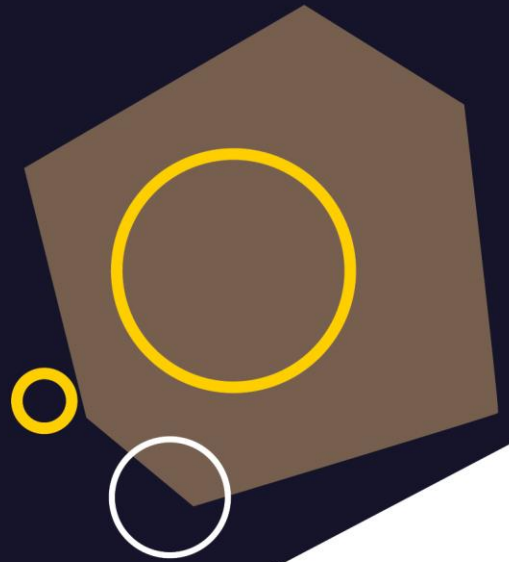


censornet.



Date: 30/12/2019
Version: 1.1

Censornet Email Archive – User Guide

Contents

<i>Introduction.....</i>	<i>3</i>
<i>Using the Email Archive.....</i>	<i>3</i>
<i>Logging In.....</i>	<i>3</i>
<i>User Interface.....</i>	<i>4</i>
<i>Standard Searches.....</i>	<i>5</i>
<i>Advanced Searches.....</i>	<i>11</i>
<i>Analysing Search Results.....</i>	<i>19</i>
<i>Right Mouse Click.....</i>	<i>20</i>
<i>Search Summary.....</i>	<i>21</i>
<i>Action Buttons.....</i>	<i>22</i>
<i>Sorting Search Results.....</i>	<i>24</i>
<i>Viewing Messages.....</i>	<i>25</i>
<i>Search History.....</i>	<i>26</i>
<i>Case Folders.....</i>	<i>27</i>
<i>User Bulk Mail Items Restore.....</i>	<i>28</i>
<i>Export.....</i>	<i>29</i>

Introduction

This document is intended for the Email Archiving end-user and shows you how to use the system to search for live and archived email.

The Email Archiving system is an email archive, storing in real time all the email in/out and around the organisation in a secure and tamper evident way. This guide aims to show you how to search/retrieve and restore emails from the Email Arche and to provide hints and tips on how to get the most out of the solution.

This user guide is aimed at:

- Basic Users
- Privileged Users

Using the Email Archive

The Email Archiving system allows you to review any email that you have ever received or sent since it started archiving via various search techniques including:

- Search for emails by sender/receivers/group email addresses
- Selectively search for an email with or without their attachments
- Specify words to include or exclude from the search
- Specify words for searching for an exact match or words that sound similar.

You can specify search criteria for one or several words. The Email Archive system will rank email and documents higher than others, according to their relevance.

Logging In

To access the Email Archive, open a browser window and type in the address that the Administrator has given you. i.e.

https://archive.clouduss.com/uss/companytag*

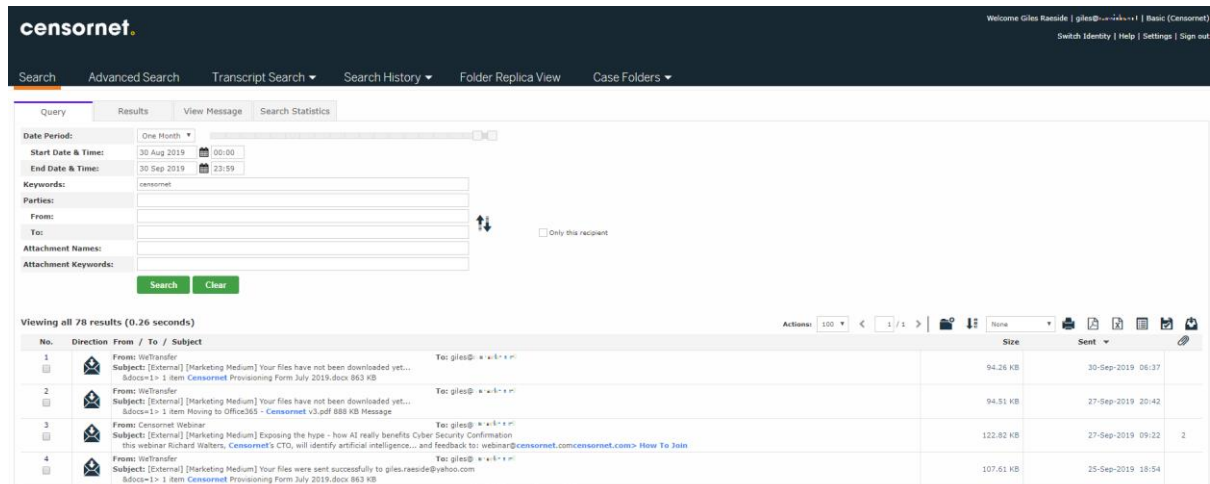
* Your company tag will be provided once your service provider has provisioned your tenant.

Or you may have a shortcut in your email client which links to the Email Archive User interface.

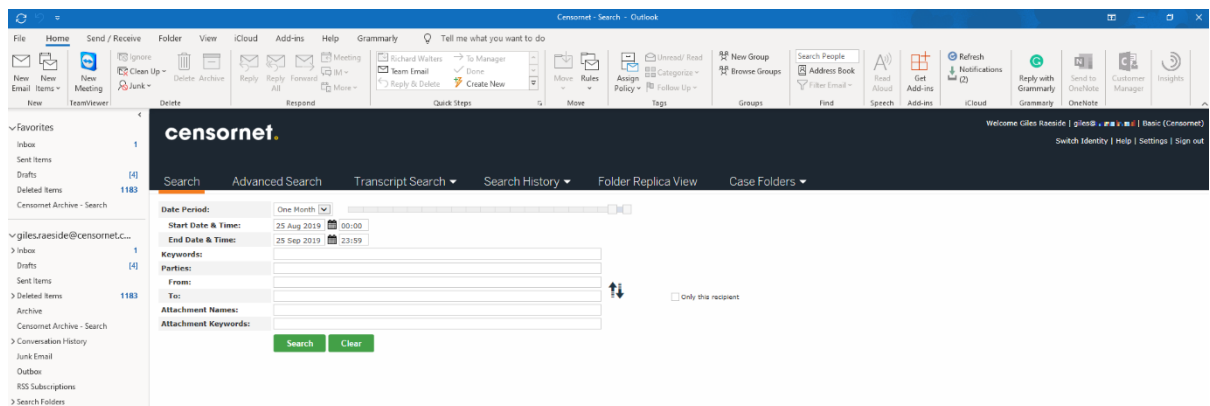
The Email Archive will attempt to automatically log you in. If not, then you are prompted to log in with your network login name and password.

User Interface

Web interface



Outlook Interface for Windows



The main page has three tabs:

- Search
- Advanced Search
- Transcript Search – (Data Guardian Users only)
- Search History – history of all searches
- Folder Replica View – if licensed & activated the archiving application can sync the folder structure replicating the user's folder structure (Exchange & Office365)
- Case Folders - (Saved Searches) – a workplace for saving emails into a workspace
- Exports – history of emails being exported from the system

Standard Searches

When you log in to the Email Archive, the Search tab is selected by default. Standard searches are used to retrieve email where you know anyone or more of these details:

- Date Period – Quick date selector (Today, One Week, 1 month, 6 months...)
- Start Date & Time
- End Date & Time
- Any words in the subject or body
- Parties – includes Sender & Receivers
- From - Who the email was from Sender
- To - Who the email was addressed to Receiver
- File names of attachments and/or file type
- Any words in the name or body of the attachments you are looking for
- Search all correspondence to and from an address.

Use as many search criteria as possible to achieve the most accurate results. The more criteria you enter into the boxes, the closer the results will match what you are looking for.

Note: If you leave a blank field, it is not used for searching.

The next section gives examples of different criteria:

Search
Advanced Search
Transcript Search
Search History
Folder

Date Period:
One Month

Start Date & Time:
30 Aug 2019
00:00

End Date & Time:
30 Sep 2019
23:59

Keywords:

Parties:

From:

To:

Attachment Names:


Attachment Keywords:

Search
Clear

Field	Usage/Notes	Examples																																										
Date Period	Quick dates	This hour, last hour, this morning, this afternoon, today, yesterday...																																										
Start Date	<div>The date to start searching from:</div> <div><div><div>1. Click the calendar icon (📅)</div><div>2. Click</div><div><div>15 Aug 2012</div><div>📅</div><div>00:00</div></div><div>into any of the fields, and you can use the scroll wheel on the mouse or the Up/Down buttons on your keyboard to scroll through the days/months/years/hours/minutes</div><div>3. To select today's date, click on the Date Period, Dropdown and click Today.</div><div>4. To remove the date from the box, click the calendar icon 📅 and then Clear.</div></div></div>	<div><div>Start Date & Time:</div><div>17 Aug 2016 00:00</div><div>End Date & Time:</div><div>Keywords:</div><div>Parties:</div><div>From:</div><div>To:</div><div>Attachment Names:</div><div>Attachment Keywords:</div></div> <div><div>Prev</div><div>Today</div><div>Next</div><div>August</div><div>2016</div><table><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table><div>Clear</div><div>Done</div></div>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Su	Mo	Tu	We	Th	Fr	Sa																																						
	1	2	3	4	5	6																																						
7	8	9	10	11	12	13																																						
14	15	16	17	18	19	20																																						
21	22	23	24	25	26	27																																						
28	29	30	31																																									

The Email Archive ignores all email sent before the start date. If you do not supply a date, it will start searching from the earliest email. This may prolong searching and return to many results. Administrators may cap results returned to a limit of 1000 results, and the search will be halted. A message such as the following will appear: "Results are not complete. A limit of 1000 results per index is applied by the system administrator."


If this needs to be increased please contact your Administrator, or press the Full Search button when you review the query:

End Date	<i>The last in a range of dates searched</i>	
	<i>Click the calendar icon , then follow the same steps as for the Start Date Field (above).</i>	
	<i>Emails sent after this date are excluded from the search.</i>	
	<i>If you do not supply a date, the system searches for all email up to the present moment. This may prolong the search.</i>	
Keywords	<i>Words to search for in the subject and body of your emails</i>	<i>Review</i>
	<i>Additional or words to refine your search</i>	<i>Review, jones</i>
	<i>, OR</i>	<i>Review jones</i>
		<i>Review OR jones</i>
	<i>AND terms</i>	<i>Review AND jones</i>
	<i>AND; &</i>	<i>Review; jones</i>
		<i>Review & jones</i>

	Keywords will be highlighted in the emails brought up in the search results	Review
	Wildcard searches	Revi*
	Exact expressions	"Jones Review"
	Proximity	"Jones review"~5
	Jones review need to be within 5 words of each other	
	Note: Search terms are not case-sensitive	
Parties	All email sent to and/or from an email address	a.person@company.com or a.person
From	Sender's name	jbrown
	Alias lists in full	Name and mail domain: jbrown@anydomain.com Mail domain only: @anydomain.com info@anydomain.com
	Several senders' names separated by either comma, OR mean "or"	jbrown, fsmith jbrown fsmith
	A minus sign (-) in front of the name is used to exclude a sender	-jbrown
	Wildcard, will search for any combinations of characters after the entered characters. i.e. jbrown, jbroom, jbroadhurst	jbrown*

To	Recipient's name	See 'From' examples above
	Alias lists in full	
	Several senders' names separated by comma, OR mean "or"	
	Semi colon; AND, & these mean "AND"	jbrown; fsmith jbrown & fsmith
	A minus sign (-) in front of the name is used to exclude a sender	
Attachment Names	A filename of an attachment	Anyfile.doc or anyfile.pdf
	You don't have to know the file type of the attachment	Goods receipt
	Several attachment file names can be added to search for more than one attachment.	Anyfile1.doc, anyfile2.pdf
	Or you know the first part	Anfil*
	Attachments you can search for are all Office attachments, PDF, txt attachments, and images	.doc .xls .pdf .ppt .gif .jpg *.doc doc Office applications now have additional file extensions, and we would recommend using .doc* to include .docx and .doct files as well.

From:	Giles
To:	
Attachment Names:	userguide.doc*
Attachment Keywords:	
	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Attachment Keywords	<i>Words to search for in attachments</i>	<i>Computer</i>
	<i>Additional Words to refine your search</i>	<i>Docking station order</i>
Start Searching	<p><i>When you have completed the search</i></p> <p>criteria, Click . The search starts and sees a progress bar. After the search has completed, you will see the results.</p>	

The following search criteria will find emails sent from products(something):

Results of the search:

Search

Advanced Search

Transcript Search

Search History

Folder Replica View

Case Folders

Query

Results

View Message

Search Statistics

Date Period:

Six Months

Start Date & Time:

30 Mar 2019

00:00

End Date & Time:

30 Sep 2019

23:59

Keywords:

Parties:

From:

products

To:

Attachment Names:

Attachment Keywords:

Search

Clear

Only this recipient

Viewing all 6 results (0.17 seconds)

No.	Direction	From / To / Subject
1		<div>From: Censornet Product Update</div> <div>To: giles@</div> <div>Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 22 2019 - PLEASE READ</div> <div>ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Essential ur browser<https://v2.linksan.io/scan/ux/aHR0cHM6Ly9jbG9</div>
2		<div>From: Censornet Product Update</div> <div>To: giles@</div> <div>Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 18 2019 - PLEASE READ</div> <div>ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Essential ur browser<https://v2.linksan.io/scan/ux/aHR0cHM6Ly9jbG9</div>
3		<div>From: Censornet Product Update</div> <div>To: giles@</div> <div>Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 17 2019 - PLEASE READ</div> <div>ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Essential ur browser<https://v2.linksan.io/scan/ux/aHR0cHM6Ly9jbG9</div>
4		<div>From: Censornet Product Update</div> <div>To: giles@</div> <div>Subject: [External] [Marketing Medium] Censornet Essential Maintenance - August 23 2019 - PLEASE READ</div> <div>ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Essential ectly? View it in your browser<https://v2.linksan.io</div>

Advanced Searches

To the right of the Search, the tab is the Advanced Search tab. This allows for more complex searches to be conducted. The left hand side boxes are Include terms and the Right hand boxes for the exclusion of terms.

	Include	Exclude
Parties:		
From:	products	
To:		
Recipient Count:	<input type="checkbox"/> <input type="checkbox"/> Any	
Apply keywords to:	<input checked="" type="checkbox"/> Messages <input checked="" type="checkbox"/> Subject <input type="checkbox"/> Attachments <input type="checkbox"/> Headers	
Keywords:		
Additional Keyword Search	<input checked="" type="radio"/> None <input type="radio"/> AND <input type="radio"/> OR	
Apply regex to:	<input checked="" type="checkbox"/> Messages <input checked="" type="checkbox"/> Subject <input type="checkbox"/> Attachments <input type="checkbox"/> Headers	
Keywords:		
Attachment Names:		
Attachment MIME Type:		

The advanced search is broken into 5 sections:

1. Date / Time
2. Email Addresses and Number of Recipients
3. Keywords – Body, Attachments, Header with Spelling Stems. Sound Similar, Proximity
4. Attachment Names, Types, Number of Attachments, Size of Email
5. Combine a new search with a saved search.

As with the standard searching, the Advanced Search is for more sophisticated searching. By completing relevant sections, you can filter your search to achieve more exact results.

Search
Advanced Search
Transcript Search
Search History
Folder Replica View
Case Folders

Date Period: Six Months
Start Date & Time: 30 Mar 2019 00:00
End Date & Time: 30 Sep 2019 23:59
Apply Start & End Time To: First and last day of the date range
Search Date type: Sent Date

	Include	Exclude
Parties:		
From:	products	
To:		
Recipient Count:		Any

☐ Only this recipient

Apply keywords to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers
Keywords:
Additional Keyword Search: ☒ None ☐ AND ☐ OR

Apply regex to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers
Keywords:

Attachment Names:
Attachment MIME Type:
Attachment Count: Any
Message Size: Any

Search Clear

The Keywords boxes can entertain complex searching. The boxes expand on the number of entries.

Apply keywords to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers
Keywords:
Additional Keyword Search: ☒ None ☐ AND ☐ OR

Apply regex to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers
Keywords:

Attachment Names:
Attachment MIME Type:

Advanced searching methods consist of:

- Searching keywords in the message body
- Keywords in subject
- Keywords in attachments
- Keywords in the headers – can be used for identifying classification tags
- Searching for email only, attachments only, or both together.
- Searching for words individually or together.
- Choosing whether to search for exact words, derivations, or words with similar spelling.

Alternatively, clicking on the following double arrow icon reveals additional granular functionality:

Apply keywords to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers

Keywords: ⌵

Additional Keyword Search: ☒ None ☐ AND ☐ OR

Will expand the Keywords panel to reveal Proximity Drop Down Menu, 3 additional keyword boxes with radio buttons.

Apply keywords to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers

Include

All of these words ⌵

All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).

Keyword			
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Keyword Search: ☒ None ☐ AND ☐ OR

Exclude

All of these words ⌵

All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).

Keyword			
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Highlighted in yellow is the ability to determine all of these words as well as to achieve proximity searches.

Apply keywords to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers

Include

All of these words ⌵

All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).

Keyword			
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Keyword Search: ☒ None ☐ AND ☐ OR

Exclude

All of these words ⌵

All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).

Keyword			
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

When you click on the ⌵ will reveal an additional search panel:

This allows you to do Spelling Stem & Sound Similar search terms, as described in the next section.

Apply keywords to: ☒ Messages ☒ Subject ☐ Attachments ☐ Headers

Include

All of these words ⌵

All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).

Keyword			
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



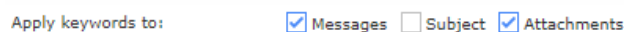

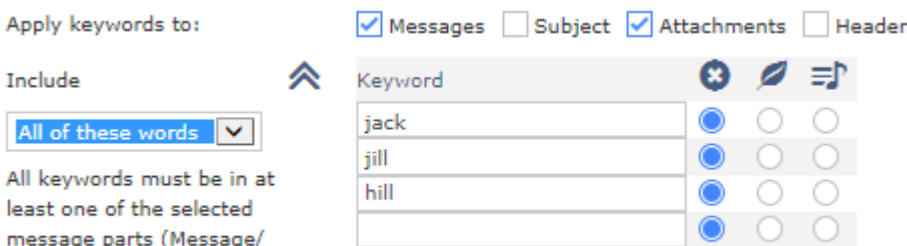
Additional Keyword Search: ☒ None ☐ AND ☐ OR

Exclude

All of these words ⌵

All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).

Keyword			
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Field	Usage/Notes	Examples
Search Area	To search messages without their attachments, select Messages	
	To only search attachments, select Attachments	
	To search for messages and their attachments, select Messages and Attachments	
Keyword Search	Type in words to search for, where "All of these words."	This searches for all emails and attachments where all of these words are included.
AND	<p>Apply keywords to:</p> <p>Include</p> <p>All of these words </p> <p>All keywords must be in at least one of the selected message parts (Message/ Attachments/ Headers).</p> <p>One of these criteria for each keyword or set of keywords:</p>	

OR	<p>Additional Keyword Search</p> <p>Any of these words to search on</p> <p>Any of these words</p>	<p>Jack jill hill</p> <p>Apply keywords to:</p> <p>Include</p> <p>Any of these words</p> <p>Any of the keywords must appear.</p> <p> <input checked="" type="checkbox"/> Messages <input type="checkbox"/> Subject <input checked="" type="checkbox"/> Attachments </p> <p>Keyword</p> <p>jack</p> <p>jill</p> <p>hill</p>
WITHIN 5 WORDS	<p>Additional Keyword Search</p> <p>All of these words will be searched for.</p>	<p>Jack jill hill</p> <p>Apply keywords to:</p> <p>Include</p> <p>Close together</p> <p>All keywords must appear, separated by up to 5 words. Stem and Sounds-like options are ignored.</p> <p> <input checked="" type="checkbox"/> Messages </p> <p>Keyword</p> <p>jack</p> <p>jill</p> <p>hill</p>
No modifier	<p>No modifier:</p> <p>Used to search for the specified keyword.</p>	<p>Jack</p>

Spelling stems**Spelling Stems:***Jill, jilly, jillian*

Used to
search for words
that may be
derived from a
root word.

Or

Derivatives are
ranked lower
than words that
exactly match
the word
specified.

Halt, halts, halting, halted

Sounds similar**Sounds similar:***Searching for "Microsoft" returns "microsite" and
"microscope"**The system finds "foam" when you search for "roam".**"Owl" will return "bowl"**"Hill" will return bill, sill, fill*

Example of a complex search:

Include**Close together**

All keywords must appear,
separated by up to 5 words.
Stem and Sounds-like options
are ignored.

Keyword

jack



jill



hill



Proximity**Group these
words****All of these words**

All keywords must be in at
least one of the selected
message parts (Message/
Attachments/ Headers).

Used to specify
the scope of the
keywords.

You can match
phrases such as
"Application on
the Internet"
with the
keyword's

"applications"

"internet"

*All of these
words = all the
words entered
into the boxes
must reside in
the message*

*Close together =
a maximum of 5
words separating
each word.*

*Fairly close = a
maximum of 20
words separating
each word.*

*Any of these
words = the
words can reside
anywhere in the
email.*

*Please note stop
words, i.e. "a"
"I" "the" "of"
etc... are
ignored. i.e. 1, 2
character words
or stop words
are ignored.*

Exclude

*Your choice of
words.
Messages
containing them
will be excluded
from the search
results.*

*Specify the
words that
should be*

*excluded from
the search in
Keyword boxes.*

*Follow the
procedures for
Keyword Search
and Proximity.*

By clearly defining your search criteria, the results will be high quality results once the criteria have been


*defined press **Search**. Dependent on the complexity of the search criteria defined, results may take a
little longer to complete on screen.*

Analysing Search Results

If the search cannot find a match, you will see the following message:

"No messages matched your search criteria, please try again."

From:	<input type="text" value="Giles"/>
To:	<input type="text"/>
Attachment Names:	<input type="text" value="userguide.doc"/>
Attachment Keywords:	<input type="text"/>



No messages matched your search criteria, please try again.

To improve the chances of finding the email, try broadening the search by:

- widening the date range
- removing the start or end date
- reducing the number of keywords
- removing all or reducing the number of recipients.

Right Mouse Click

The Email Archive interface provides right mouse click on the search results to enable the action icons to be available from the results page. This helps users to access the Action icons displayed on the Message view page from the results page, removing the need to have to open a message to restore a message or any other action.

Search

Advanced Search

Transcript Search ▾

Search History ▾

Folder Replica View

Case Folders ▾





Query

Results

View Message

Search Statistics

Viewing all 6 results (1.47 seconds)

No.	Direction	From / To / Subject
1		From: Censornet Product Update To: giles@raeside.net Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 22 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet browser<https://v2.linkscan.io/scan/ux/aHR0cHM6Ly9jbG9
2		From: Censornet Product Update To: giles@raeside.net Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 18 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet browser<https://v2.linkscan.io/scan/ux/aHR0cHM6Ly9jbG9
3		From: Censornet Product Update To: giles@raeside.net Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 17 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet browser<https://v2.linkscan.io/scan/ux/aHR0cHM6Ly9jbG9
4		From: Censornet Product Update To: giles@raeside.net Subject: [External] [Marketing Medium] Censornet Essential Maintenance - August 23 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet browser<https://v2.linkscan.io/scan/ux/aHR0cHM6Ly9jbG9

Open

Reply

Reply All


Export to PDF

Download as .eml

Restore to Inbox

Search Summary

Emails that match the search criteria are listed in order of relevance.


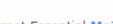

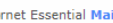

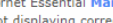
For each email, the header information including date, time and size are displayed. The first few lines of the email are also shown, and a paperclip symbol () indicates the presence of attachments.

Keywords that you specified for your search will be highlighted.

Keywords:	<input type="text" value="MAINTENANCE"/>
Parties:	<input type="text"/>
From:	<input type="text" value="products"/>
To:	<input type="text"/>
Attachment Names:	<input type="text"/>
Attachment Keywords:	<input type="text"/>

☐ Only this recipient

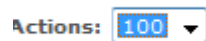
Viewing all 3 results (1.46 seconds)

No.	Direction	From / To / Subject
1		<div><div>From: Censornet Product Update</div><div>To: giles@</div><div>Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 22 2019 - PLEASE READ</div><div>. Censornet Essential Maintenance Email not displaying correctly? View it in your.../220998/Censornet_Logo_Dark_Email_3.png] ESSENTIAL Maintenance - ntenance may cause. The result</div></div>
2		<div><div>From: Censornet Product Update</div><div>To: giles@</div><div>Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 18 2019 - PLEASE READ</div><div>. Censornet Essential Maintenance Email not displaying correctly? View it in your.../220998/Censornet_Logo_Dark_Email_3.png] ESSENTIAL Maintenance - ntenance may cause. The result</div></div>
3		<div><div>From: Censornet Product Update</div><div>To: giles@</div><div>Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 17 2019 - PLEASE READ</div><div>. Censornet Essential Maintenance Email not displaying correctly? View it in your.../220998/Censornet_Logo_Dark_Email_3.png] ESSENTIAL Maintenance - ntenance may cause. The result</div></div>

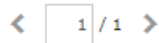
Action Buttons



Page Size Select a number from the drop-down menu to change the page size, the number of results shown.




Page Number Navigate from Page 1 / 7, to Page 4 / 7 enter a number into the box:



Store to Folder To save this search, click on:



Customise the sort order: 

Sort Order This is in addition to the Quick Sort by clicking the column titles.



Print Results Print the results, click on:



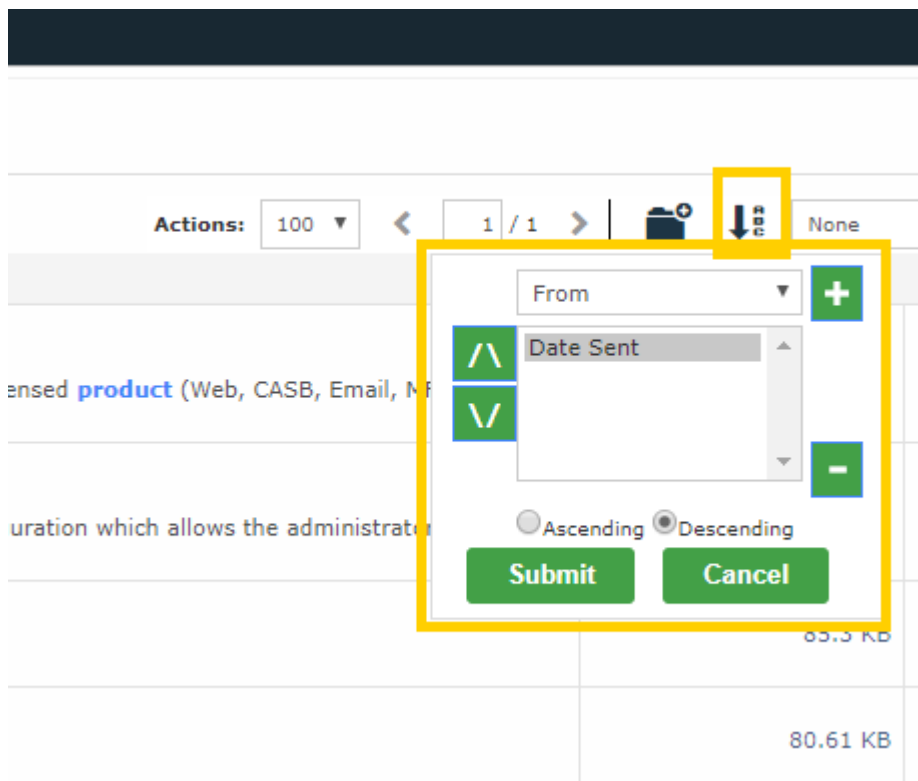
A separate browser window will show that is optimised for Printing.

Cryoserver Search Results - Google Chrome					
archive.clouduss.com/uss/print_search_results.jsp?printItems=1					
Search Criteria: Document types: email Date Start: 30 Mar 2019 00:00 Date End: 30 Sep 2019 23:59 From: products Total Messages: 6					
No.	Direction	From/To/Subject	Size	Sent	
1		From: Censornet Product Update To: giles@j1 Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 22 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Essential Maintenance Email not displaying correctly? View it in your browser<https://v2.linkscan.io/scan/ux/aHR0cHM6Ly9jbG9 Message Key: 000007E3AF0AF39E30126674BE090AD20C794D2FC6A76C8A7F4EB06D998410CA7DA50127	76.1 KB	22:52 13-Sep-2019	
2		From: Censornet Product Update To: giles@j1 Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 18 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Essential Maintenance Email not displaying correctly? View it in your browser<https://v2.linkscan.io/scan/ux/aHR0cHM6Ly9jbG9 Message Key: 000007E3E1CE6A2B5B9A39B886965538CBAEF132A247B36EB09AB21B6F8C761A54CA6DC5	76.2 KB	22:58 11-Sep-2019	
3		From: Censornet Product Update To: giles@j1 Subject: [External] [Marketing Medium] Censornet Essential Maintenance - September 17 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Essential Maintenance Email not displaying correctly? View it in your browser<https://v2.linkscan.io/scan/ux/aHR0cHM6Ly9jbG9 Message Key: 000007E3110D638133D486F4EB778820DAA78BC217EC0747F2FAD7E2FE7D1804338CB82A	76.2 KB	22:57 10-Sep-2019	
4		From: Censornet Product Update To: giles@j1 Subject: [External] [Marketing Medium] Censornet Essential Maintenance - August 23 2019 - PLEASE READ ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise	77.1 KB	14:32 16-Aug-2019	

Sorting Search Results

There are two ways to sort your search results:

- Click Customise Sort Order. A pop-up list box is displayed showing default criteria of: From, To, Date Stored, Number of Attachments, Size, Subject and Relevance. You can click Ascending or Descending to change the sort order.



Or

- Click any of the underlined column headings or the paperclip symbol (📎). These will sort based on the selection chosen. Sent is selected with the list ascending.

Viewing Messages

This section describes how you can view your messages.

Query	Results	View Message	Search Statistics
Viewing all 7 results (0.35 seconds)			
No.	Direction	From / To / Subject	Size Sent
1	✉	From: Censornet Product Update Subject: [External] [Marketing Medium] Censornet Platform v2.24.0 release notes ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Platform v2.24.0 release notes Email not displaying correctly? View it in your browser-<https://v2.linkcan.io/scan/ux>	78.6 KB 07-Nov-2019 09:03
2	✉	From: Censornet Product Update Subject: [External] [Marketing Medium] Censornet Platform v2.23.0 release notes ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Platform v2.23.0 release notes Email not displaying correctly? View it in your browser-<https://v2.linkcan.io/scan/ux>	77.37 KB 29-Oct-2019 09:03
3	✉	From: Censornet Product Update Subject: [External] [Marketing Medium] Censornet Platform v2.22.0 release notes ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Platform v2.22.0 release notes Email not displaying correctly? View it in your browser-<https://v2.linkcan.io/scan/ux>	83.51 KB 01-Oct-2019 08:03
4	✉	From: Censornet Product Update Subject: [External] [Marketing Medium] Censornet Platform v2.21.0 release notes ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Platform v2.21.0 release notes Email not displaying correctly? View it in your browser-<https://v2.linkcan.io/scan/ux>	85.3 KB 04-Sep-2019 11:03
5	✉	From: Censornet Product Update Subject: [External] [Marketing Medium] Censornet Platform v2.20.0 release notes ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Platform v2.20.0 release notes Email not displaying correctly? View it in your browser-<https://v2.linkcan.io/scan/ux>	80.61 KB 20-Aug-2019 07:01
6	✉	From: Censornet Product Update Subject: [External] [Marketing Medium] Censornet Platform v2.19.0 release notes ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Platform v2.19.0 release notes Email not displaying correctly? View it in your browser-<https://v2.linkcan.io/scan/ux>	81.38 KB 27-Jul-2019 08:04
7	✉	From: Censornet Product Update Subject: [External] [Marketing Medium] Censornet Platform v2.18.0 release notes ATTENTION: This is an External message. Do not open attachments or click on links unless you recognise the sender and know the content is safe. Censornet Platform v2.17.0 release notes Email not displaying correctly? View it in your browser-<https://v2.linkcan.io/scan/ux>	83.35 KB 13-Jul-2019 08:05

Click on the chosen message and the message will be retrieved from the archive and displayed on the screen, as below.:

censornet.

Welcome Giles Ramside | giles.ramside | Basic (Censornet) Help | Settings | Sign out

Search

Advanced Search

Search History

Case Folders

Exports

Query

Results

View Message

Search Statistics

Select Message

Actions: 1 / 12

From: Censornet Product Update <marketing@censornet.com>

To: giles.ramside@censornet.com

Date Sent: 07 November 2019 09:03:32 UTC

Attachments: (none)

Subject: [Marketing Medium] Censornet Platform v2.24.0 release notes

html

text/plain

Censornet Platform v2.24.0 release notes

WARNING: This message originated outside of Censornet. Do not click on links or open attachments unless you recognise the sender and KNOW the content is safe.

Censornet Platform v2.24.0 release notes

Email not displaying correctly? [View it in your browser](#)

censornet.

Hello

We are pleased to announce the availability of v2.24.0 of the Censornet platform.

- To return to the results, click **Results** on the breadcrumb tab:

Query

Results

View Message

Search Statistics

- To return back to the query, click on **Query**

Search History

Just like your web browser history, the Email Archive offers a similar history enabling you to replay a search. Complex searches & regular searches can be reloaded. The Search History now includes a rollover showing the search criteria.

The screenshot shows the 'Search History' dropdown menu in the Email Archive interface. The menu lists 10 recent searches with their dates, times, and result counts. The search criteria are visible on the left side of the interface.

No.	Date & Time	Results
1.	30-Dec-2019 15:46	(Results:42)
2.	30-Dec-2019 15:44	(Results:18)
3.	30-Dec-2019 15:33	(Results:18)
4.	30-Dec-2019 15:33	(Results:0)
5.	08-Oct-2019 11:33	(Results:2)
6.	03-Oct-2019 11:40	(Results:26)
7.	03-Oct-2019 11:39	(Results:4)
8.	01-Oct-2019 09:47	(Results:7020)
9.	01-Oct-2019 09:47	(Results:7020)
10.	01-Oct-2019 09:46	(Results:18243)

Search Criteria:

- Date Period: One Year
- Start Date & Time: 30 Dec 2018
- End Date & Time: 30 Dec 2019
- Keywords:
- Parties:
- From: marketing@censornet.com
- To:
- Attachment Names:
- Attachment Keywords:
- Enable Sample Search: ☐ ☐ Per

Buttons: Search, Clear

And selecting Search History:

The screenshot shows the 'Search History' table in the Email Archive interface. The table lists recent searches with their details and actions.


No.	Type	Search Terms	Num Results	Date Issued	Actions
1	Std	From: marketing@censornet.com Start Date : 30 Dec 2018 00:00:00 UTC End Date : 30 Dec 2019 23:59:59 UTC	42	30-Dec-2019 15:46	
2	Std	From: marketing@censornet.com Start Date : 30 Jun 2019 00:00:00 UTC End Date : 30 Dec 2019 23:59:59 UTC	18	30-Dec-2019 15:44	
3	Std	From: marketing@censornet.com Start Date : 30 Jun 2019 00:00:00 UTC End Date : 30 Dec 2019 23:59:59 UTC	18	30-Dec-2019 15:33	

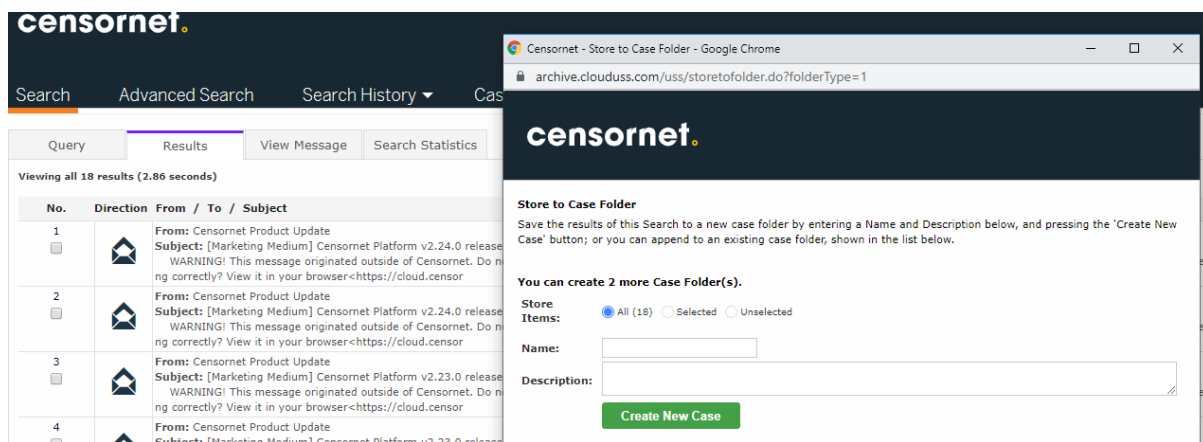


- allows you to replay the search again at the original time of the search conducted

Case Folders

Alternatively, you can combine searches into Case Folders, moment in time searches which allow multiple searches to be combined into a single case folder. Case Folders enables for searches to be saved, enabling for these results to be reviewed at another time.

Complete a search. Press the store to folder  action icon. A pop up window will appear.

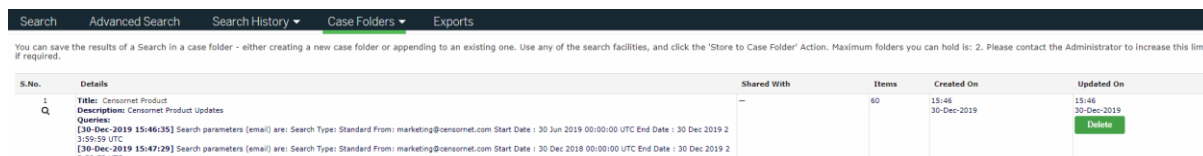


The screenshot shows the Censornet web application. On the left, a search results table is visible with columns: No., Direction, From, To, Subject. It shows 18 results. On the right, a pop-up window titled 'Store to Case Folder' is open. It contains a form with fields for 'Name' and 'Description', and a 'Create New Case' button. The pop-up also shows options for 'Store Items' (All (18), Selected, Unselected).

Or the results can be:

1. Stored to a brand new folder
2. Stored to an existing folder combining & collecting a combination of searches.

Selecting a saved search will open up the search results:



The screenshot shows the 'Case Folders' page in the Censornet application. It displays a table with columns: S.No., Details, Shared With, Items, Created On, and Updated On. The table contains one entry with a search ID and details.

S.No.	Details	Shared With	Items	Created On	Updated On
1	<p>Title: Censornet Product</p> <p>Description: Censornet Product Updates</p> <p>Queries: [30-Dec-2019 15:46:35] Search parameters (email) are: Search Type: Standard From: marketing@censornet.com Start Date : 30 Jun 2019 00:00:00 UTC End Date : 30 Dec 2019 23:59:59 UTC</p> <p>[30-Dec-2019 15:47:29] Search parameters (email) are: Search Type: Standard From: marketing@censornet.com Start Date : 30 Dec 2018 00:00:00 UTC End Date : 30 Dec 2019 23:59:59 UTC</p>	-	60	15:46 30-Dec-2019	15:46 30-Dec-2019 Delete

User Bulk Mail Items Restore



Users are now able to restore multiple items in bulk from a search. Clicking on the restore to mailbox icon allows users to restore bulk of emails at one time. A pop-up will appear allowing users to restore the emails to either their Inbox or Sent Items.



If a user has selected, via the checkboxes on the left, certain items on the result list, then only those items or the inverse of those can be restored.

censornet.

User Id:

Import To Folder:

Import Mail: ☐ All (80) ☒ Selected (2) ☐ Unselected (78)

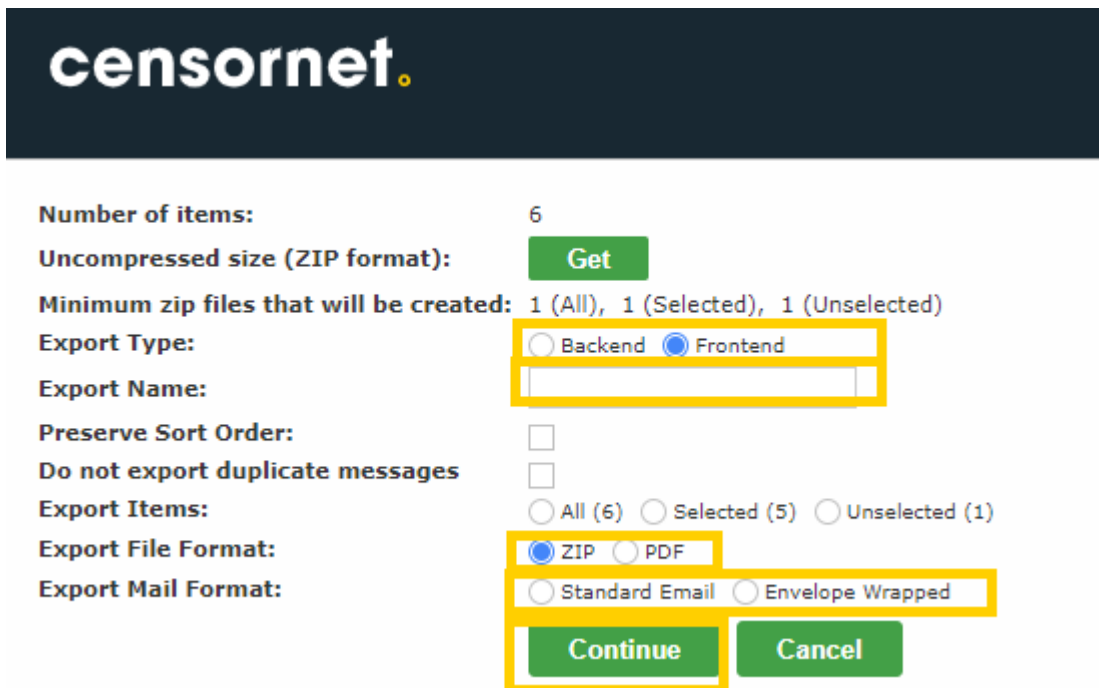
Export

Basic and Privileged users can Bulk Export  emails in three different formats:

- Standard Email format – limited information is exported in reference to the header information
- Enveloped Wrapped– full header information is exported including expanded distribution lists
- PDFs – exporting the emails into a long pdf with each email one after the other in a pdf file.

Export Type:

- Backend – Backend exports can be completed much faster (x30 times faster) and should be used if exports are large, i.e. over 100MB
- Frontend – Frontend exports are reliant / limited on download speeds via the web browser and can be slow. Frontend exports should only be used if exports are a few MBs in size.



The screenshot shows the CensorNet Bulk Export interface. It features a dark blue header with the 'censornet.' logo. Below the header, the interface is divided into two columns. The left column contains labels for various export options, and the right column contains the corresponding controls. The controls include a 'Get' button for uncompressed size, radio buttons for 'Export Type' (Backend and Frontend), a text input for 'Export Name', checkboxes for 'Preserve Sort Order' and 'Do not export duplicate messages', radio buttons for 'Export Items' (All, Selected, Unselected), radio buttons for 'Export File Format' (ZIP and PDF), and radio buttons for 'Export Mail Format' (Standard Email and Envelope Wrapped). At the bottom, there are 'Continue' and 'Cancel' buttons. Several elements are highlighted with yellow boxes: the 'Get' button, the 'Export Type' radio buttons, the 'Export Name' text input, the 'Export File Format' radio buttons, the 'Export Mail Format' radio buttons, and the 'Continue' button.

censornet.

Number of items: 6

Uncompressed size (ZIP format): **Get**

Minimum zip files that will be created: 1 (All), 1 (Selected), 1 (Unselected)

Export Type: ☐ Backend ☒ Frontend

Export Name:

Preserve Sort Order: ☐

Do not export duplicate messages: ☐

Export Items: ☐ All (6) ☐ Selected (5) ☐ Unselected (1)

Export File Format: ☒ ZIP ☐ PDF

Export Mail Format: ☐ Standard Email ☐ Envelope Wrapped

Continue **Cancel**

Preserve Sort Order: Maintain the order of the export to the order on the results list in the Email Archive user interface.