


PROOFPOINT ARCHIVE SEARCH

Access the archive from this link:

<https://southamptontown.us2.proofpointarchiving.net/Web.Ui/archive/#/personal/search>

You'll start with the Magnifying Glass icon at top left  to begin your search.

Expand the Contents section to search for particular words or phrases. Whatever words you type here must be within the email or attachments in order for the message to appear in the results. If you want to find a whole phrase, put quotations around the words. Check the "Has Attachments" box to find only emails with attachments.

Expand Senders/Recipients to search for messages from or to particular people. Click into the Enter name box. When you start to type a name, if it's a Town employee the system will fill in the rest of the name for you. Just click on the name in the list and it will be added to the search. If the email address is from an outside domain, type part or all of the email address and wait for the blue "search for" box to come up and click on the name you've typed, it will be added to the search. To remove any names you've added, click the X to the right of the name.

Expand Date Range to search for messages within a particular date range, which by default is Sent Date. Click on "select date" under Date Range to select the range. There are quick links on the left to pick from or you can click on the calendar to choose specific dates.

Click the Blue Search button at the bottom to complete the search. The results will appear as a list in the middle pane with a preview of the first result in the right pane. There is an item count and number of pages at the bottom of the screen and you can click on individual emails to view them. There are also page numbers and arrows under the list of items that you can use to navigate through the results pages.

Results can be Retrieved back to your Outlook mailbox or forwarded to someone by selecting one or more messages from the results and clicking on the More menu at top right. You can also Copy the messages to a Folder in Proofpoint for a search operation such as FOIL or litigation and then Exported from the Actions menu at the top of the search results pane. For information on how to do that, please watch the corresponding Training Tutorial videos posted on the Zendesk main page.

Clear or Save your search criteria using the corresponding links at the bottom left.

Advanced searching will give you extra options by expanding the Search Scope section. For example, if you want to search shared mailboxes that you have access to, or if you'd like to specify the message direction (inbound or outbound), or include/exclude message Header, Subject, Body, Attachment in the text search. Please see Training Tutorial videos for more information on this.