

Online Compliance Center

User Guide - Search - English - Stand: Mai 2025

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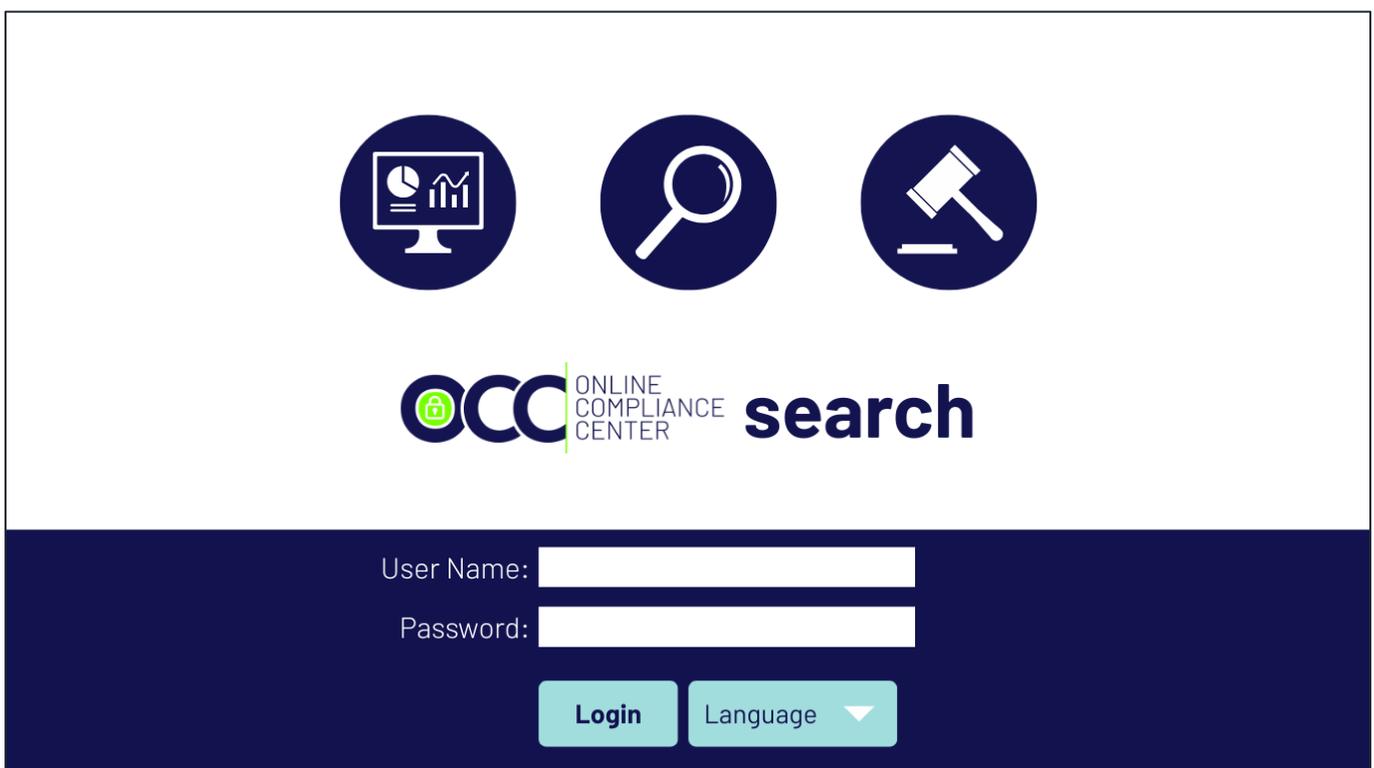
Login

With Search, you can easily view your archived emails in a web browser. Logging in is done by accessing a dedicated link from your internet browser.

When logging in from the customer's internal network, no login is required. You are authenticated through your network login. This requires an ADFS connection.

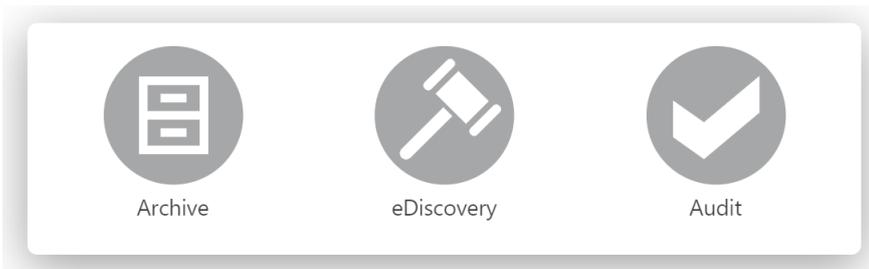
If the archive is accessible externally, proceed as follows:

In the login screen, enter your username and password. These are the same credentials you use to log into your Windows computer. In most cases, login is handled via Single Sign-On, so you will not see the following login screen.

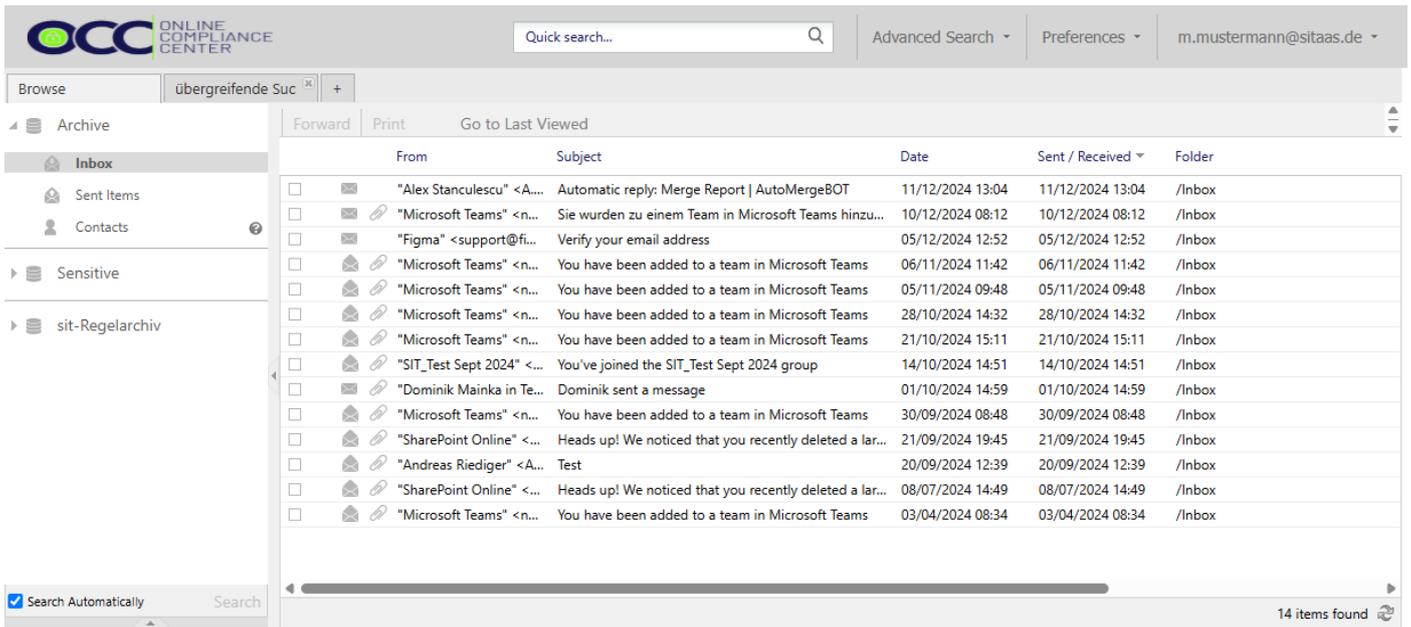


The screenshot shows the login interface for the Online Compliance Center Search. At the top, there are three circular icons: a monitor with a bar chart, a magnifying glass, and a gavel. Below these is the OCC logo and the text "ONLINE COMPLIANCE CENTER search". The bottom section is a dark blue bar containing a "User Name:" label and a text input field, a "Password:" label and a text input field, a "Login" button, and a "Language" dropdown menu.

Depending on your permissions and license, the Email Archive, eDiscovery, and Audit for revision are available to you. For the user, the "Archive" section is usually selected automatically.



Navigation



	From	Subject	Date	Sent / Received	Folder
<input type="checkbox"/>	"Alex Stanculescu" <A...	Automatic reply: Merge Report AutoMergeBOT	11/12/2024 13:04	11/12/2024 13:04	/Inbox
<input type="checkbox"/>	"Microsoft Teams" <n...	Sie wurden zu einem Team in Microsoft Teams hinzu...	10/12/2024 08:12	10/12/2024 08:12	/Inbox
<input type="checkbox"/>	"Figma" <support@fi...	Verify your email address	05/12/2024 12:52	05/12/2024 12:52	/Inbox
<input type="checkbox"/>	"Microsoft Teams" <n...	You have been added to a team in Microsoft Teams	06/11/2024 11:42	06/11/2024 11:42	/Inbox
<input type="checkbox"/>	"Microsoft Teams" <n...	You have been added to a team in Microsoft Teams	05/11/2024 09:48	05/11/2024 09:48	/Inbox
<input type="checkbox"/>	"Microsoft Teams" <n...	You have been added to a team in Microsoft Teams	28/10/2024 14:32	28/10/2024 14:32	/Inbox
<input type="checkbox"/>	"Microsoft Teams" <n...	You have been added to a team in Microsoft Teams	21/10/2024 15:11	21/10/2024 15:11	/Inbox
<input type="checkbox"/>	"SIT_Test Sept 2024" <...	You've joined the SIT_Test Sept 2024 group	14/10/2024 14:51	14/10/2024 14:51	/Inbox
<input type="checkbox"/>	"Dominik Mainka in Te...	Dominik sent a message	01/10/2024 14:59	01/10/2024 14:59	/Inbox
<input type="checkbox"/>	"Microsoft Teams" <n...	You have been added to a team in Microsoft Teams	30/09/2024 08:48	30/09/2024 08:48	/Inbox
<input type="checkbox"/>	"SharePoint Online" <...	Heads up! We noticed that you recently deleted a lar...	21/09/2024 19:45	21/09/2024 19:45	/Inbox
<input type="checkbox"/>	"Andreas Riediger" <A...	Test	20/09/2024 12:39	20/09/2024 12:39	/Inbox
<input type="checkbox"/>	"SharePoint Online" <...	Heads up! We noticed that you recently deleted a lar...	08/07/2024 14:49	08/07/2024 14:49	/Inbox
<input type="checkbox"/>	"Microsoft Teams" <n...	You have been added to a team in Microsoft Teams	03/04/2024 08:34	03/04/2024 08:34	/Inbox

After successfully logging into the archive, you will see your homepage. In the left column, the folder structure of your archived mailbox is displayed, as well as all locations that have been set to visible for you. In this example, several locations are selected and visible. As a user, you will generally only see your own archived data and the archived data of your delegate.

In addition to your inbox, every folder you have created and archived is visible.

Empty folders and items that have not yet been archived are not displayed.

Archived calendars, notes, contacts, and tasks are also available.

Your personal mailbox is archived, while shared folders are archived under the data owner.

Search Function

Quick Search

Using the quick search function, you can quickly and efficiently search your archived data for keywords.



Quick search... | Advanced Search ▾

Overview of the Most Important Search Types:

The "Automatic Search" is a convenience feature that allows Search to start the search automatically as soon as you make a selection. You can disable this feature if you do not want the search to be automated. The data preview is only updated upon your request. This speeds up the system in case the search needs to be narrowed down using multiple criteria.

Advanced Search

Under "Advanced Search," you can filter the desired search criteria of a message according to specific parameters.

For example, you can choose to search for keywords only in the subject line or the body of the email. It is also possible to search for specific recipients or senders within defined time periods.

If you perform a search with three words, such as "needs deleted cleaned," Search will look for items that contain all three keywords somewhere in the message header (subject, sender, recipient) and text, without requiring them to appear together.

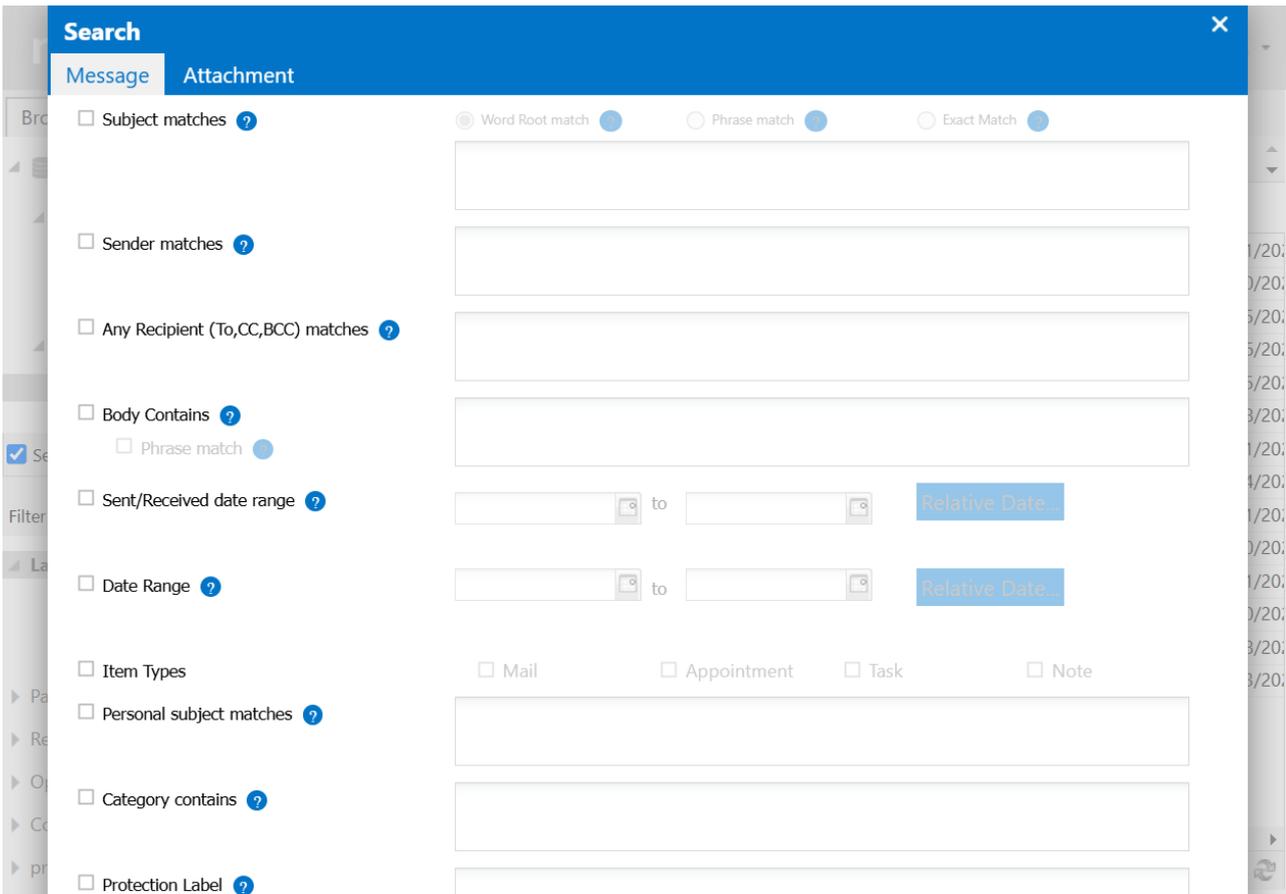
(The Boolean operator AND is applied to all three search terms.)

If you prefer to search for an exact phrase, please enclose it in double quotation marks. If you enter multiple keywords into the "Search" field, such as:

- needs deleted cleaned

Enclose all three keywords in double quotation marks:

- "needs deleted cleaned"



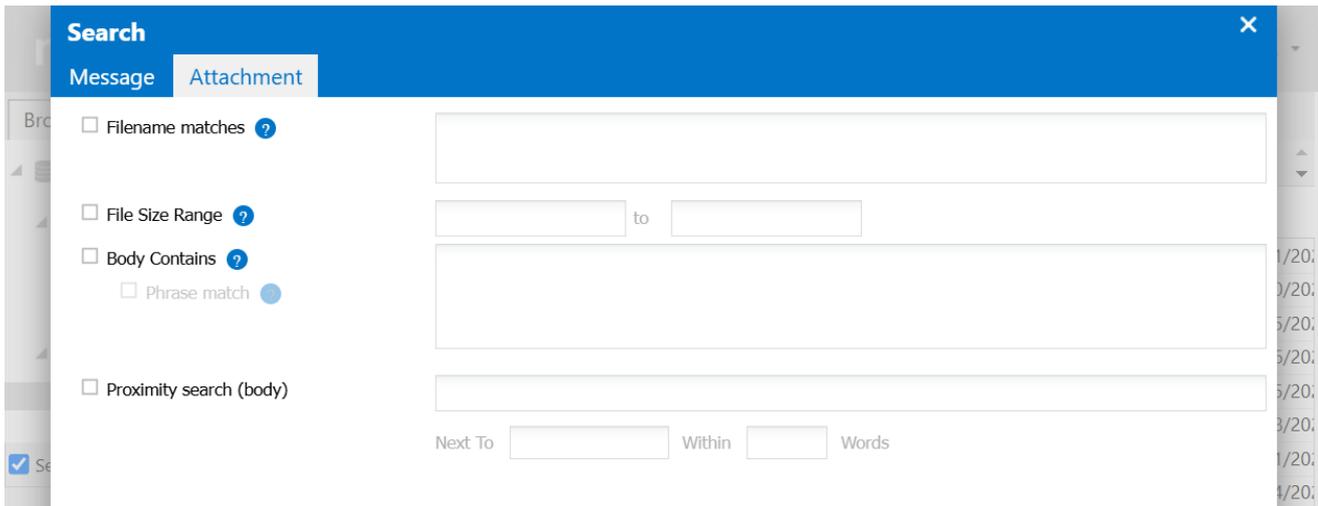
The screenshot shows a search interface with a blue header bar containing the word "Search" and a close button. Below the header, there are two tabs: "Message" and "Attachment". The "Message" tab is selected. On the left side, there is a list of search criteria, each with a checkbox and a help icon. The criteria include: Subject matches, Sender matches, Any Recipient (To,CC,BCC) matches, Body Contains (with a sub-option for Phrase match), Sent/Received date range, Date Range, Item Types (with sub-options for Mail, Appointment, Task, Note), Personal subject matches, Category contains, and Protection Label. On the right side, there are radio buttons for "Word Root match", "Phrase match", and "Exact Match". Below these are several text input fields for search terms, and two date range pickers with "Relative Date" buttons. A vertical scroll bar is visible on the right edge of the search panel.

Custom

A custom search is a search that you create based on the parameters you specify.

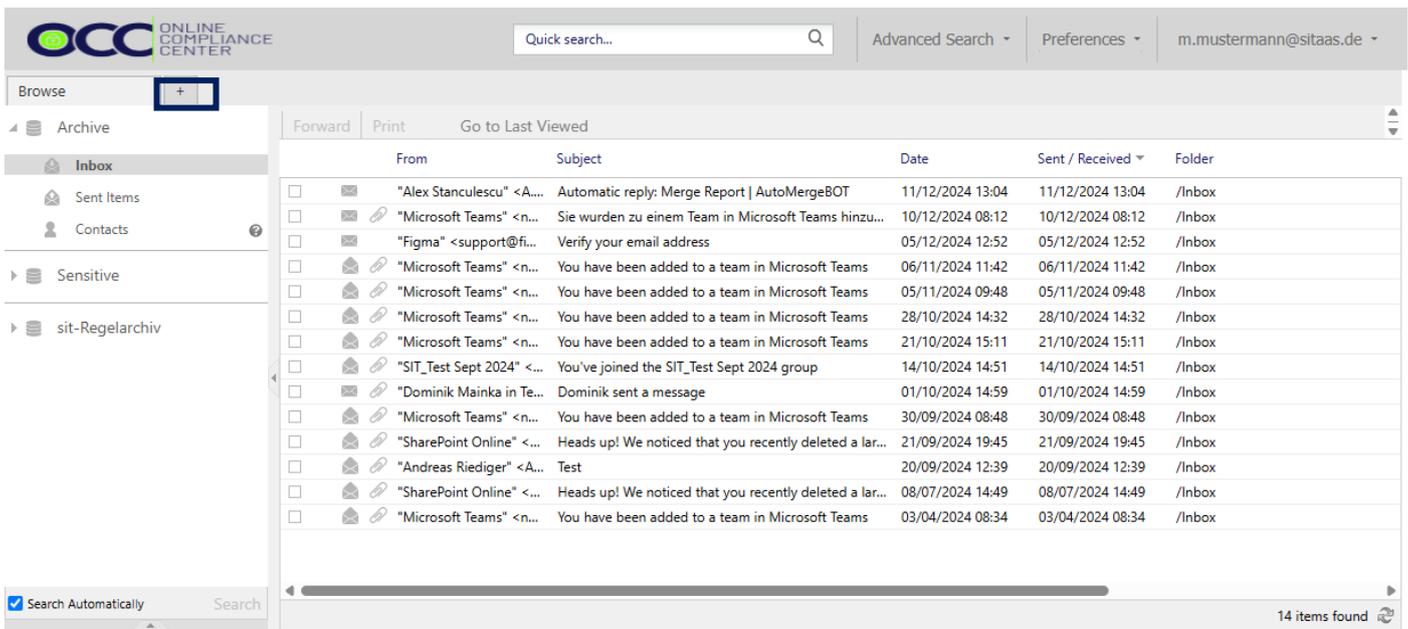
Attachment: Searches the attachments of archived messages using the defined search criteria.

Through "Advanced Search," you can choose between "Message" and "Attachment," as described earlier under the "Message" section.



Select the "Attachment" tab to define certain search criteria exclusively for attachments.

Cross-searches: Multiple searches can be conducted. To do this, use a new "Search" tab, which you open via the "+" symbol.



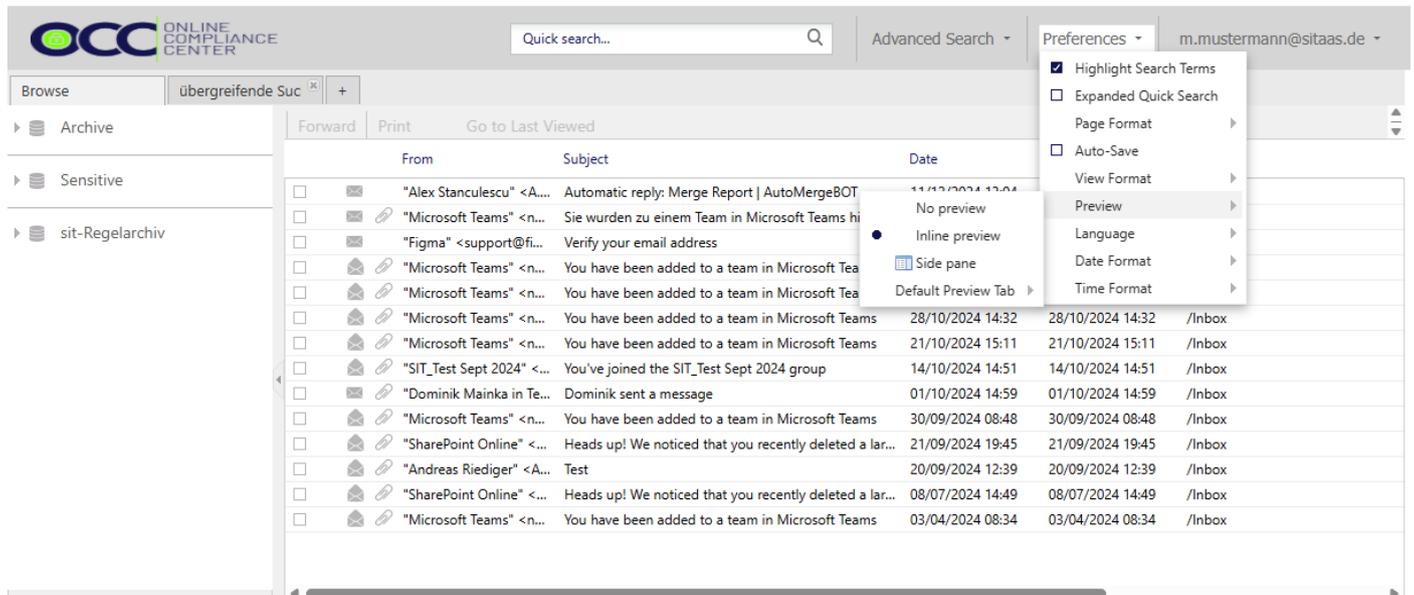
A cross-search retains the search results from the previous search. This allows you to perform a new search function in the new tab with the already filtered search results to obtain even more targeted results. You can repeat this process until you have found the desired data.

Boolean operators and symbols: Boolean operators are symbols like the plus (+) or minus (-) signs, which form the basis of the search engine. Every time you search for a keyword or a partial keyword, Boolean operators precisely define this process. Search supports almost all Boolean operators, including AND, OR, NOT, BUT, NEAR, and so on.

Settings

Under Settings, you personalize the views in Search.

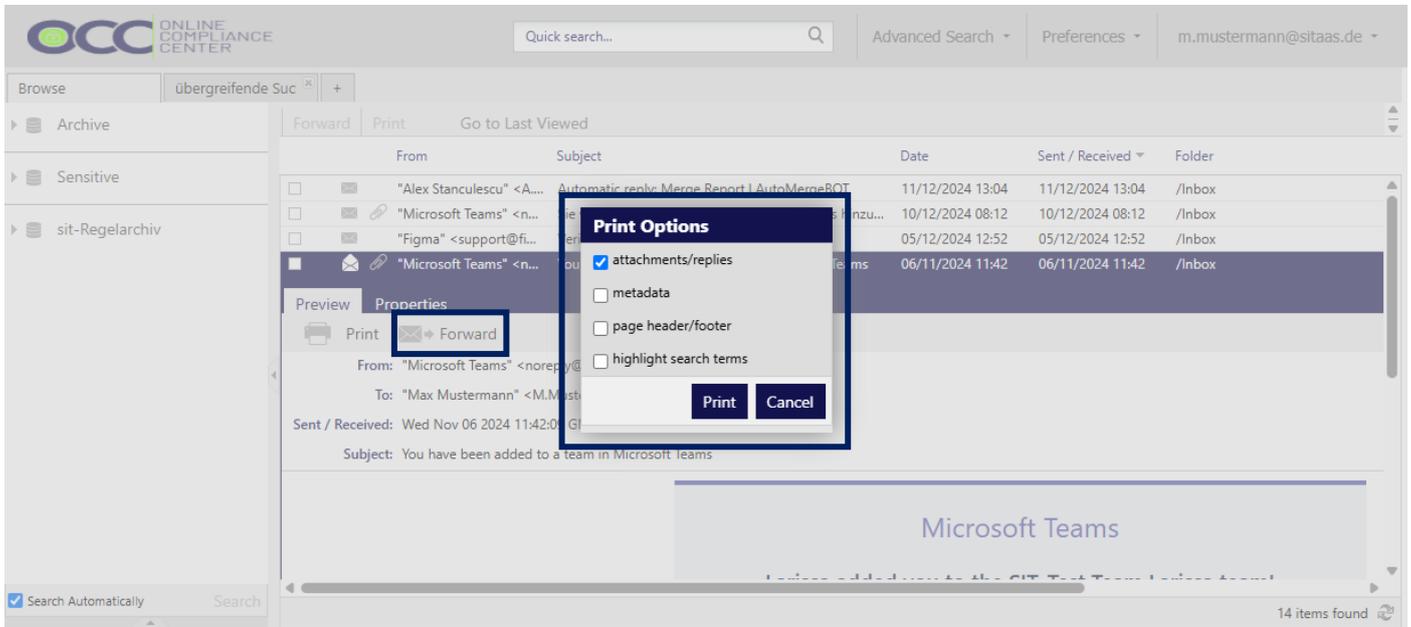
Here you control the preview options for emails, change the chronological order, and set the correct time format. The language can be optionally changed to English, French, Spanish, or German.



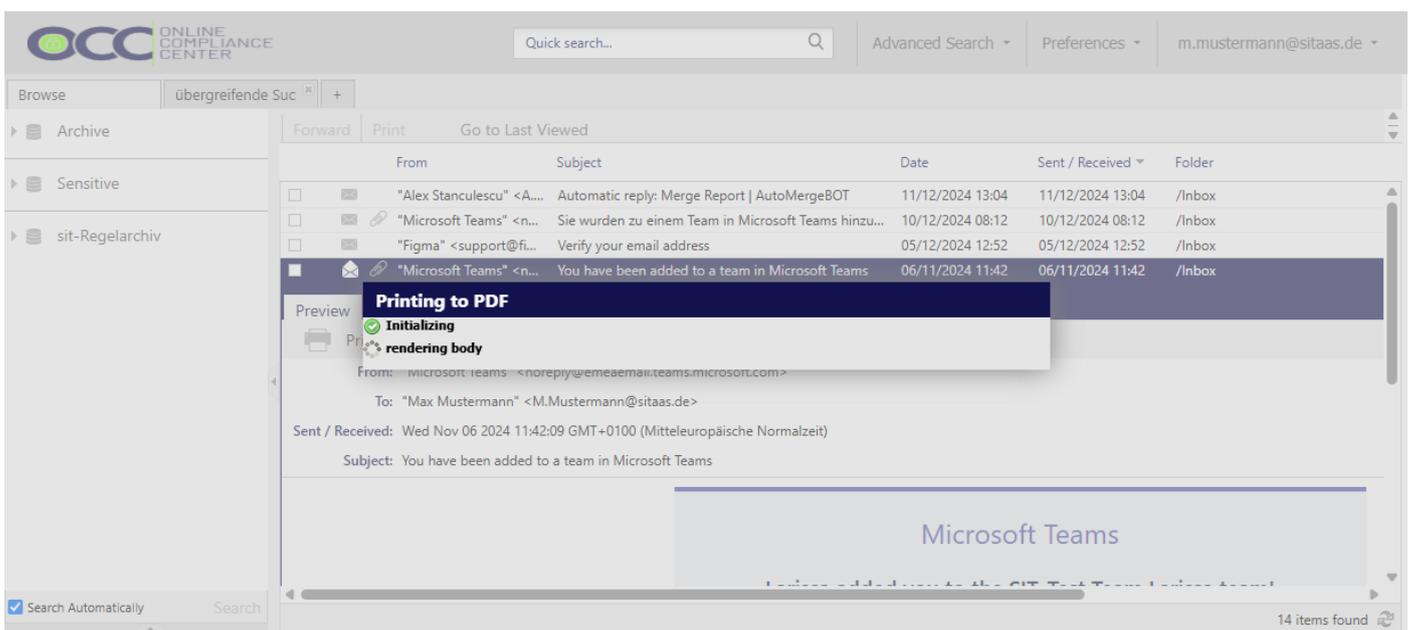
Via the username tab, you can open another archive of different mailboxes (if the permission allows it), and you can end your active session by logging out.

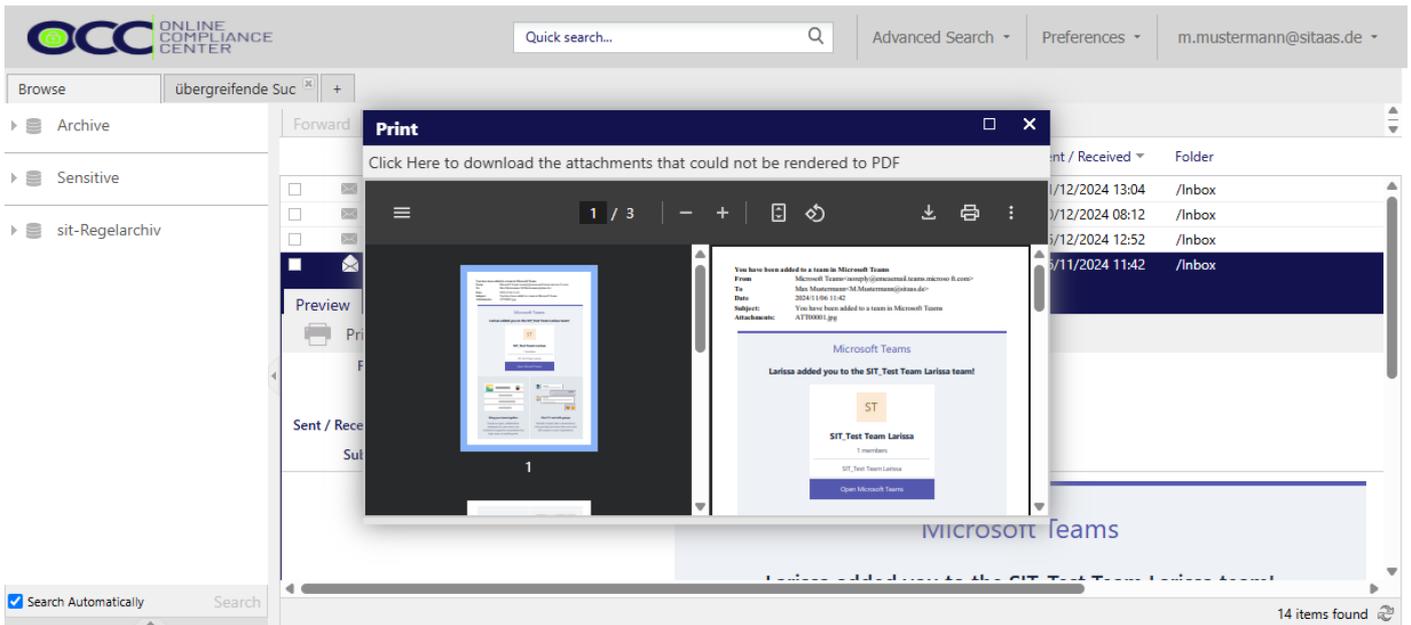
Saving Emails

You can export an important email from your archive as a PDF document. To do this, click on the desired email until the preview view appears. The email should now be “expanded” and the information readable.



By clicking on “Print,” a small window with selectable filters opens. Afterwards, for example, the PDF is loaded.

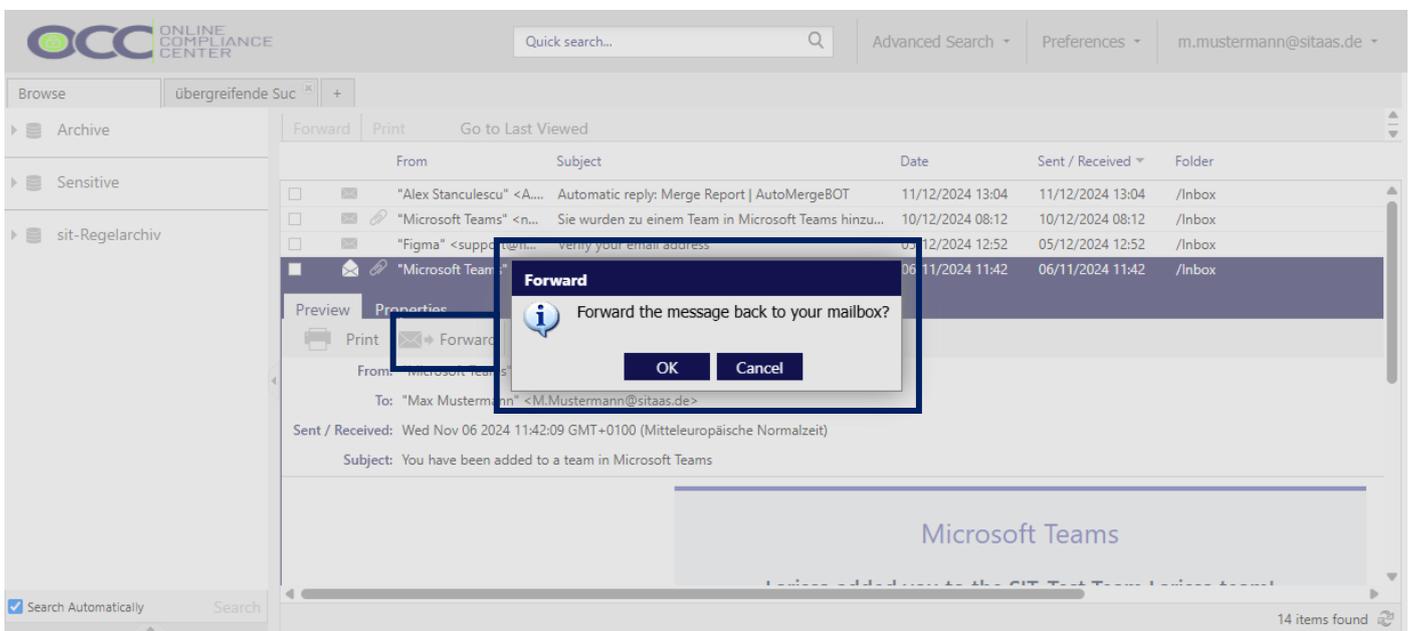




After the loading is complete, the email opens in PDF format in a pop-up window. There, you can save the PDF document to your local computer or print it directly via a printer.

Forwarding Emails

The mail archive stores items in an unchangeable way. To forward an archived email, click on "Forward" in the preview.



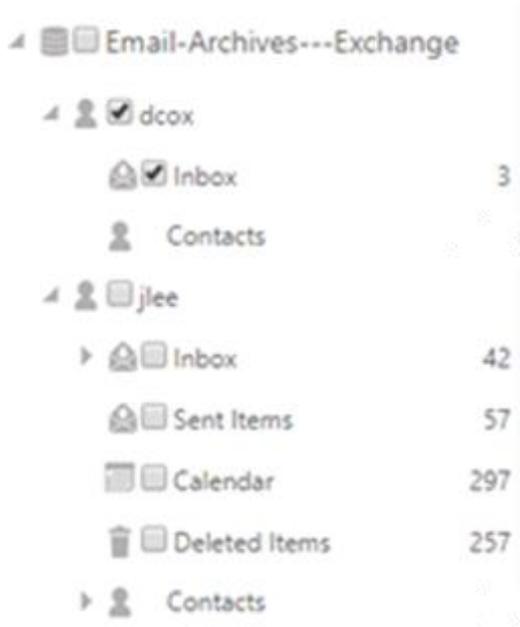
With this function, the archived email is sent to your mailbox. From there, you can work with the email as usual.

Access to Additional Archives, Old Archives

In addition to your own archive, you can also access archives from other mailboxes. This may include, for example, your old Mailstore, REDDOXX, or Barracuda archive, which can be assigned to you upon request. For this, you necessarily need the appropriate permissions. If the rights to other archive mailboxes have been delegated to you, you will also see the folders and emails of the respective other mailbox on your homepage.

In the list under the "Folders" column, you will find, besides the locations of your archive data, the folders of all users for whom you have received so-called proxy access.

This allows you to better distinguish which archived emails belong to your account and which belong to the mailbox for which you have proxy access. Just like with your own emails, you can also view, filter, search, forward, and print the archived emails of these mailboxes with proxy access.



Depending on your permissions, different folders will be displayed to you within the archive. These folders include Inbox, Sent Items, Calendar, and Contacts. On the left side, the folder structure of the additional archive will also appear below your personal archive.