

From: Gilinson, Randi D <rgilinson@uabmc.edu>
Sent: Thursday, February 4, 2021 11:39 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Seeing my old email messages

Seeing my old email messages

Brought to you by
Byron Chancellor
- Manager of HelpDesk/IT for
DOPM
(in MT-403)



SITUATION:

There's an email message from a few years back that I need but it's not in my "Inbox" – where is it??

SOLUTION:

Check your "archives"

The archive, which stores calendar events as well as emails, is accessible at the following address from onsite only. It uses your UABMC ID credentials, which are the ones used to access email in Outlook:

<https://archive.uabmc.edu>

The archive's search functions are more extensive than the ones in Microsoft Outlook and other email clients. You may view a video guide at (BlazerID and Password required):

<https://www.oneuabmedicine.org/-/right-on-target-protecting-phi-and-email-archiving-changes>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>