

# Enabling EVault

*For mailboxes created before October 15, 2007 only.*

McGill staff who log into the central McGill (campus) domain using Microsoft Office Outlook 2000 or higher, can enable EVault software themselves. Follow the [Enable EVault](#) instructions below.

McGill staff who do not log into the central McGill (campus) domain or affiliates and those who do not have Microsoft Office Outlook, contact [ICS Customer Support](#) to have EVault enabled for you.

## Clean out your inbox

Before you start using EVault, please clean out your inbox. EVault should not be used as a way to clean out your mailbox. As a best practice, all sensitive material and unwanted email should be deleted on a regular basis if you do not want them to be stored.

EVault does not store the "Deleted Items" folder, however keeping unwanted email in this folder adds to your quota.

## Enable EVault yourself (not applicable for mailboxes created after October 15, 2007)

To enable EVault yourself, first you have to install the full version of the [Outlook plug-in](#), then you can change default setting to allow EVault to start automatically storing your email.

Once the Outlook plug-in has been installed, follow the instructions below to enable EVault:

1. Launch Microsoft Office Outlook. In your Folders list, right-click your personal mailbox (displayed as "Mailbox – User Name") and select **Properties for...** from the dropdown list.
2. In the dialog box, select the **Enterprise Vault** tab.
3. Uncheck **Suspend Enterprise Vault archiving for this mailbox.**

4. Click **OK**.

Your email is now scheduled for automatic storing.

**Note:** EVault runs every evening for a scheduled length of time. Normally all email is stored in one night. But there is a chance that this could take longer and your items will remain in your inbox; you might still receive over quota warning messages during this time.

Visit [Using EVault](#) and the [EVault FAQ](#) web page for more information on EVault.

## **Turn off Microsoft Office Outlook Auto-Archiving**


At this point, all automatic archiving (storing) performed natively by Microsoft Office Outlook should be turned off so as to let EVault manage storing your email. Follow the steps below:


1. Click on the **Tools** menu and select **Options**.
2. Click on the **Other** tab, then click on **AutoArchive**.
3. Ensure there is no check mark next to “Run AutoArchive every”.
4. Click on **OK** twice to close the dialog boxes.

Your mailbox is now set up to let EVault store your email.

# Using EVault

## How EVault stores your email

Once EVault is enabled, your email items are scheduled for automatic storing (this process runs nightly). Once an item has been stored by EVault, a shortcut to the stored item will remain in your inbox. This is indicated by the following icon  .

**Note:** EVault runs every evening for a scheduled length of time. Normally all email is stored in one night. But there is a chance that this could take longer and your items will remain in your inbox with "a flagged to be stored"  icon preceding the item. If you are over quota, you might still receive over quota warning messages until the process runs again and stores all your over quota email.

You can also use EVault manually to store your email items, and change default settings. Find out how to do this and more in the [EVault User Guide](#) [.pdf].

## Ways to access stored messages:

- **Microsoft Office Outlook and the [Outlook plug-in](#) (preferred setup)** – By using EVault with Microsoft Office Outlook and the Outlook plug-in installed, you will have all functional features (users with a 300MB mailbox quota have the ability to change the default setting for automatic storing). The plug-in works with all versions of Microsoft Office Outlook starting with Outlook 2000.
- [Outlook Web Access](#) (OWA) - By using OWA, you will have the same functional features as Microsoft Office Outlook, but you cannot change default settings here.
- [EVault Web Interface](#) - Use the Web Interface to access EVault with other operating systems.