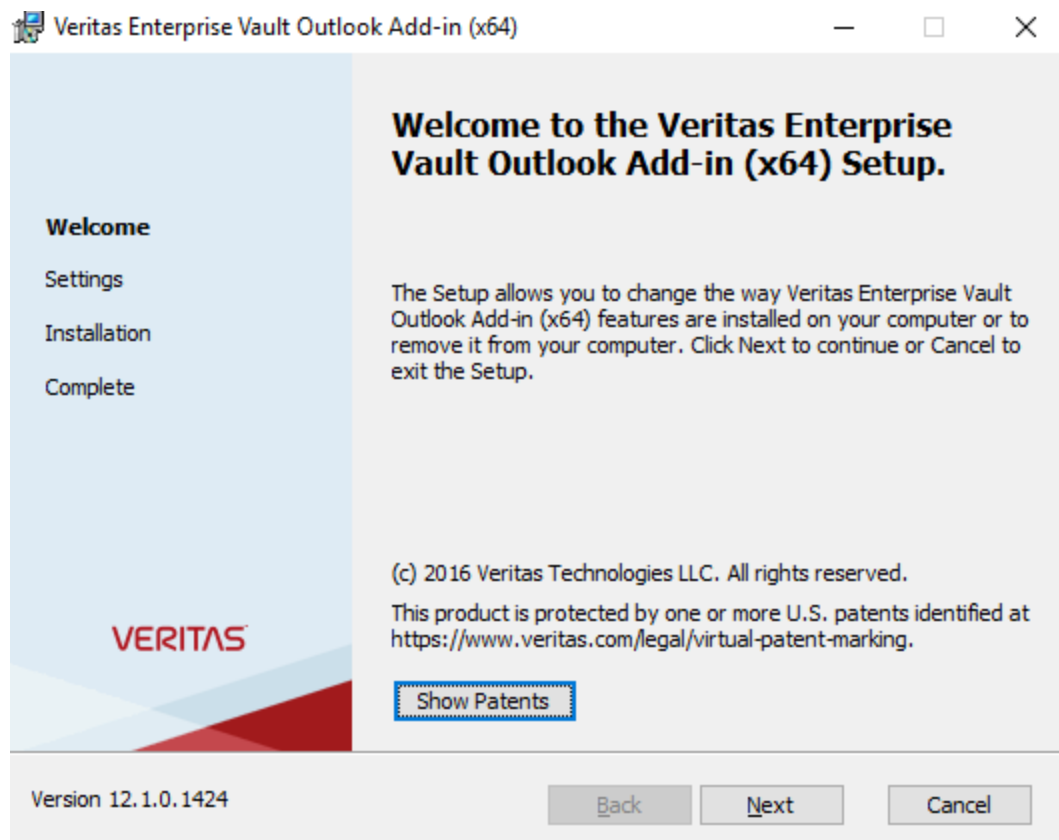


# E-Mail Archive Enterprise Vault Installation and users instructions for Microsoft Outlook 2010/2013/2016 & Web App User

According to the OS version (64 or 32 bit), User have to Install respective outlook plug-in in to the computers to access archive E –mail. User need to download outlook plug-ins from gswan.gov.in – <https://172.18.101.222/officescan/download/EnterpriseVault-Setup.zip>

After downloading Outlook plug-in run setup wizard as mention below:

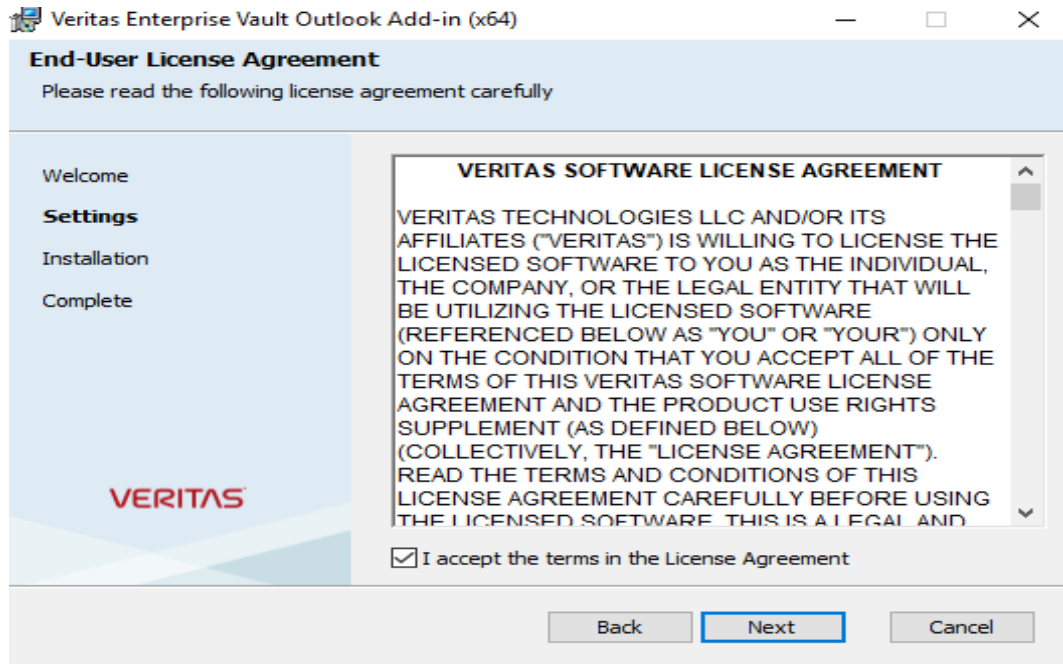
1. Double click on Setup.exe and click next on welcome screen:



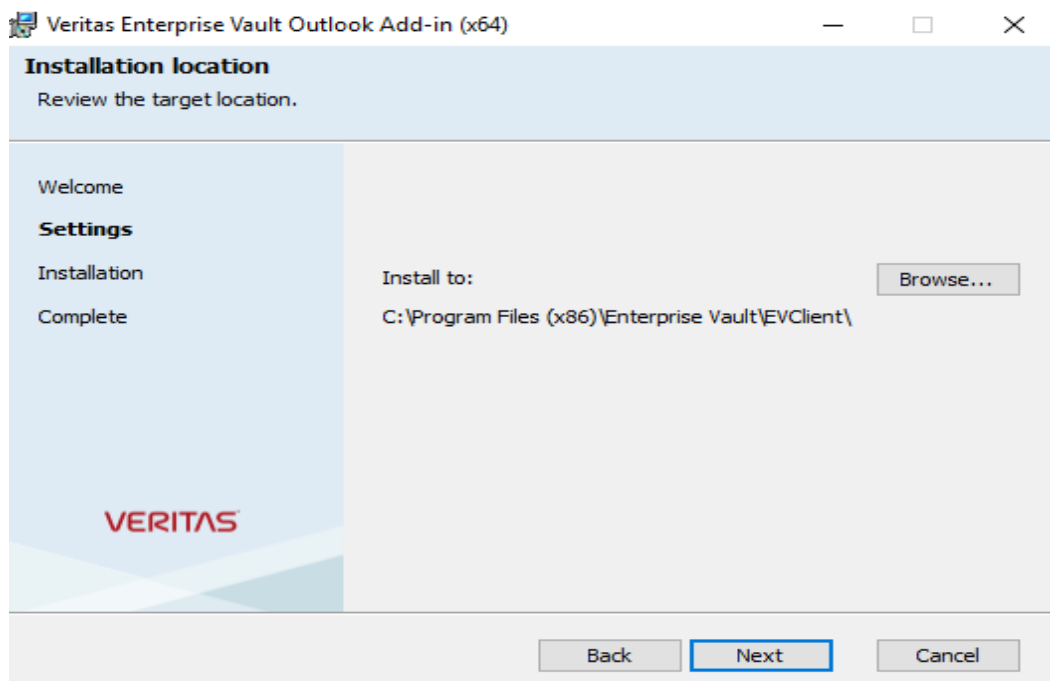
In case of any issues / queries kindly contact (From Mobile / LL) 07923256600, (Extension) – 56600

eMail – [ithelpdesk@gujarat.gov.in](mailto:ithelpdesk@gujarat.gov.in)

## 2. Accept the terms in license agreement window and click next:



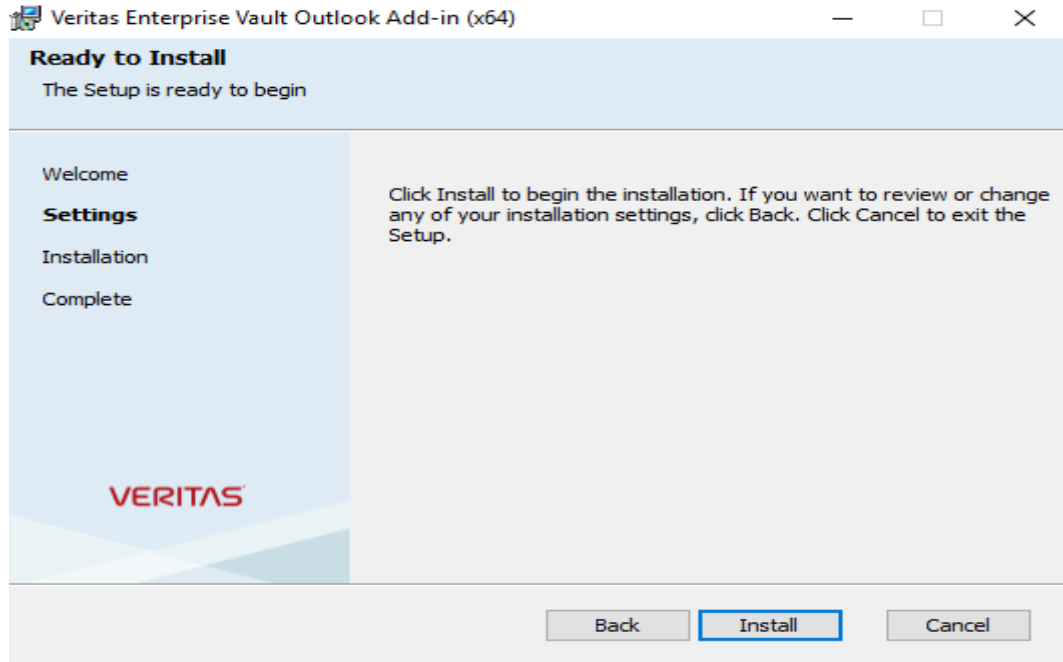
## 3. Click next in installation location window:



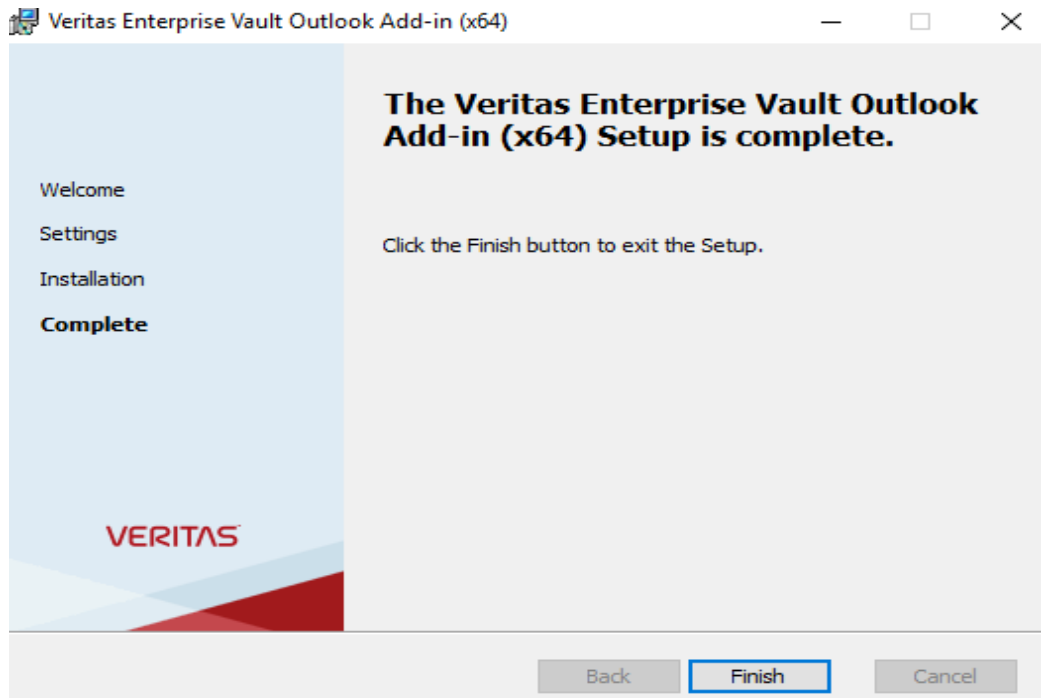
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#### 4. Click on Install:



#### 5. And click on finish to complete installation.



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After installation of outlook plug-in please restart outlook client and will find below mention add on option on outlook client ribbon.

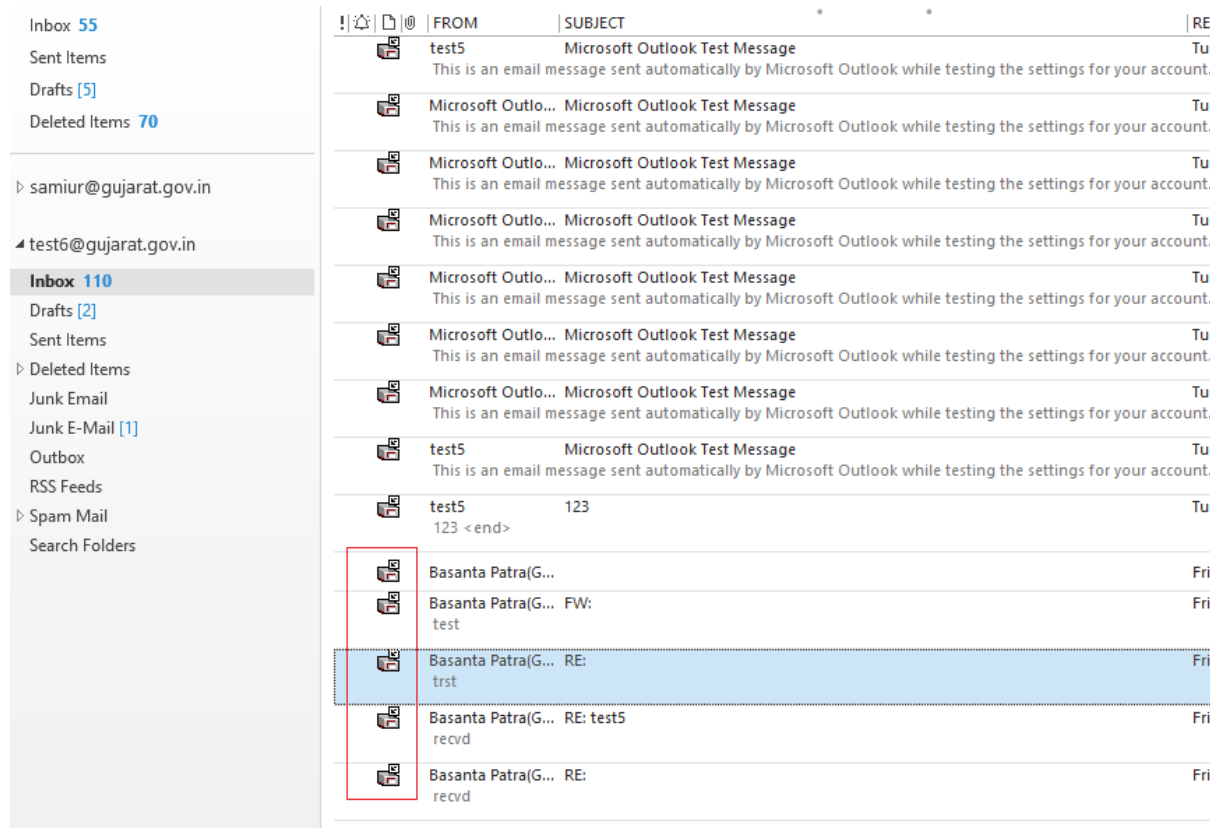
## Enterprise Vault options on the Outlook tools tab

Figure 1-1 Enterprise Vault tab in Outlook



In user Inbox Archive icon will appear as mentioned below:

Figure 1-2 Enterprise Vault tab in Outlook

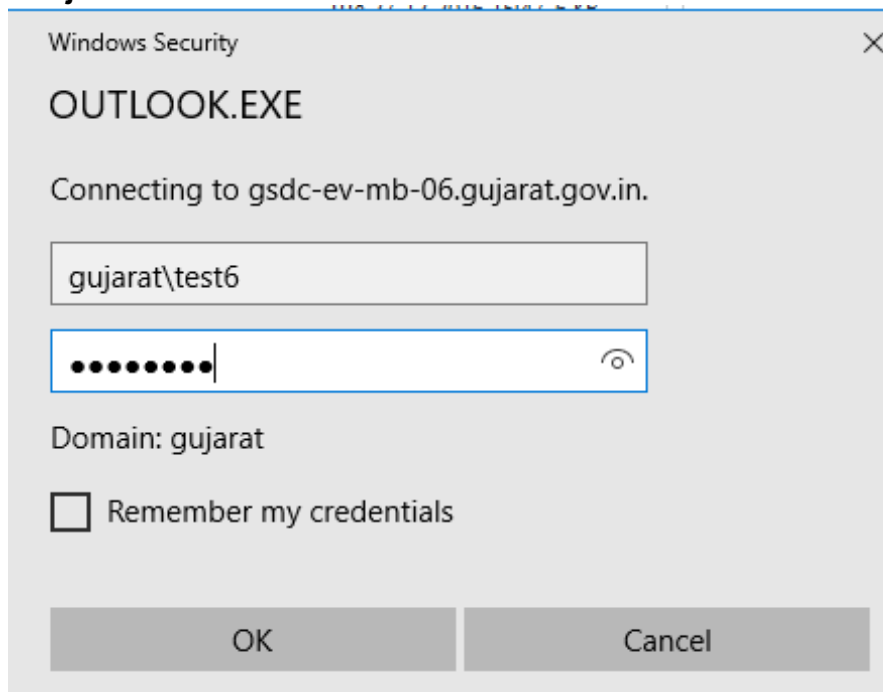


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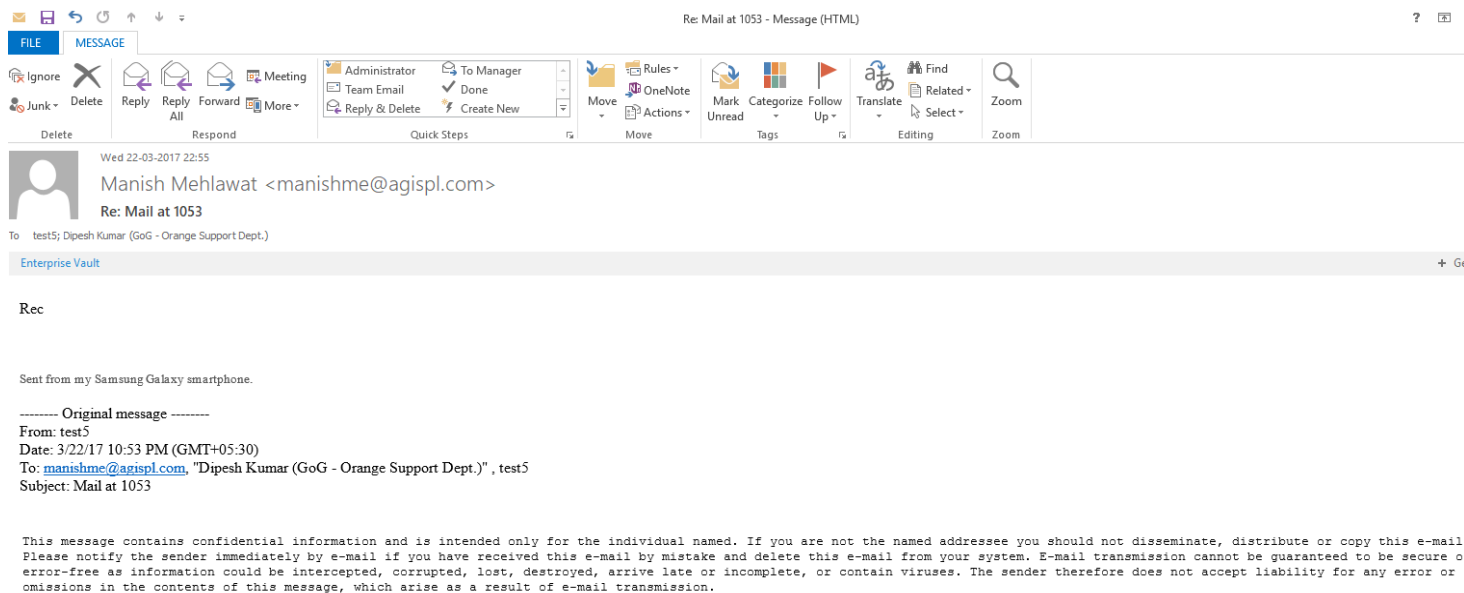
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To open Archive mail double click on mail and one-time User need to enter User credential as mention below:

Gujarat\user id



Once you applied credential, Mail will open in new window as original mail.

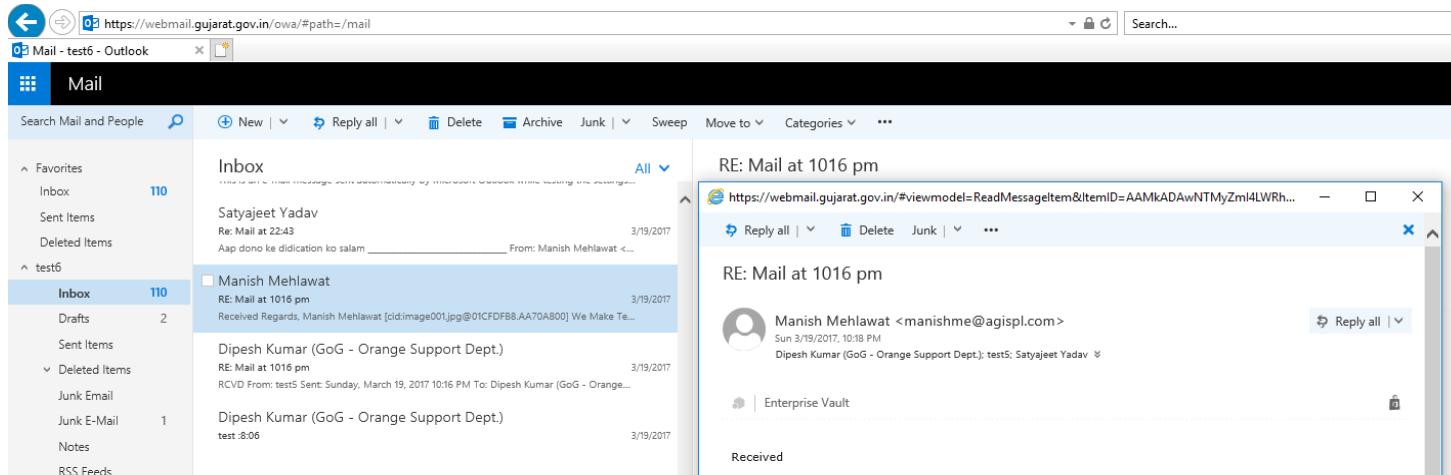


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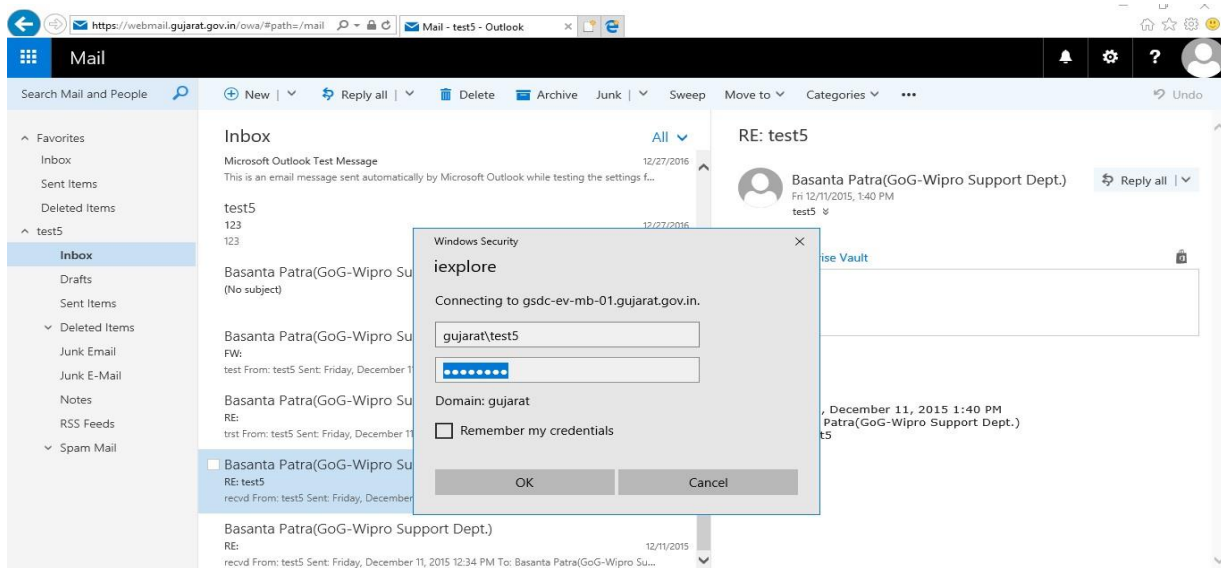
# E-mail Archive for web mail user:

## 1. User can also access archived mails by using mail archive through web mail.



## 2. Just double click on mail and it will ask for user credential as mentioned

below: Gujarat\user id



In case of any issues / queries kindly contact (From Mobile / LL) 07923256600, (Extension) – 56600

eMail – ithelpdesk@gujarat.gov.in

### 3. Then original will open in new windows:

RE: test5

Basanta Patra (GoG-Wipro Support Dept.)  
Fri 12/11/2015, 1:40 PM  
test5

Enterprise Vault

This is the original item

SEARCH

recvd

---

**From:** test5  
**Sent:** Friday, December 11, 2015 1:40 PM  
**To:** Basanta Patra (GoG-Wipro Support Dept.)  
**Subject:** test5

fyi

**[In case of any issues / queries kindly contact \(From Mobile / LL\) 07923256600, \(Extension\) – 56600](#)**

**[eMail – ithelpdesk@gujarat.gov.in](mailto:ithelpdesk@gujarat.gov.in)**

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