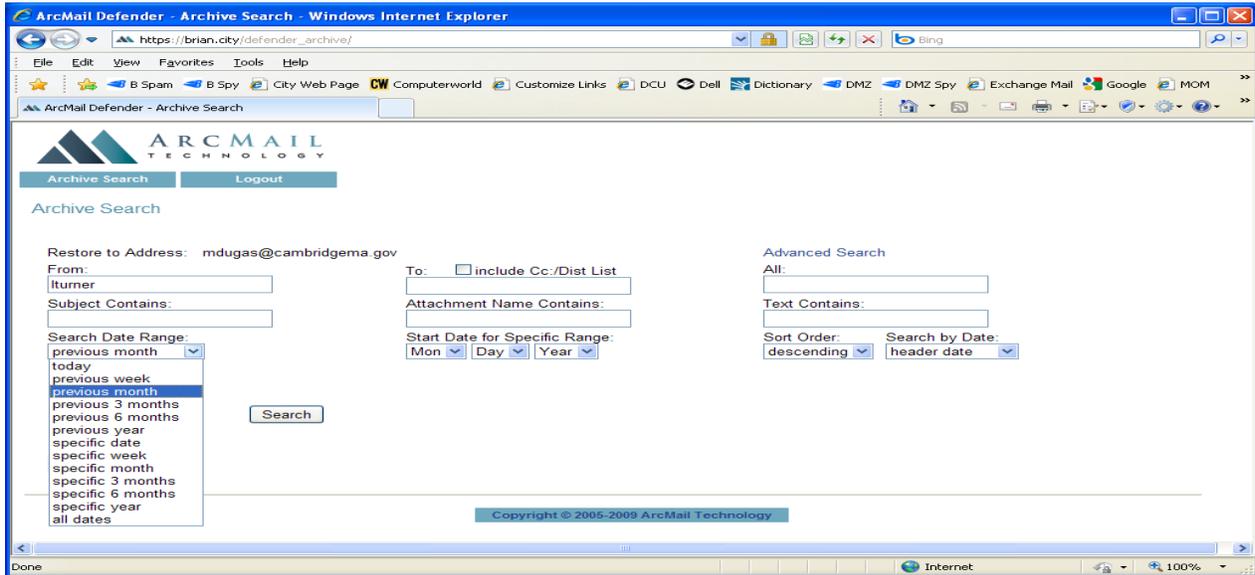
(You use this user account and password every day when you log-on to your PC)



2. The following window will show up. You can choose "Yes" or "No" if you want the browser to remember your password.



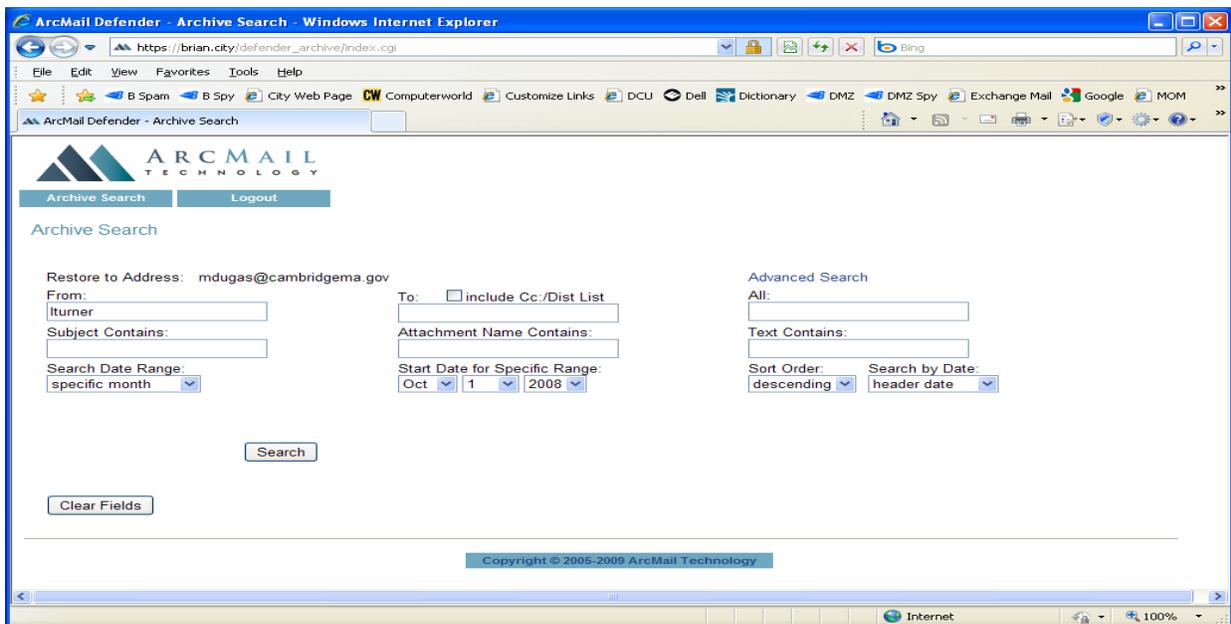
3. The Arcmail screen will come up. You can search Arc Mail for any deleted mail messages by certain categories, the more specific you are the easier it will be to find a message. If you do not recall the date or the subject, select the **all dates** category and all the messages for that user will appear.



4. In the example below, I am going to choose messages from LTurner that I deleted during the month of October 2008 . I have filled the following fields with this information:

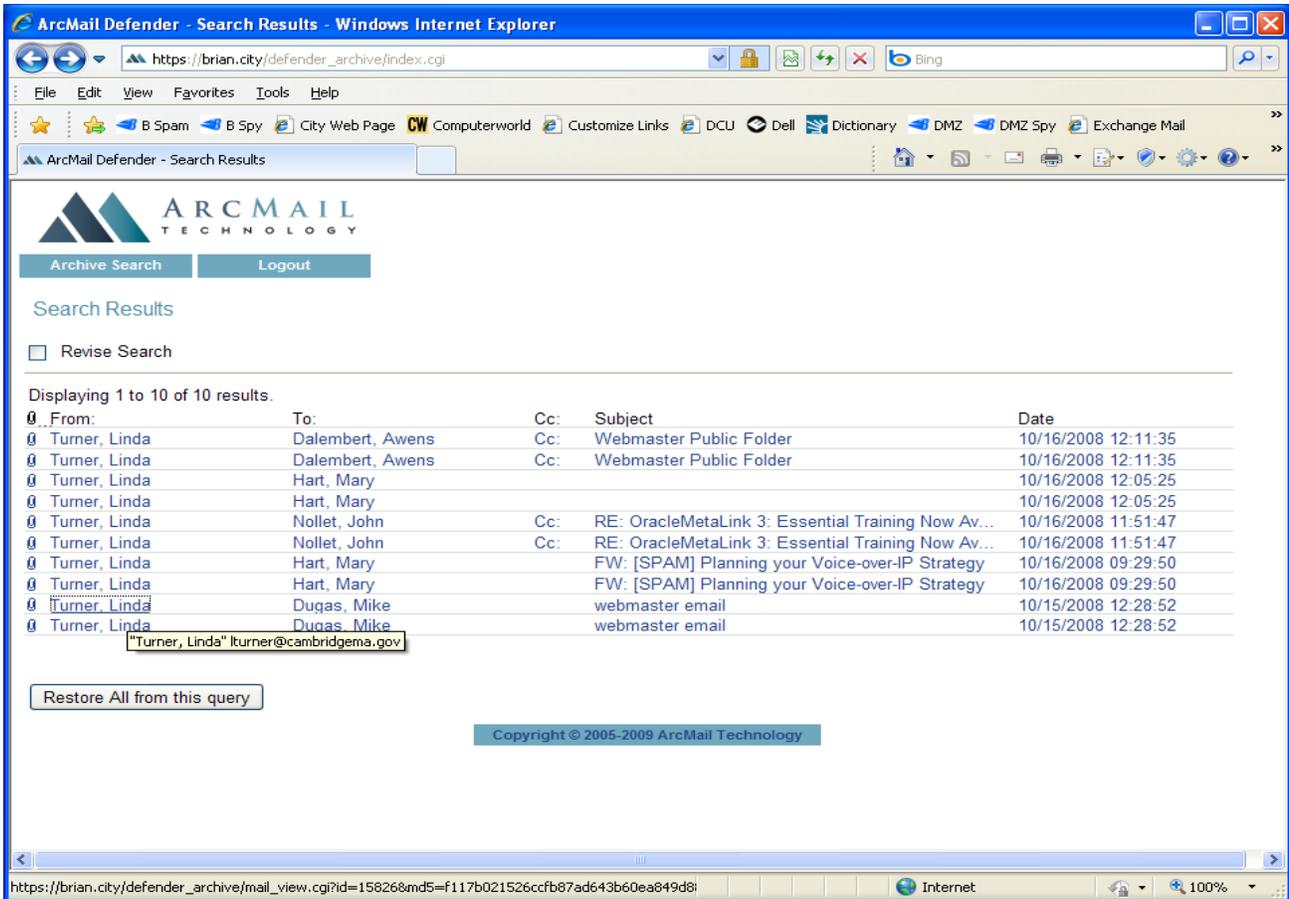
FROM: lturner (I could have put the words turner if I did not know the sender’s name or login)

SEARCH DATE RANGE: **START DATE for SPECIFIC RANGE:**
 Specific month Oct 1, 2008

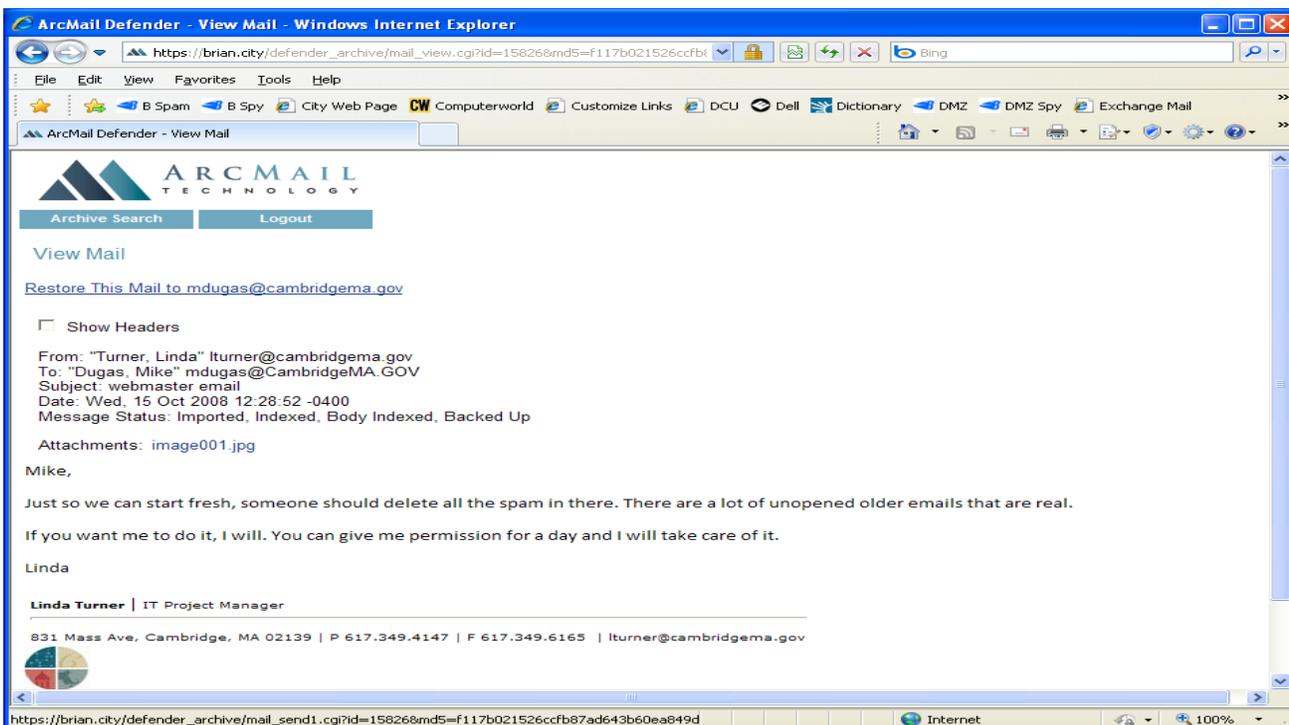


5. Click on the **Search** button:

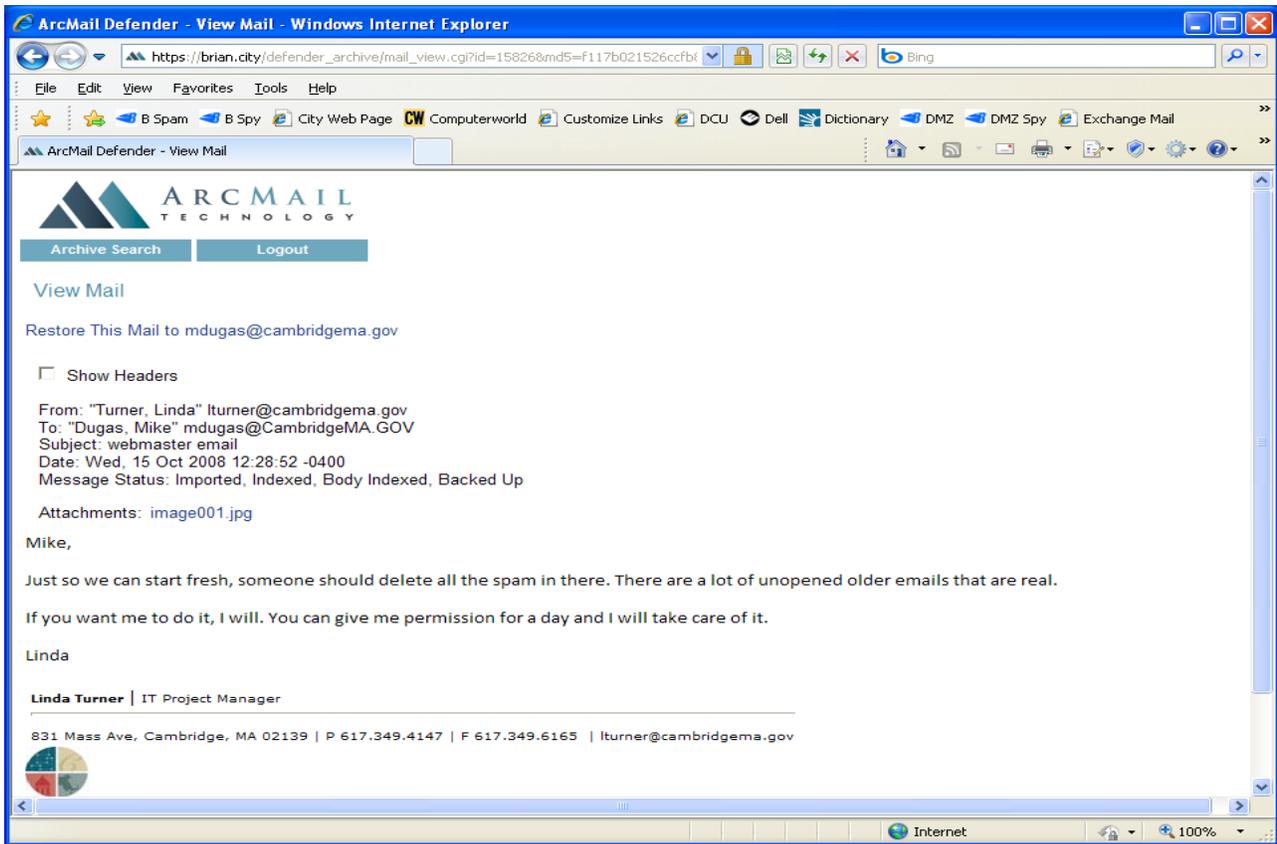
- A list of messages that were sent by LTurner and were sent in the month of October 2008 will appear. Click on the **The message you wish to restore**.



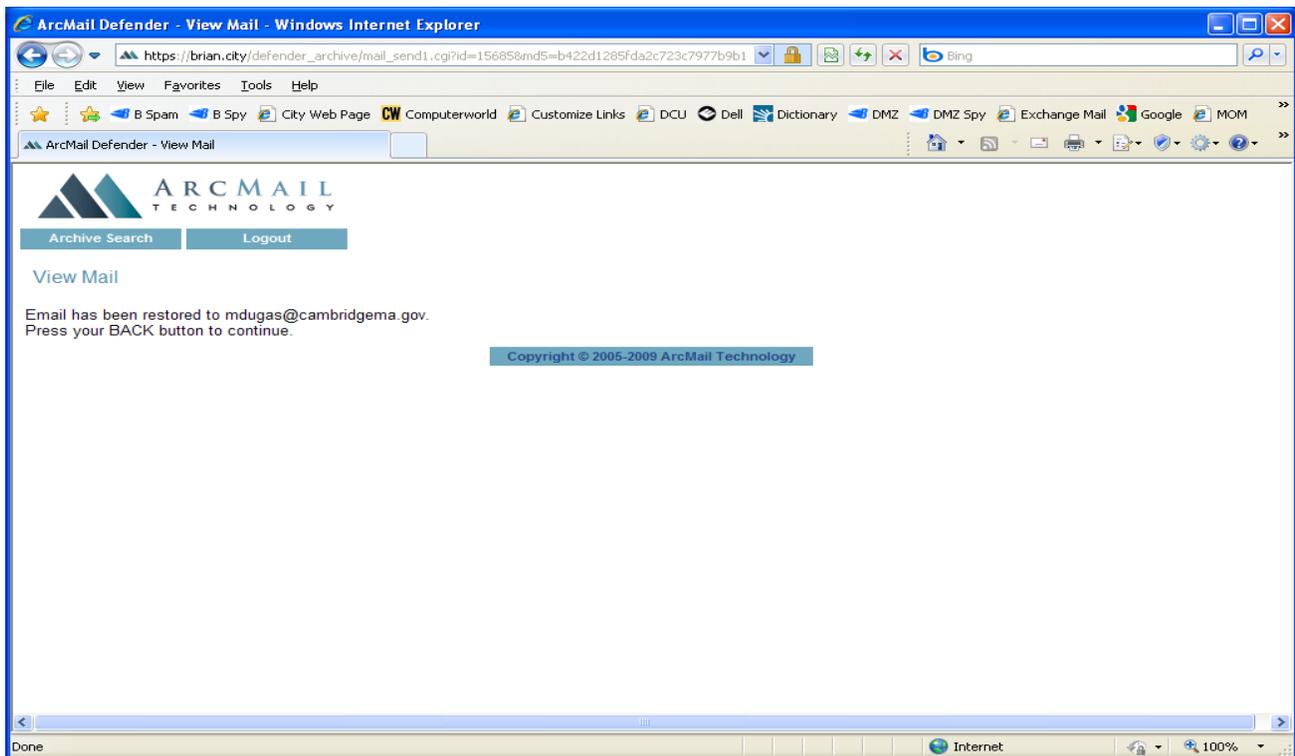
- You will see a copy of the actual message



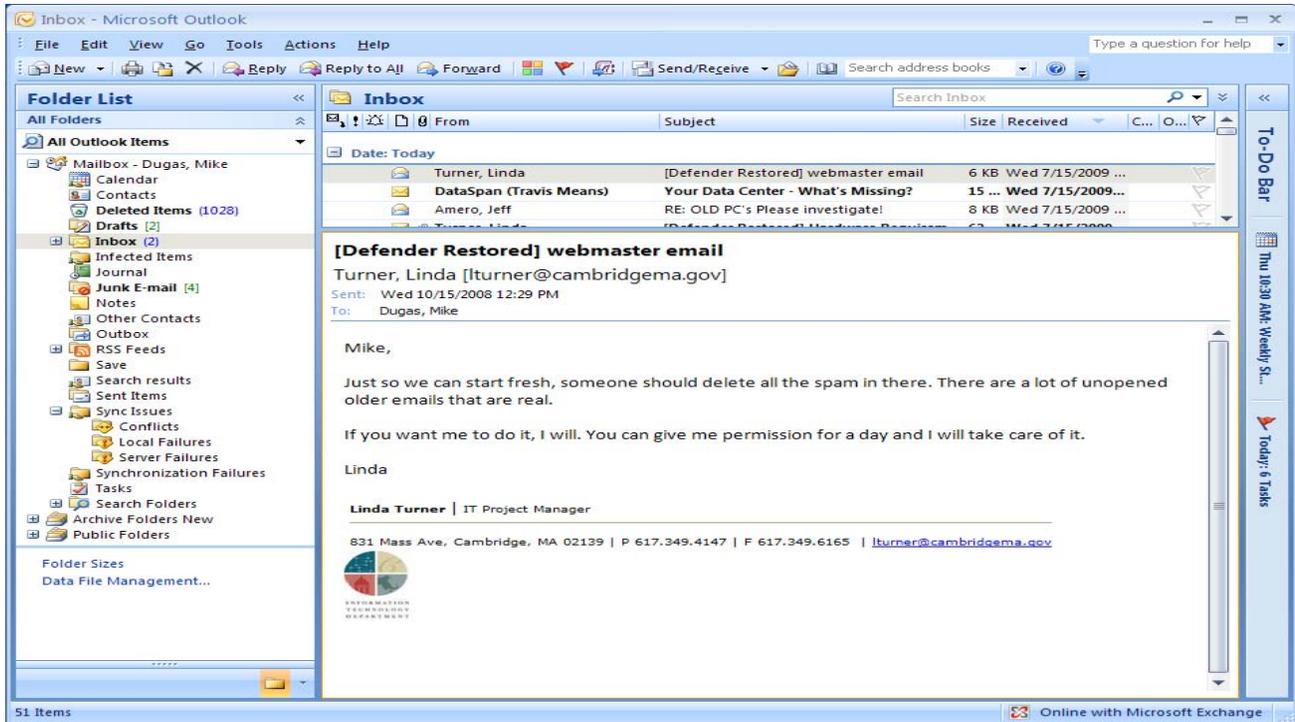
8. Click "Restore This Mail to: *your email.cambridgema.gov*



9. You will get the following message.



10. When you log-in to your Outlook Inbox, the messages you restored should appear with subject (Defender Restored) to alert you that the message was restored from Arc Mail:



11. Once you are done with the messages that have been restored and you delete them again, they will not duplicate in Arc Mail again. Messages that are restored to your **Inbox** still remain in Arc Mail.