

How to Enable the Search Archive Folder for Individual Users

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By default, the Search Archive folder is created in all archived mailboxes and is set to Enabled for all users. This folder links to the Archive Search website so that users can easily search their archive from Microsoft Outlook. However, if the default setting is set to Disabled, you can enable the Search Archive folder for individual users using the following steps:

1. Open the ArchiveOne Admin Console, and click the **Mailbox Manager** node.
2. Navigate to and right-click the user name you want to enable, and click **Enable Search Folder**.
3. Run a policy on the user's mailbox to create the Search Archive folder in the user's mailbox.
4. Direct the user to open Outlook and verify the Search Archive folder displays.

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