

## MailMeter - User Tips for use of Individual Search and Retrieval (ISR)

Two items to know from your district technology department: 1—how to get to MailMeter (from within Notes or Exchange), and 2—to what extent mail has been collected from the past into MailMeter (could be months or years of e-mail).



**Login to ISR – Security:** Always enter your full e-mail address (example: [name@districtname.org](mailto:name@districtname.org)). If you don't have a password or FORGOT your password, click on the **GET NEW PASSWORD** link on the bottom of the login screen. The system will then e-mail you a one-time temporary password to use. If your school district uses "active directory", your network userid and password will be used, and you will bypass the login screen.

GET NEW PASSWORD LINK

### Searching e-mail in the archive:



This is much like a Google search. You can check or fill in as much (or as little) as you wish for criteria to search.

The first item is important – to select whether this was received

or sent by you (could be both!)

Next, narrow your search for desired TEXT in subject, message, and/or attachment (if known). You can follow these examples:

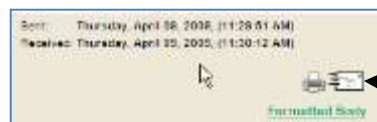
- A word **technology**
- A phrase **"test scores" (in quotes)**
- A number **798-3264**
- A partial word or number followed by "\*" **guaran\***
- A partial or full word preceded by an \* **\*pdf**
- Multiple words using "AND" "OR" "AND NOT" Boolean expression **"return" and "guarantee"**

Searching for specific e-mail addresses: You can be specific (such as [jd@school.org](mailto:jd@school.org)), or you can find e-mails where you don't know the exact address (William\* or wsmith, for example).

Searching within a Date Range: This defaults to "ALL", but you may wish to click on down arrow to select "last 30 days", "last 90 days", or "Custom", where you specify a date range and pick the date from a calendar button.

Last – you can choose how to display the results: in the "Show me" field. Click to select: - E-mails (most recent to oldest), Attachment names, Sender Names, Recipient Names, or Dates. Most common will be to leave at default of "E-mails".

**Search Results – Action Choices:** Click on any subject or message to see the complete display of an e-mail. You can open any attachment, print the e-mail, or even resend the e-mail back to your inbox. Look for this in the top right area of the display:



Click on **Printer** icon to create new window with formatted e-mail for printing; click on **Envelope** icon to e-mail a copy of this back to inbox