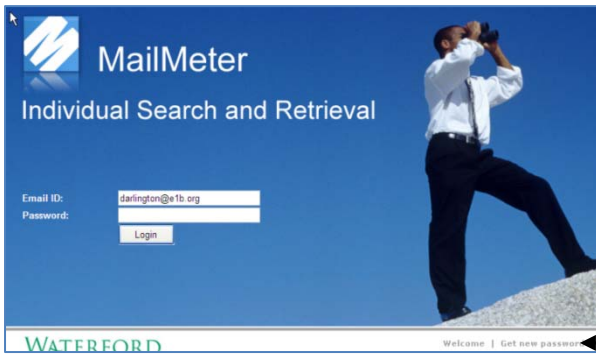# MailMeter - User Tips for use of Individual Search and Retrieval (ISR)

Two items to know from your district technology department: 1—how to get to MailMeter (from within Notes or Exchange), and 2—to what extent mail has been collected from the past into MailMeter (could be months or years of e-mail).

Login to ISR – Security: Always enter your full e-mail address (example: name@districtname.org). If you don't have a password or FORGOT your password, click on the **GET NEW PASSWORD** link on the bottom of the login screen. The system will then e-mail you a one-time temporary password to use. If your school district uses "active directory", your network userid and password will be used, and you will bypass the login screen.

> GET NEW PASSWORD LINK

Searching e-mail in the archive:

This is much like a Google search. You can check or fill in as much (or as little) as you wish for criteria to search.

The first item is important – to select whether this was received or sent by you (could be both!)

Next, narrow your search for desired TEXT in subject, message, and/or attachment (if known). You can follow these examples:

• A word	**technology**
• A phrase	**"test scores" (in quotes)**
• A number	**798-3264**
• A partial word or number followed by "*"	**guaran***
• A partial or full word preceded by an *	***pdf**
• Multiple words using "AND" "OR" "AND NOT" Boolean expression	**"return" and "guarantee"**

Searching for specific e-mail addresses: You can be specific (such as jdoe@school.org), or you can find e-mails where you don't know the exact address (William* or wsmith, for example).

Searching within a Date Range: This defaults to "ALL", but you may wish to click on down arrow to select "last 30 days", "last 90 days", or "Custom", where you specify a date range and pick the date from a calendar button.

Last – you can choose how to display the results: in the "Show me" field. Click to select: - E-mails (most recent to oldest), Attachment names, Sender Names, Recipient Names, or Dates. Most common will be to leave at default of "E-mails".

Search Results – Action Choices: Click on any subject or message to see the complete display of an e-mail. You can open any attachment, print the e-mail, or even resend the e-mail back to your inbox. Look for this in the top right area of the display:
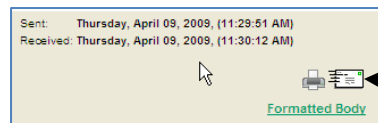
> Click on **Printer** icon to create new window with formatted e-mail for printing; click on **Envelope** icon to e-mail a copy of this back to inbox