

Search Mobile Edition Quick Reference

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Enterprise Vault Search

Mobile edition


Enterprise Vault Search Mobile edition lets you access your archived messages through the browser on your smartphone.


Some features that are available in the desktop version of Enterprise Vault Search are unavailable on smartphones. For example, you cannot access archive types other than Exchange Mailbox, Public Folder, and Internet Mail.


To sign in to Enterprise Vault Search


- 1 In your browser, go to the Enterprise Vault Search URL.
- 2 Enter your user name (in the form *domain\user_name*) and password, and then tap **Sign In**.


Useful buttons

 **Actions.** Browse, copy, or delete your search results.

 **Advanced.** Build sophisticated search queries.

 **Archive.** Change to another archive, if available.

 **Back.** Go back to the previous page.

 **Home.** Go back to the home page.



Search. Start the search.



Settings. Set your Enterprise Vault Search preferences.

Simple searches

After you sign in, you see the home page. This page lets you find messages that contain specific words, numbers, or phrases. Note the following:

- Tap the **Search** button without typing a search term to find the 300 most recently archived messages.
- Enterprise Vault Search is not case-sensitive. A search for **report** also finds *Report* and *REPORT*.
- If you type two or more words, the search returns only messages that contain them all. To search for a phrase, enclose it in double quotation marks (").
- Enterprise Vault Search finds occurrences of a complete word or phrase only. For example, a search for **enter** does not find *entertain*.
- Type an asterisk (*) to represent any number of characters, or a question mark (?) to represent any single character. For example, a search for **enter*** finds *entertain*. The asterisk and the question mark are known as wildcard characters.
- You can construct complex queries that include [query keywords](#) (for example, **contents:sales subject:report**) and [Boolean operators](#) (for example, **stock NOT price**).

Advanced searches

Tap the **Advanced** button to build search queries by using one or more filters. Tap + to set a filter or - to remove any that you no longer need. If you set multiple filters, only messages that match them all are found.

From or To Specifies the email address or display name (first, last, or both names) of a message sender or recipient. You can use * and ? as wildcards.

Turn off the filters that you do not need. For example, to find messages **From** someone, turn off the **To** and **Cc** filters.

If you type two or more names, the search returns messages that match any of the names.

- Date** Finds the messages that you sent or received within a preset time period (12, 6, or 3 months) or before, after, or between certain dates.
- To enter a date, tap a calendar button and then select the required date, or type the date in a form such as *2014-Dec-10*, *2014-12-10*, or *Dec 10 2014*. You can type partial dates such as *December 2014* or *2014*, but you must always specify the year.
- Subject and Content** Specifies a word or phrase for which to search in the following:
- The subject lines of messages and the file names of attachments (**Subject**).
 - The bodies of messages and their attachments (**Content**).
- If you type two or more words, the search finds only messages that contain them all. Enclose phrases in double quotation marks.
- Searches are not case-sensitive, and they find occurrences of a complete word or phrase only. You can use * and ? as wildcards.
- Folder** Limits the search to a specific mailbox folder, such as Inbox or Sent Items. Type the full name or partial name of the folder and then tap **Search**. If multiple folders have a matching name, select the required one.
- To exclude the subfolders of the selected folder from searching, turn off **Include Subfolders**.
- Attachment** Finds the messages that have any type of attachment, an attachment of a specific type, or no attachment.


Viewing messages

After you run a search, Enterprise Vault Search lists up to 300 messages that match your criteria. Any message with a paperclip icon has one or more attachments.

Tap a message to open it. When you view the results list or the contents of an individual message, you can swipe from right to left or tap the **Actions** button to access more options, which may include the following:

 **Previous.** Open the message that precedes the current one in the search results.

 **Next.** Open the message that follows the current one in the search results.

 **Copy to Mailbox.** Copy the message to the Restored Items folder in your mailbox. If the folder does not exist, Enterprise Vault Search creates it.

Use your email application to view, reply to, or forward the restored message.



Delete. Remove the message from your archive.

Viewing attachments

When you open a message with one or more attachments, the attachments are listed below the header details. To view an attachment, tap the link to it. To go back to the message, tap **Message** below the header details.

Enterprise Vault Search displays a text-only preview of attachments. It does not display images.

Setting preferences

To set your Enterprise Vault Search preferences, tap the **Settings** button at the top left of the home page. You can do the following:

- Change to another archive, if you have access to several. You can also do this from the home page.
- Turn on or off the highlighting of search terms in the results list and opened messages.

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