Email Archive

Method 1: Search for email using Archiver

1) Go to https://archiver.rappahannock.edu (on Campus) or www.rappahannock.edu—Faculty & Staff—Portal (off campus)

2) Log in using RCC Username and Password

Archiver Direct Procedure
A. Type your search criteria in the top and click Search
B. You can click on and export or forward emails from here
C. You also have an optional Preview Pane to look at emails quickly with out needing to double click to pull them up.

Portal Procedure
3) On the Portal screen click RCC Email Archiver

4) Log into the Archiver and follow the procedure from there.

D) To search on specific email fields (To, From, CC, etc) or other parameters, click The Advanced selector beside the Search button to display a more comprehensive search bar (below).