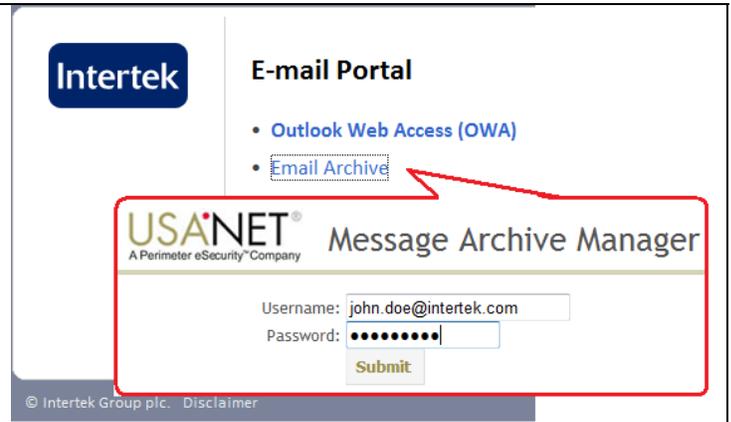


Email Archiving System – Quick Start Guide

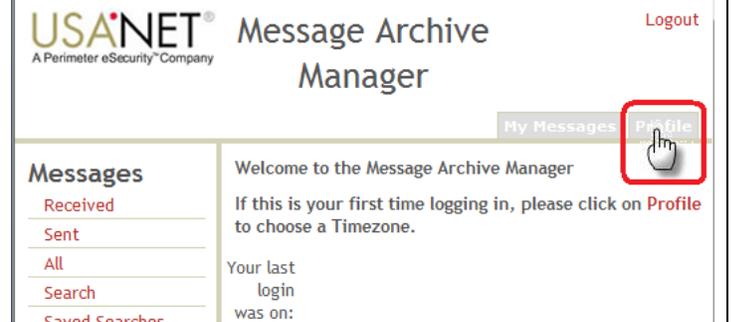
How To Log In

- Open your web browser.
- Go to the Intertek Email Portal:
<http://mail.intertek.com>
- Click on the **Email Archive** link.
- Then, click on the **New Email Archive** link.
- Enter your email address and password.
- Click on the **Submit** button.



Setting Up your Time Zone

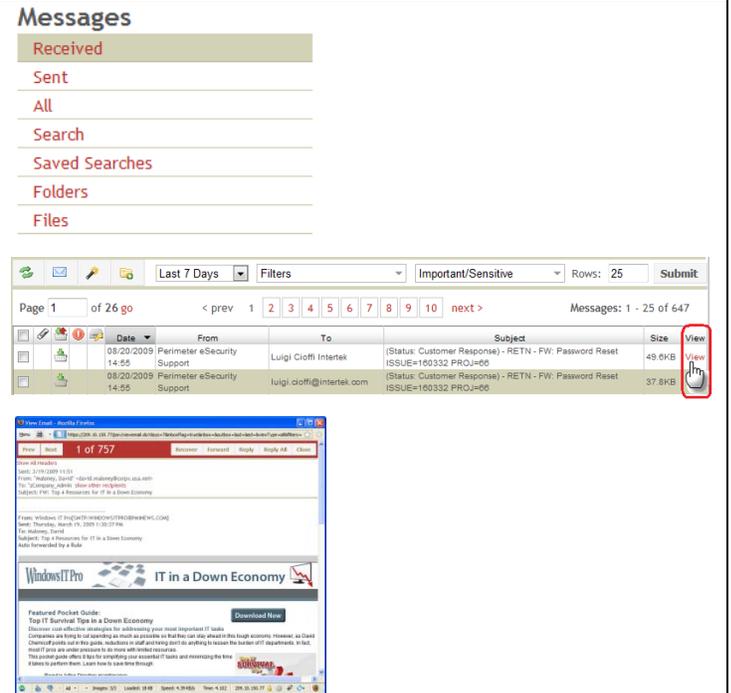
- The first time you log in you will need to set up your Time zone.
- Click on the **Profile** Tab, on the top right.
- Select your time zone.
- Click on the **Update** button.



Viewing an Email Message

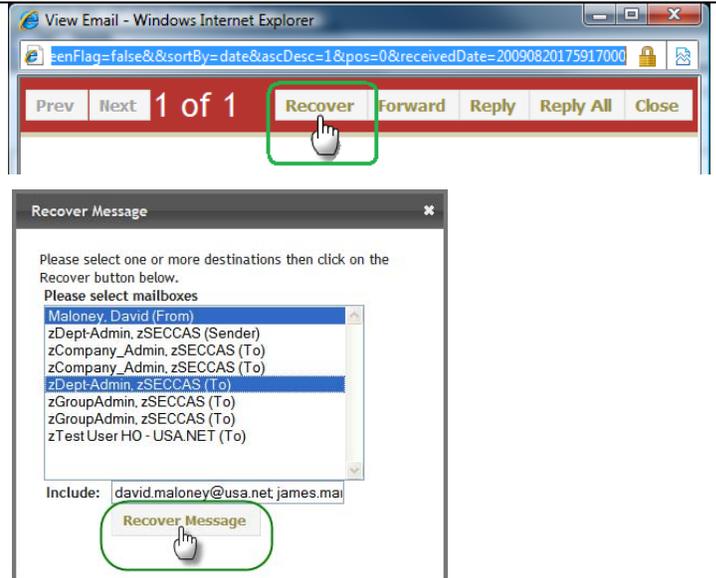
- On the left menu, click on the option to see **Received**, **Sent** or **All** Messages.
- A list of email messages will appear in the main active window, one message per line.
- By default, you see the **Last 7 Days**.
- **Double-Click** anywhere on the message line to open that message
- Or, Click on the **View** link next to the message.
- The email message will open in its own separate browser window. Note that you can only open one message at a time.

NOTE: Make sure that you setup the option in your web browser to **Always allow Pop-ups from This Site**.



Recovering an Email Message

- From the View Email Window, click on the **Recover** button.
- A list of the original recipients of the messages is displayed.
- Select one or more recipients from the list.
- Or, type a new email address in the **Include** field.
- Click on the **Recover Message** button.



Searching for Email Messages

- On the left menu, click on **Search**.
- Click on the **Advanced** button.
- Enter two or more of the following search criteria:
 - Begin Date
 - End Date
 - Sender name or email address
 - Recipient name or email address
 - Text in the Subject
 - Text in the Message
 - Name of Attachment
 - Minimum Size
 - Maximum Size
- Click the **Submit** button.

Messages

Received

Sent

All

Search

Saved Searches

Folders

Files

