

How To Use Self Service Auditor

(Revised by JA 10/23/2015)

Description

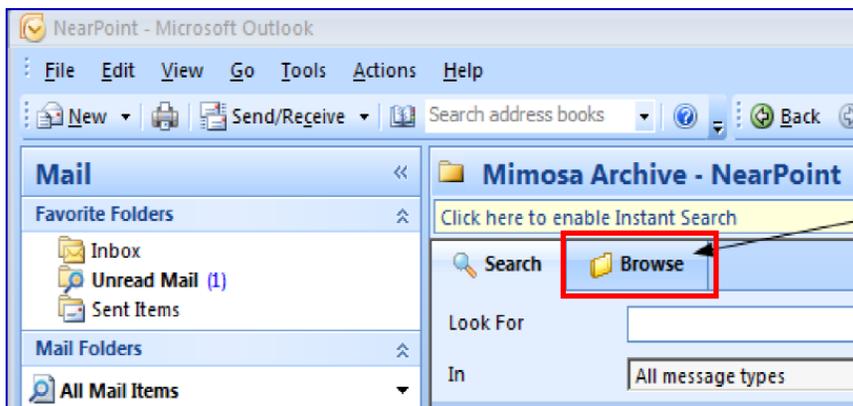
How to access an alternative Mimosa mailbox using the NearPoint Self Service Auditor (SSA). Please be aware that upon completion of your migration to Exchange Online, Mimosa will be read only. Email interaction such as forwarding, replying and restoring email to the inbox are no longer functioning.

Assumption Before Using This Process

You have been assigned Self-Service Auditor permissions as a delegate or to access a departed employee's archive.

INSTRUCTIONS:

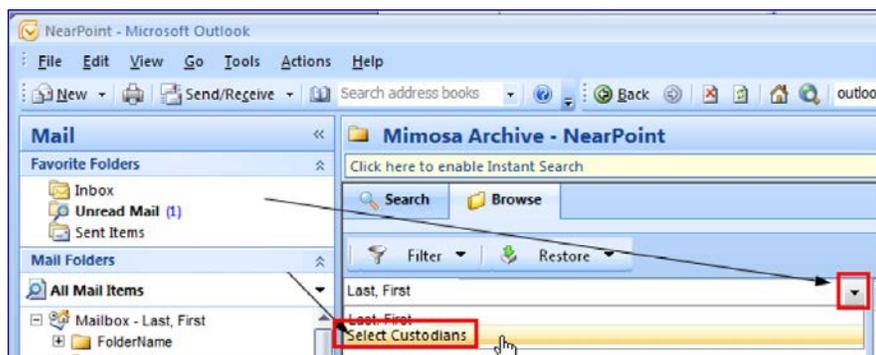
1. Go into your own Mimosa Archive Folder.
 - a. If you are in a DoIT supported department, click the following link to access Mimosa in the Internet: <https://archive.seattle.gov/nearpoint/client/default.aspx>
 - b. If you are not in a DoIT supported department, go to **Start Menu – All Programs – City of Seattle – Mimosa**
2. Click the **Browse Tab**



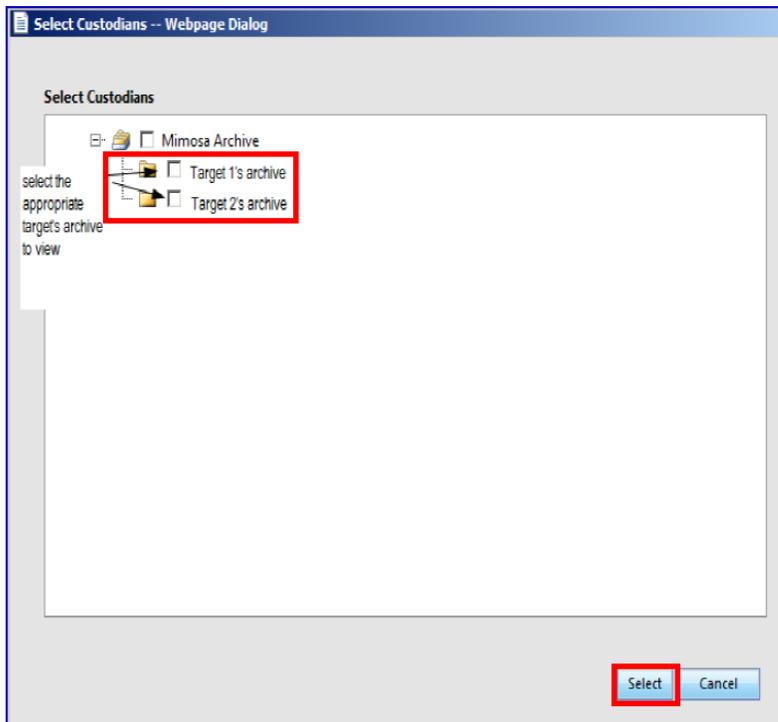
3. Below the **Filter – Restore Buttons** and to the right of your name:



- a. **Click the down arrow**
- b. On the drop down selection, **click "Select Custodians"**



4. On the next pop up, click the box(es) next to the Target's mailbox and click Select



5. The Target's email archive will appear in the Mimosa Archive-NearPoint pane. Now you can browse messages in the Target folders.

