



## Secure Archiving

### Admin Guide

**Contents**

Enable Archiving in the Hosting Control Panel .....1

Add Users to Secure Archiving.....4

Manage Secure Archiving .....7

## Enable Archiving in the Hosting Control Panel

The Archiving service securely captures and stores all email messages that have been sent and received in a central repository. The stored messages are easily accessible from a number of different devices, for convenience and increased productivity. By adding Secure Archiving to your Hosted Exchange account, specific users, in effect, get an unlimited mailbox, because there are no limits to the number of email messages that can be stored. All of the messages are indexed for fast searching and are tamper-proof to meet security requirements.

Before selecting the users (mailboxes) in your company that you would like to add to your list of Secure Archiving users, you must first enable the service. To enable the service:

1. Log into the Hosting Control Panel (depending on the services you have purchased, your view of the Control Panel may be slightly different).

The screenshot shows the Hosting Control Panel dashboard. At the top, there is a navigation bar with links: Home, Users, Discovery Archive, Account, Hosted Lync, and Help & Support. The screen ID is 2.21.20.01 and there is a Refresh button. A green notification bar at the top states: "Information: You have an unread notification from your provider. [Read Now](#)". Below this, a message says "You have an unread notification from your provider". The dashboard is divided into several sections:

- Service Information:** Subscription AAPS 1.0 (ID:1013409). Links: All Resource Usage, Subscription Resources.
- Discovery Archive:** First hosted email archive solution created with grid computing infrastructure technologies. Grid design means very high reliability with no single point of failure. Grid computing also means efficient use of computer hardware so that we can process more data with less hardware resources, allowing us to pass the costs savings to our customers. A red box highlights the **Create** link.
- Hosted Lync:** Microsoft® Lync® is an enterprise-ready unified communications platform. With Lync, users can keep track of their contacts' availability; send an IM; start or join an audio, video, or web conference; or make a phone call-all through a consistent, familiar interface. Lync is built to fully integrate with Microsoft Office. Link: **Create**.
- Account:** Links: Financial Documents, Admins, Subscriptions, Payment Methods, Change Password. Link: [More](#) →.
- Users:** Create and manage users. Assign services to created users. Links: **Users**, **Create User**.
- Store:** Here you can buy additional services, domains and more. Links: Buy More Services, Buy Additional Resources, Register New Domain, Change Service Plan.
- Domains:** Manage your domains and domain names. Links: **Registered Domains**, **Hosted Domains**.

2. Select the **Create** shortcut from the **Discovery Archive** section of the main dashboard (highlighted above).

The first **Discovery Archive** enablement screen displays:

Top > Screen ID: 2.26.01.05  
[Help](#) [Refresh](#) [Up Level](#)

## Discovery Archive

Please specify values for settings

**Discovery Archive**  
 Cloud-powered email archiving service

**ACCOUNT SETUP**

Org Type

**ADDRESS AND PHONE**

Address Line 1

Address Line 2

City

State

Zip

Contact Phone

**ADMINISTRATOR**

Admin username

Admin Password   
Admin Password for the archive portal.

Administrator first name

Administrator last name

Administrator primary email

3. Enter basic account setup information on this screen and click **[Next]**.  
 The next enablement screen displays:

Top > Screen ID: 2.26.01.06  
[Edit Help box](#) [Help](#) [Refresh](#) [Up Level](#)

## Discovery Archive

✔ You are ready to start provisioning. Please confirm provisioning.

Application Discovery Archive

**Discovery Archive**  
 Cloud-powered email archiving service

**ACCOUNT SETUP**

Org Type Commercial

**ADDRESS AND PHONE**

Address Line 1 13461 Sunrise Valley Drive

Address Line 2

City Herndon

State Virginia

Zip 20171

Contact Phone 1-703-890-2800

**ADMINISTRATOR**

Admin username jsmith

Admin Password \*\*\*\*\*  
Admin Password for the archive portal.

Administrator first name John

Administrator last name Smith

Administrator primary email jsmith@abcde.com

4. Review the information you entered and click **[Finish]**.  
Archiving is enabled.  
You can now add selected existing mailboxes to be archived.

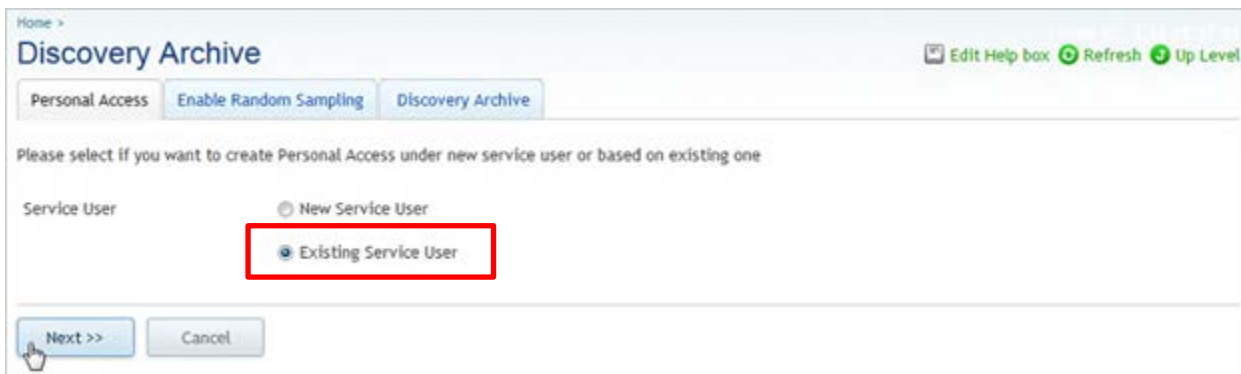
## Add Users to Secure Archiving

Secure Archiving consists of a selection of users' mailboxes from your company for which you would like to archive email (rather than the entire company). The users you add to the **Personal Access** tab are the mailboxes that will benefit from the archiving service.

1. Click the **Discovery Archive** tab from the Control Panel home page.  
The **Discovery Archive** dashboard displays, with the **Personal Access** tab on top:



2. On the **Personal Access** tab, click the **[Add New]** button.  
The first screen of the **Add New User** wizard displays:



3. Select **Existing Service User** and click **[Next]**.  
The next screen of the **Add New User** wizard displays:

Home > Discovery Archive Edit Help box Refresh Up Level

Personal Access **Enable Random Sampling** Discovery Archive

Please select service user

7 total | Show Search On page: 25 50 100

Service User ^	Login
<input type="radio"/> SharePoint Administrator	wss-admin@mailstreetcustomer.com
<input type="radio"/> SharePoint Administrator	wss-admin@wss.mailstreetcustomer.com

7 total On page: 25 50 100

<< Back **Next >>** Cancel

- Select the appropriate user from the list of available mailboxes (mailboxes that have already been created for your company) and click **[Next]**.

The next wizard screen displays:

Home > Discovery Archive Edit Help box Refresh Up Level

Personal Access **Enable Random Sampling** Discovery Archive

Please specify settings for services

**Personal Access**  
Users who can, at a minimum, access their own archive.

Search Role A Role determines the permissions that this user has in viewing the archives.

**SEARCH PERMISSIONS**

SU	<input type="checkbox"/>	SU - Search User - can only access the searches created by Search Admins
SA	<input type="checkbox"/>	SA - Search Admin - can create new searches and manage search settings
SAPlus	<input type="checkbox"/>	SAPlus - Search Admin Plus - can create new searches, manage search settings, and access Reports

Do not set these values

Archive User Id

Portal Username

<< Back **Next >>** Cancel

- Select the appropriate **Search Permissions** from the offerings and click **[Next]**.  
By default, this user will have access to their personal archive.

If additional permissions are required, you may check any combination of the following boxes (optional):

**SU:** The Search User can only access searches created by Search Admins.

**SA:** The Search Admin can create new searches and manage search settings.

**SAPLus:** The Search Admin Plus can create new searches, manage search settings, and access reports.

When you click **[Next]**, a summary screen displays.

- On the summary screen, click **[Finish]** to complete adding this new user. The new user is added to the list that displays on the **Personal Access** tab:

Home > **Discovery Archive** Edit Help box Refresh Up Level

Personal Access **Enable Random Sampling** Discovery Archive

You are ready to create new Personal Access Please confirm creation of Personal Access

Service User Buonocore, Steven  
Login steven.buonocore@mailstreetcustomer.com

**Personal Access**  
Users who can, at a minimum, access their own archive.

Search Role A Role determines the permissions that this user has in viewing the archives.

**SEARCH PERMISSIONS**

SU	<input checked="" type="radio"/> Yes SU - Search User - can only access the searches created by Search Admins
SA	<input type="radio"/> No SA - Search Admin - can create new searches and manage search settings
SAPLus	<input type="radio"/> No SAPLus - Search Admin Plus - can create new searches, manage search settings, and access Reports

**Do not set these values**

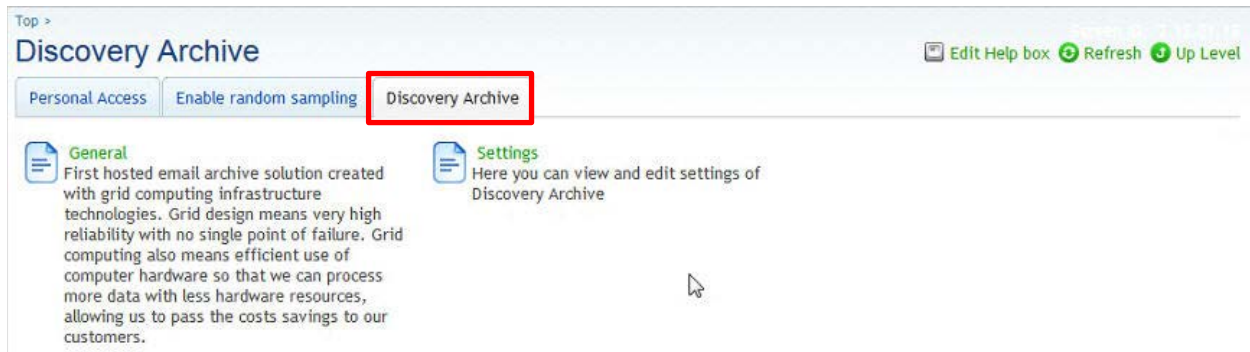
Archive User Id  
Portal Username

<< Back **Finish** Cancel

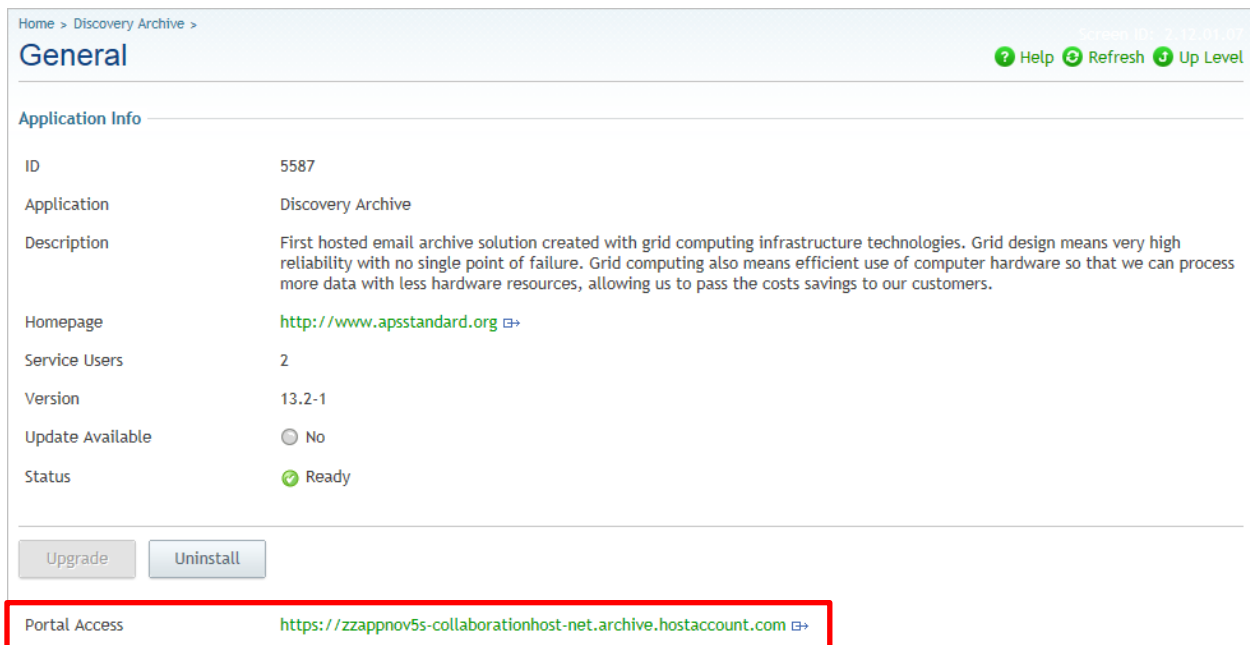


## Manage Secure Archiving

When you select the **Discovery Archive** tab, you are presented with two options: **General** and **Settings**:



- Select **General** to view general information.  
Here you can uninstall Secure Archiving:



Notice that the **Portal Access** URL displays at the bottom of the screen.

- Select **Settings** to access the **Settings** screen:

Home > Discovery Archive >

Settings Screen ID: 2-12-01-06  
[? Help](#) [↻ Refresh](#) [⬆ Up Level](#)

Here you can view and edit settings of Discovery Archive

**Discovery Archive**  
 Cloud-powered email archiving service

**ACCOUNT SETUP**

Org Type Commercial

**ADDRESS AND PHONE**

Address Line 1 5232 Crossings Pkwy  
 Address Line 2  
 City Birmingham  
 State Alabama  
 Zip 35242  
 Contact Phone 001-201-202020x221

**ADMINISTRATOR**

Admin username 1063831  
 Admin Password \*\*\*\*\*  
 Admin Password for the archive portal.

Administrator first name zzaptix  
 Administrator last name Aptix  
 Administrator primary email x@zzappnov5s.collaborationhost.net

- Here you can click **[Edit]** to edit users on the **Personal Access** tab.
- Or click **[Show Password]** to display the admin's password (click **[Hide Password]** to hide it again).