

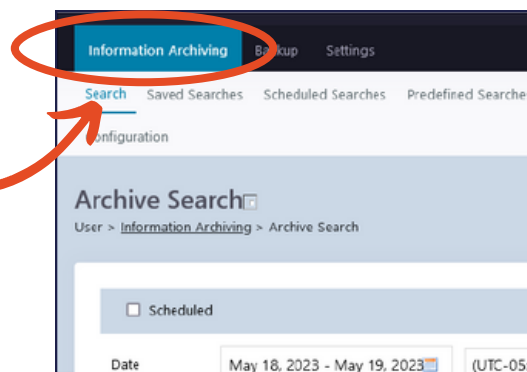
# AppRiver Archiving Instructions

## Do you need to access your email archive?

Sometimes, users will need to access their email archive at AppRiver/OpenTXT. Users can reach that at <https://cp.appriver.com>.

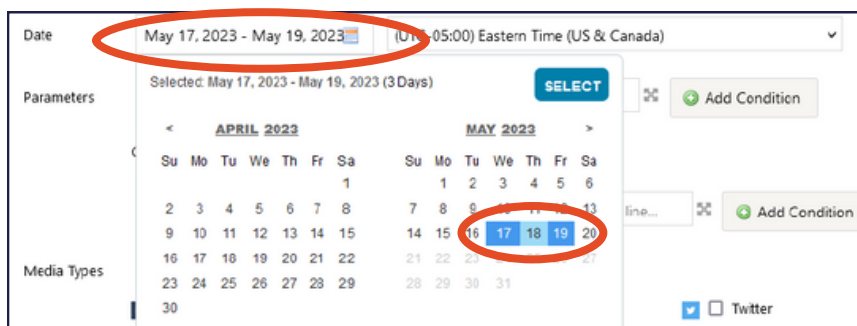
After logging in:

- At the top of the screen, select “Information Archiving”



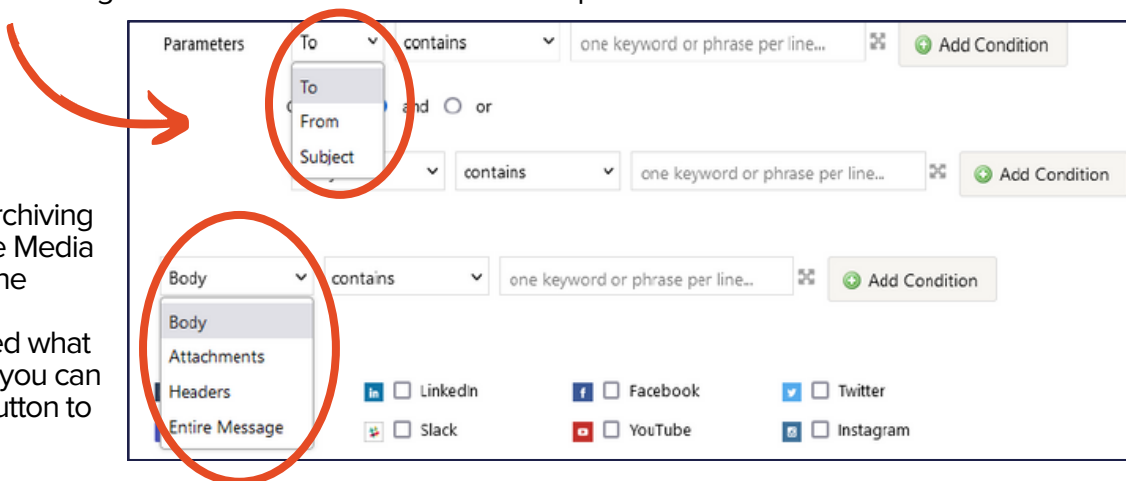
- From here, select the date range from which you want to find messages.

You can click on the month/year to quickly navigate to another date.



- For the parameters, you can narrow down what emails you want to look for based on both the To/From/Subject fields, as well text in the body, attachments, headers, or entire message.

You can use the “AND” operator to search for messages that meet all of the criteria you specify, or the “OR” operator to search for any message that matches at least one of those parameters.



- Because we are only archiving emails, you can skip the Media Types field, as well as the remaining fields.
- Once you have specified what you want to search for, you can then click the Search button to start the search.