

Data/Archive Request

Authorized account administrators may submit this form to request data and/or information from individual user accounts or across mailboxes of multiple users. Searches can be done using basic information such as From, To, and Subject field, or may also be done using detailed search criteria like date ranges, domain information, etc. Please note that searches can only be performed for, and results can only be delivered to, Virtual Office accounts. Please complete this form and submit to support@vofficeglobal.com. Requests are typically completed with one business day.

Requestor Information

Date: _____

Requested By: _____ Requestor's Email Address: _____

Deliver Search Results to (if different than Requestor): _____

Deliver Completed/Status Report to (if different than Requestor): _____

Is this a reoccurring search? Yes No

If yes, please indicate how often this search should be performed _____

Unless specified above, retrieved data is typically filed in a separate file folder within the requestor's email box. By default, the Virtual Office system will create and name the destination folder at the time of the search. Once the search is complete, the target folder will be accessible from the left "quick navigation" pane in the email box specified.

Data Parameters / Search Options

STEP 1: Where to Search (*required)

_____ Search Individual user account(s) _____ (Separate users with a comma)

OR

_____ Search all users in domain

_____ Search Mail Archive

_____ Search Live Mail

STEP 2: *What to Search*

Select any or all that apply (minimum of one field required)

BASIC SEARCH

Uses header information such as From, To, Subject, and Content of the email body.

From _____
To/Cc: _____
Subject: _____
Content: _____
 Also search Junk Also search Trash

ADVANCED SEARCH

Uses advanced parameters for a more detailed search. Most useful when searching large amounts of data, or with multiple users .

Date:

Is Before: _____ Is After: _____

Time:

Last Hour Today This week This Month This year
 Last 4 Hours Yesterday Last Week Last Month Last Year

Status:

Flagged Read Replied
 Unflagged Unread Forwarded

Attachment File:

Any Attachment (retrieves all messages with attachments of any type)
 No Attachment (retrieves all messages with no attachments)
 Specific Attachment type _____ (PDF, JPG, DOC, DOCX, XLSX, Etc.)
 Specific File Name _____

Size:

Is larger than _____ Is smaller than _____

Domains:

Specify domain(s):

Separate each domain with a comma

From To