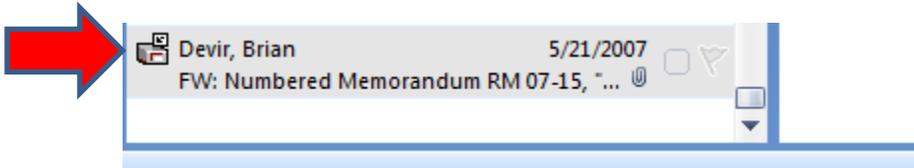
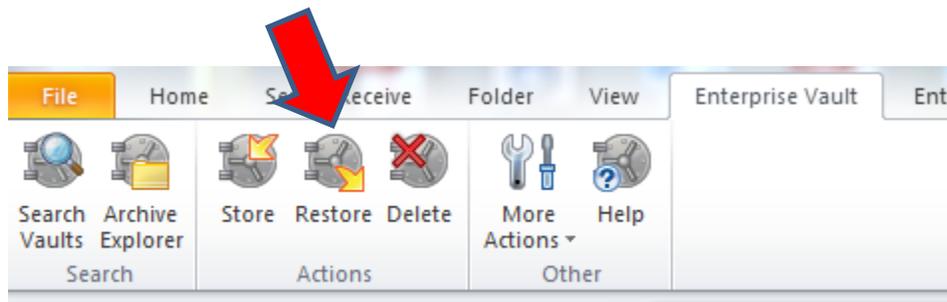
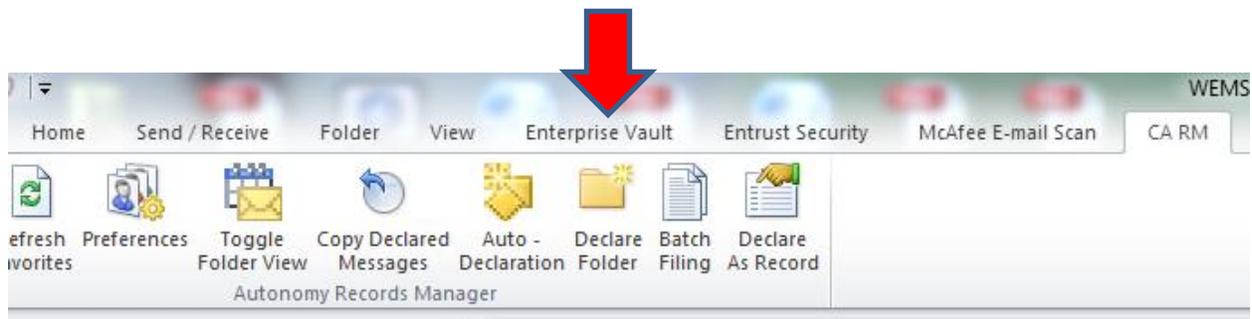


## How to Restore E-mail(s) from the Vault:

1. Select email or emails that need to be restored



2. Select "restore from vault" icon from Outlook Toolbar



3. When you create new Outlook record folders contact Records Management so that new CARM/ARM folders can be created. Once completed, the folders can be auto-declared.

If you create non-record (personal or reference) Outlook folders that are needed longer than 180 days then contact Records Management so that new CARM/ARM folders can be created. Once completed, the folders can be auto-declared.