

Email - Access Archive Mailbox

Outlook Web Access

Navigate to the Office365 Outlook Web Access in a web browser of your choice.

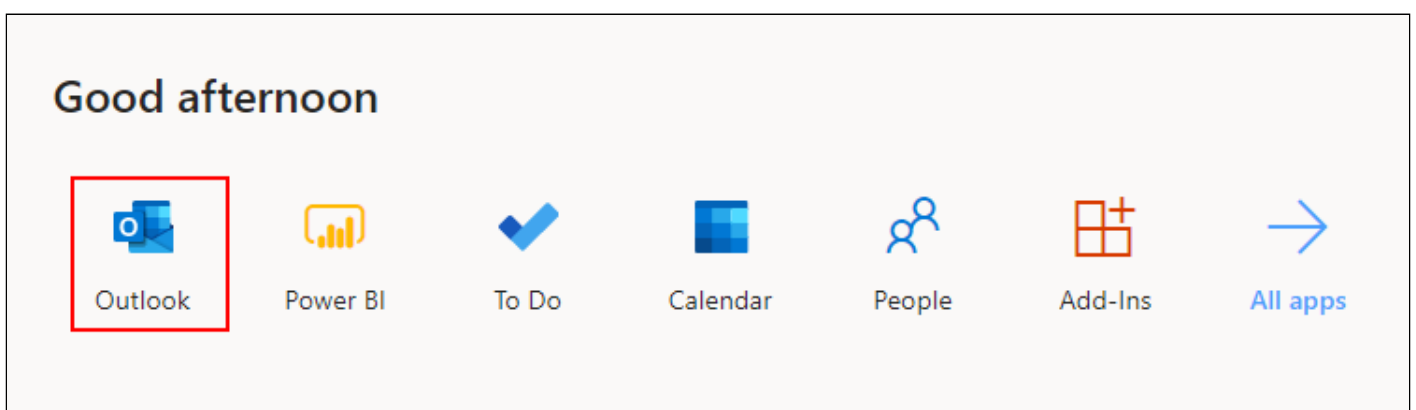
<http://email.folience.com>

Login

Login to your Office365 account using your email address, network login, and two-factor authentication.

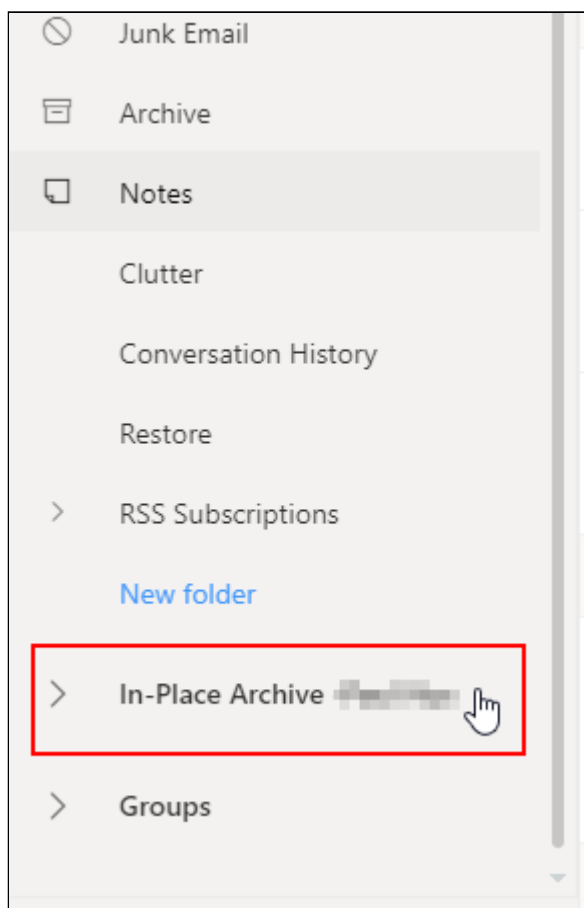
Outlook

Choose Outlook from your available applications.



In-Place Archive

From the left rail, scroll down until you find your "In-Place Archive" mailbox.



Expand the folder and you will see the contents of your archive mailbox.

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