

Role Manager

The responsibility of the role manager within your agency's email archive is to assign reviewer status to accounts. The individual (or "account") that is assigned reviewer status may be granted access to all or only specific mailboxes within your agency's archive. Once granted access, a reviewer may search and view all of the archived email within those specified mailboxes.

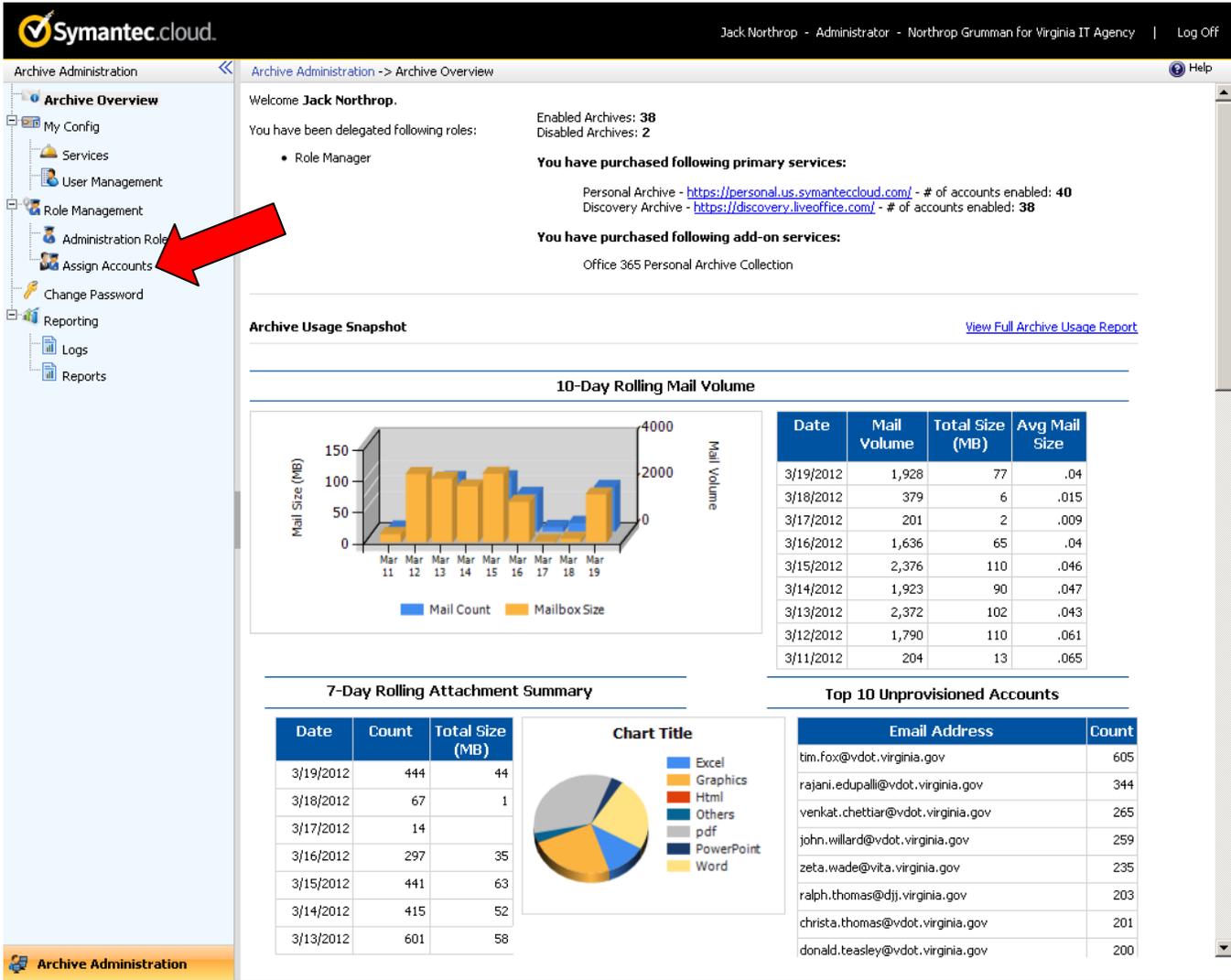
To specify an individual (or "account") as a role manager for your agency's email archive, please follow the steps below:

- 1) Log on to the archive administration console at <https://manage.us.symanteccloud.com>



The screenshot shows the Symantec Enterprise Vault.cloud login interface. At the top, the Symantec logo is followed by the text "Symantec.cloud" and "Enterprise Vault.cloud". Below this, there is a "Security" section with a link to "show explanation". Two radio buttons are present: "This is a public or shared computer" (unselected) and "This is a private computer" (selected). A warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below the security options are two input fields: "User name:" containing "jack.northrop@itp.vita.virginia.gov" and "Password:" containing a series of dots. A "(Forgot Password)" link is located below the password field. A "Log In" button is positioned to the right of the password field. At the bottom of the page, there is a status bar indicating "Connected to Symantec Enterprise Vault.cloud", "Release Version 4.2011.7.14", and "Copyright © Symantec Corporation. All rights reserved."

- The archive overview screen will then be displayed, which includes statistics about the archive for your agency such as mail volume and attachment type. Click on "assign accounts" in the left pane.



Symantec.cloud Jack Northrop - Administrator - Northrop Grumman for Virginia IT Agency | Log Off

Archive Administration << Archive Administration -> Archive Overview Help

Archive Overview

- My Config
- Services
- User Management
- Role Management
- Administration Role
- Assign Accounts**
- Change Password
- Reporting
- Logs
- Reports

Welcome **Jack Northrop**.

You have been delegated following roles:

- Role Manager

Enabled Archives: **38**
Disabled Archives: **2**

You have purchased following primary services:

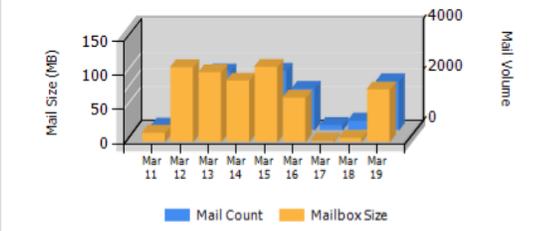
Personal Archive - <https://personal.us.symanteccloud.com/> - # of accounts enabled: **40**
Discovery Archive - <https://discovery.liveoffice.com/> - # of accounts enabled: **38**

You have purchased following add-on services:

Office 365 Personal Archive Collection

Archive Usage Snapshot [View Full Archive Usage Report](#)

10-Day Rolling Mail Volume

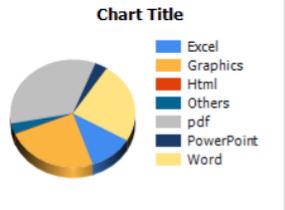


Date	Mail Volume	Total Size (MB)	Avg Mail Size
3/19/2012	1,928	77	.04
3/18/2012	379	6	.015
3/17/2012	201	2	.009
3/16/2012	1,636	65	.04
3/15/2012	2,376	110	.046
3/14/2012	1,923	90	.047
3/13/2012	2,372	102	.043
3/12/2012	1,790	110	.061
3/11/2012	204	13	.065

7-Day Rolling Attachment Summary

Date	Count	Total Size (MB)
3/19/2012	444	44
3/18/2012	67	1
3/17/2012	14	
3/16/2012	297	35
3/15/2012	441	63
3/14/2012	415	52
3/13/2012	601	58

Chart Title



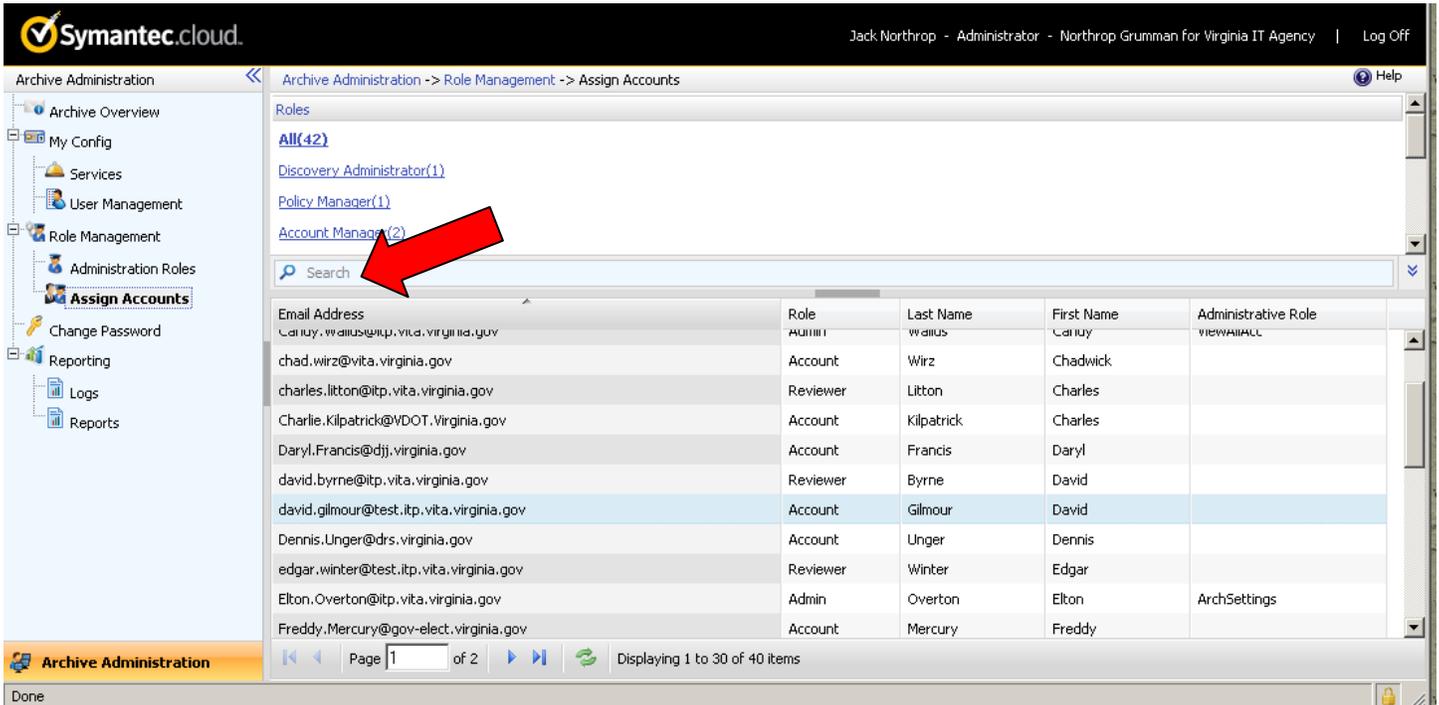
- Excel
- Graphics
- Html
- Others
- pdf
- PowerPoint
- Word

Top 10 Unprovisioned Accounts

Email Address	Count
tim.fox@vdot.virginia.gov	605
rajani.edupalli@vdot.virginia.gov	344
venkat.chettiar@vdot.virginia.gov	265
john.willard@vdot.virginia.gov	259
zeta.wade@vita.virginia.gov	235
ralph.thomas@djv.virginia.gov	203
christa.thomas@vdot.virginia.gov	201
donald.teasley@vdot.virginia.gov	200

Archive Administration

3) The Assign Accounts screen will be displayed. Scroll down or use the search feature to find the desired account. Select the account by clicking it.

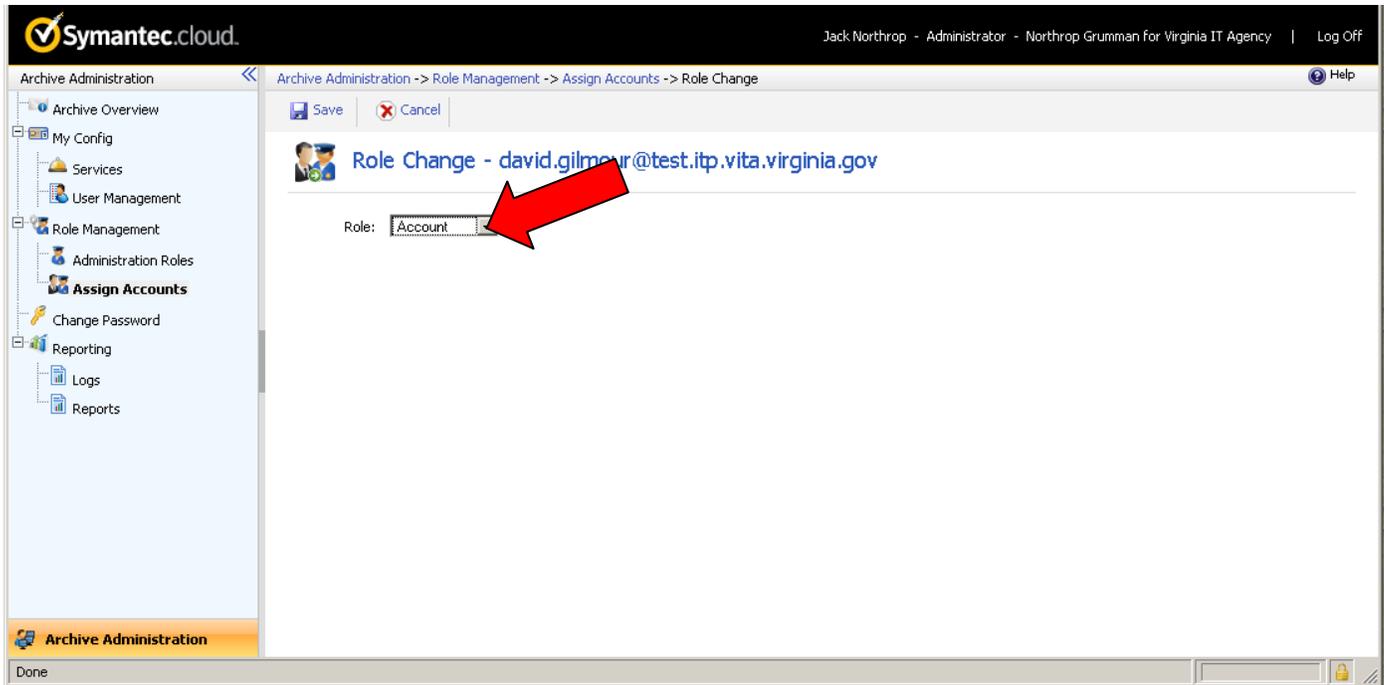


The screenshot shows the Symantec.cloud interface for 'Assign Accounts'. The breadcrumb trail is 'Archive Administration -> Role Management -> Assign Accounts'. The left sidebar contains navigation options like 'Archive Overview', 'My Config', 'Services', 'User Management', 'Role Management', 'Administration Roles', 'Assign Accounts', 'Change Password', 'Reporting', 'Logs', and 'Reports'. The main content area shows a list of roles: 'All(42)', 'Discovery Administrator(1)', 'Policy Manager(1)', and 'Account Manager(2)'. Below the roles is a search bar with a red arrow pointing to it. A table of accounts is displayed below the search bar.

Email Address	Role	Last Name	First Name	Administrative Role
Carly.Walrus@itp.vita.virginia.gov	ADMIN	Walrus	Carly	VIEWMAIL
chad.wirz@vita.virginia.gov	Account	Wirz	Chadwick	
charles.litton@itp.vita.virginia.gov	Reviewer	Litton	Charles	
Charlie.Kilpatrick@VDOT.Virginia.gov	Account	Kilpatrick	Charles	
Daryl.Francis@djj.virginia.gov	Account	Francis	Daryl	
david.byrne@itp.vita.virginia.gov	Reviewer	Byrne	David	
david.gilmour@test.itp.vita.virginia.gov	Account	Gilmour	David	
Dennis.Unger@dms.virginia.gov	Account	Unger	Dennis	
edgar.winter@test.itp.vita.virginia.gov	Reviewer	Winter	Edgar	
Elton.Overton@itp.vita.virginia.gov	Admin	Overton	Elton	ArchSettings
Freddy.Mercury@gov-elect.virginia.gov	Account	Mercury	Freddy	

At the bottom of the table, there is a pagination control showing 'Page 1 of 2' and 'Displaying 1 to 30 of 40 items'.

- 4) The Role Change screen will then appear. There are three account types available: account, reviewer and admin - utilize the pull-down to select reviewer. If you want this account to be able to view all archived mailboxes, select privilege: monitor all accounts. Or, utilize add/remove monitored accounts to select specific mailboxes.





Discovery Administrator

The responsibility of the discovery administrator within your agency's email archive is to create and manage cases and matters.

To specify an individual (or "account") as a discovery administrator for your agency's email archive, please refer to the instructions from Symantec at the below links:

<http://www.cloudarchiveuniversity.com/videos/e-discovery/e-discovery.asp>

<http://www.cloudarchiveuniversity.com/videos/investigations/investigations.asp>

Additionally, knowledge base articles and help documents for more information on archive discovery are at the below link:

<http://archive.onconfluence.com/display/wlhelp/Discovery+Archive>

Additional Information for Other Personal Archive Users

Reviewers:

Once the role manager selects reviewer accounts (individuals assigned privileges to review certain archives within your agency), those reviewers can view the demo at the below link for instructions on how to utilize review capabilities:

<http://www.cloudarchiveuniversity.com/videos/investigations/investigations.asp>

All personal archive users:

Any employee who is signed up for the Hosted Mail Archiving Service (HMA) can view the below video for additional information on how to best utilize their archive:

<http://www.cloudarchiveuniversity.com/videos/personal-archive/personal-archive.asp>

Additionally, knowledge base articles and help documents for all personal archive users are available at the below link:

Personal Archive: <http://archive.onconfluence.com/display/wlhelp/Personal+Archive+Help>

