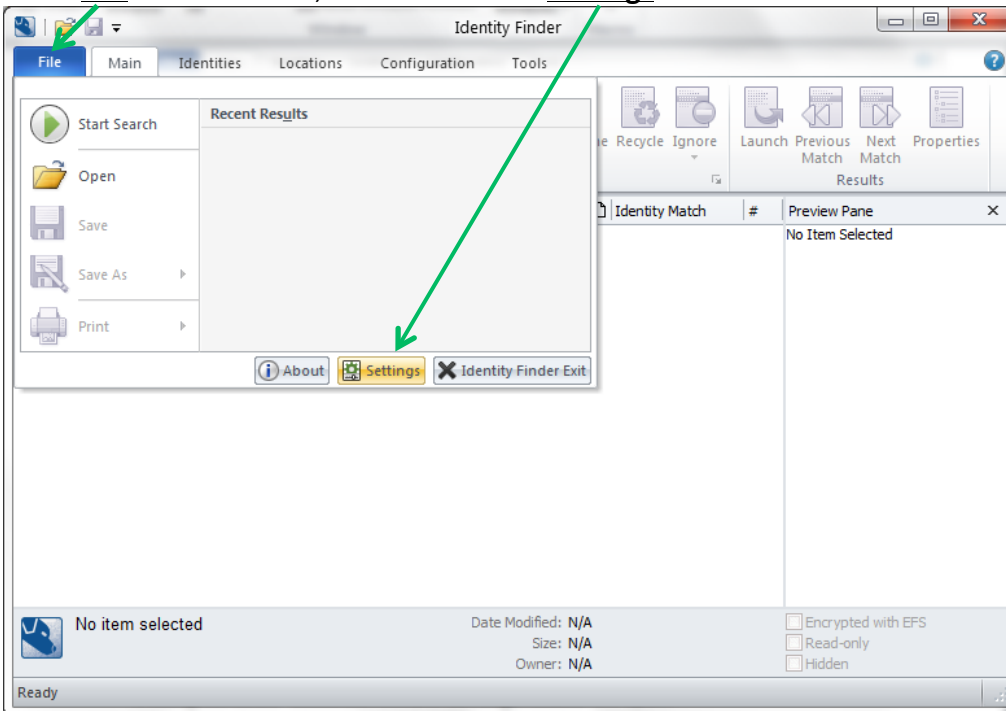


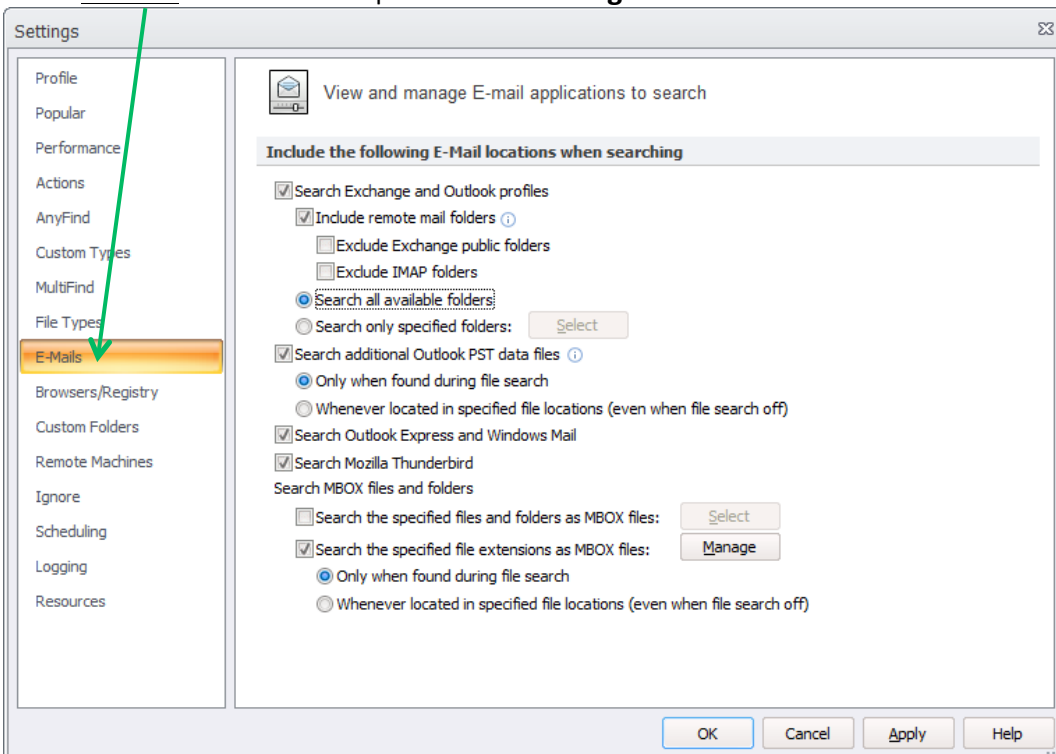
Supplemental Instructions -

How to have Identity Finder scan your Email AND/OR select Special Mailboxes (EGAs)

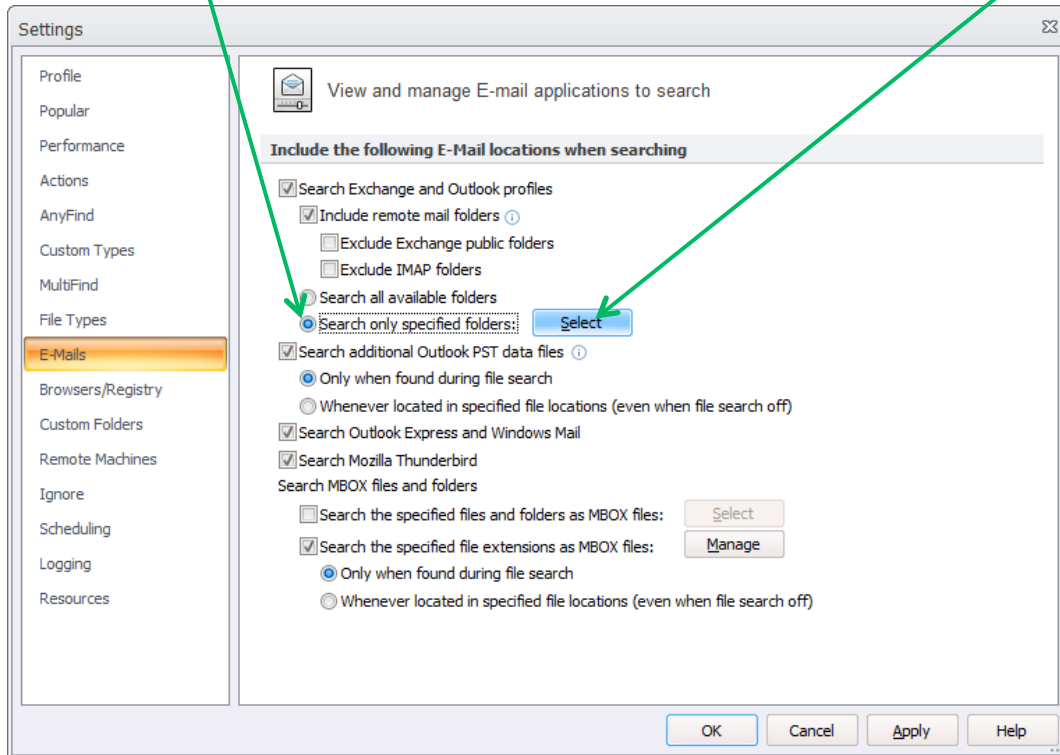
1. Select **File** from the menu, and then click the **Settings** button.



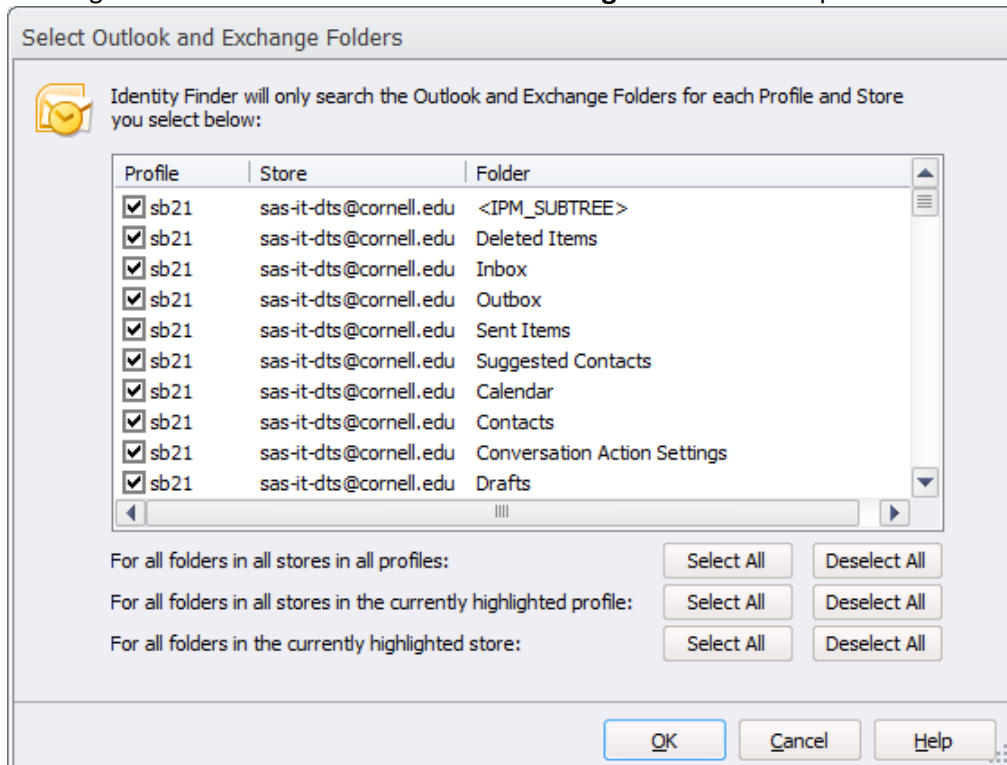
2. Select **E-Mails** in the left hand pane in the “Settings” window.



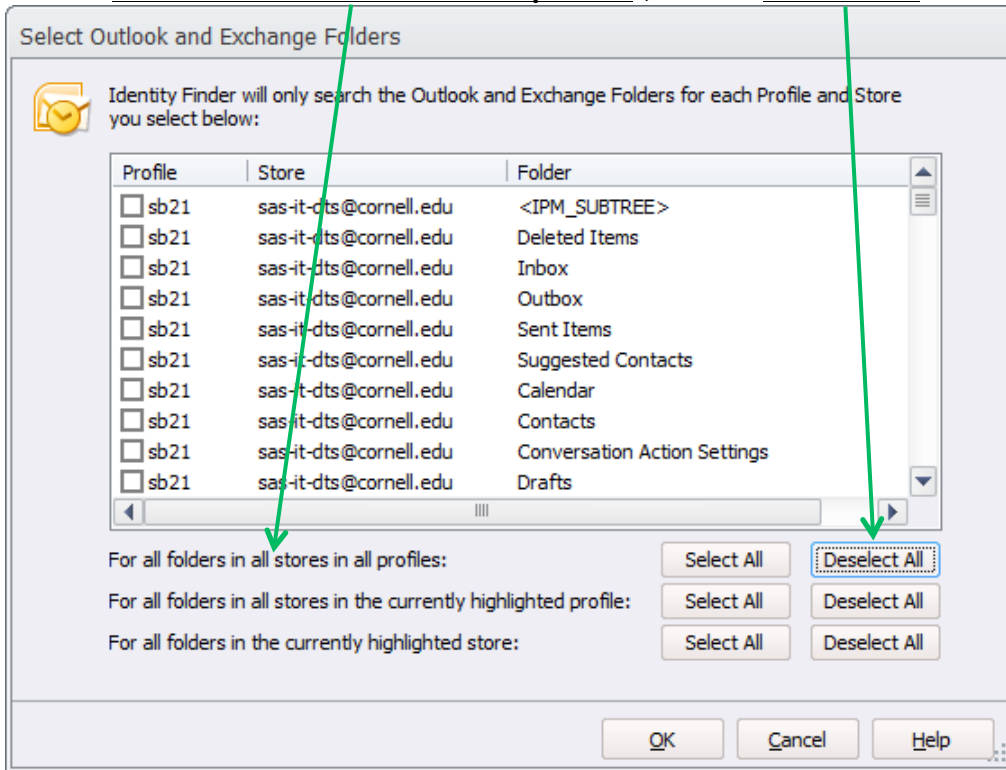
3. Click the radio button next to “**Search only specified folders**”, and then click the **Select** button.



4. A dialog box called “**Select Outlook and Exchange Folders**” will open.



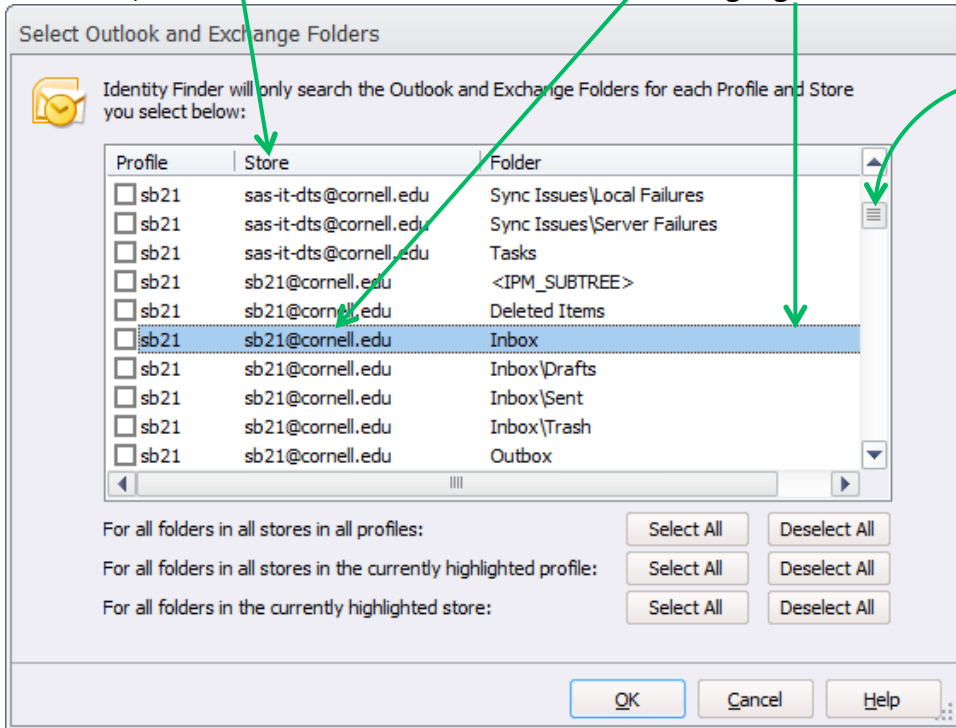
5. Next to **“For all folders in all stores in all profiles”**, click the **Deselect All** button.



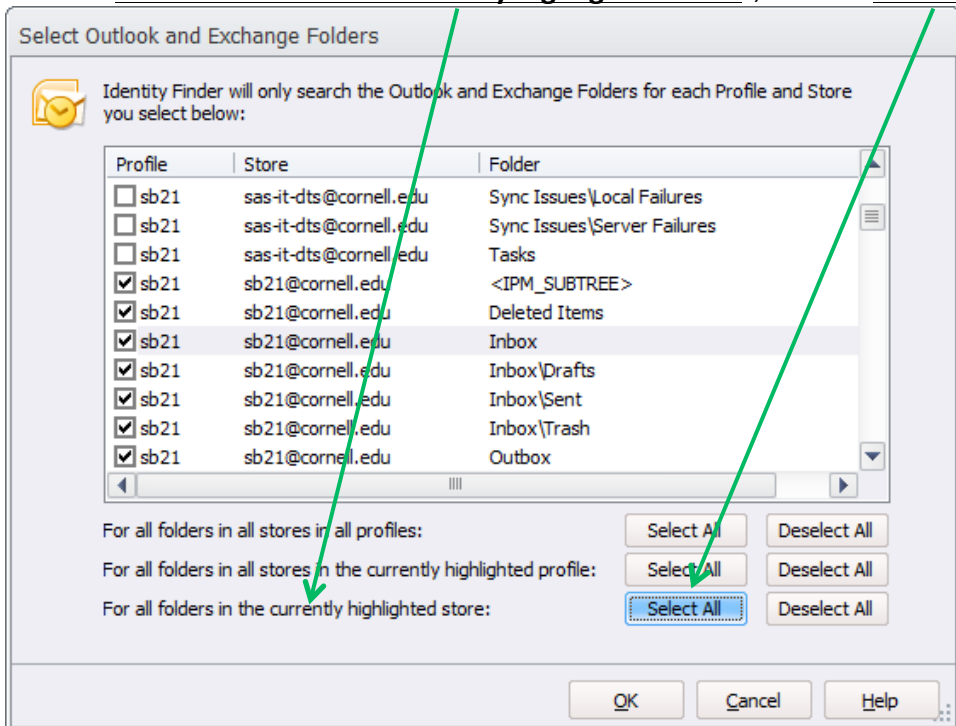
PLEASE PROCEED TO NEXT PAGE

6. To select your personal email account, follow steps 6a and 6b.

6a. Look under the **“Store”** column for **“<YOUR NETID>@cornell.edu”**. (You may need to scroll down to find it). **Click one of these lines to highlight and choose it.**

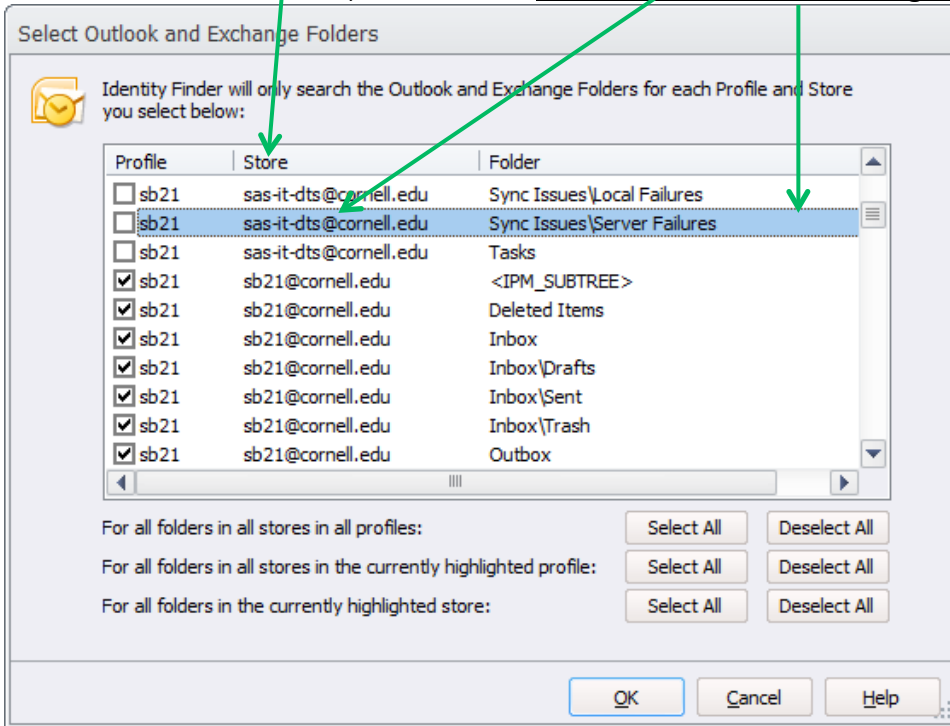


6b. Next to **“For all folders in the currently highlighted store”**, click the **Select All** button.

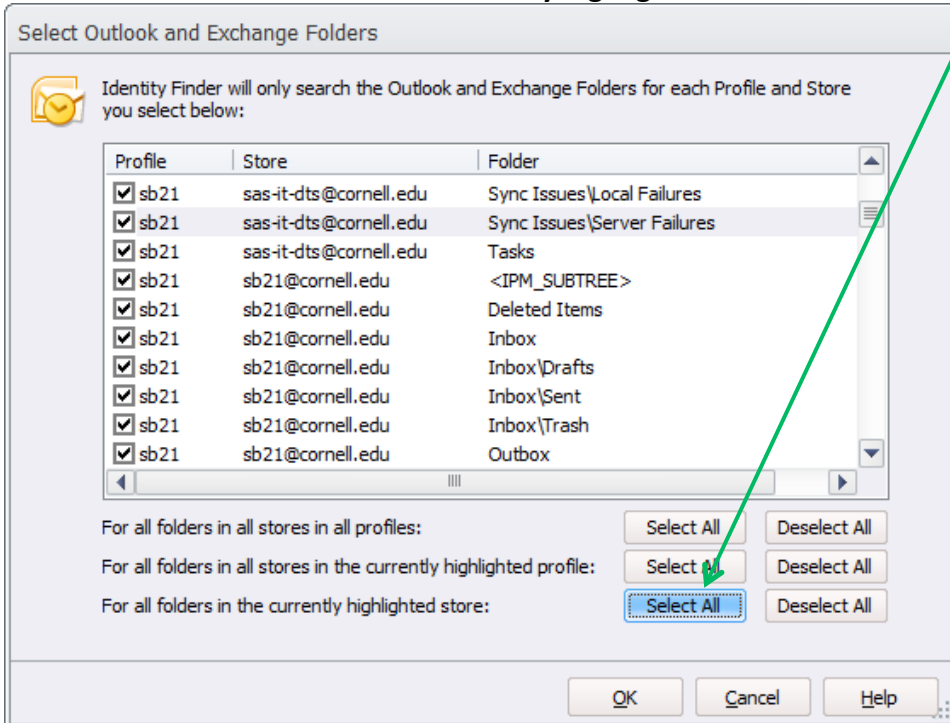


7. To select Special Mailbox accounts, follow steps 7a to 7c.

7a. Look under the “**Store**” column for “<SPECIAL MAILBOX NAME>@cornell.edu”. (You may need to scroll down to find it). **Click one of these lines to highlight and choose it.**

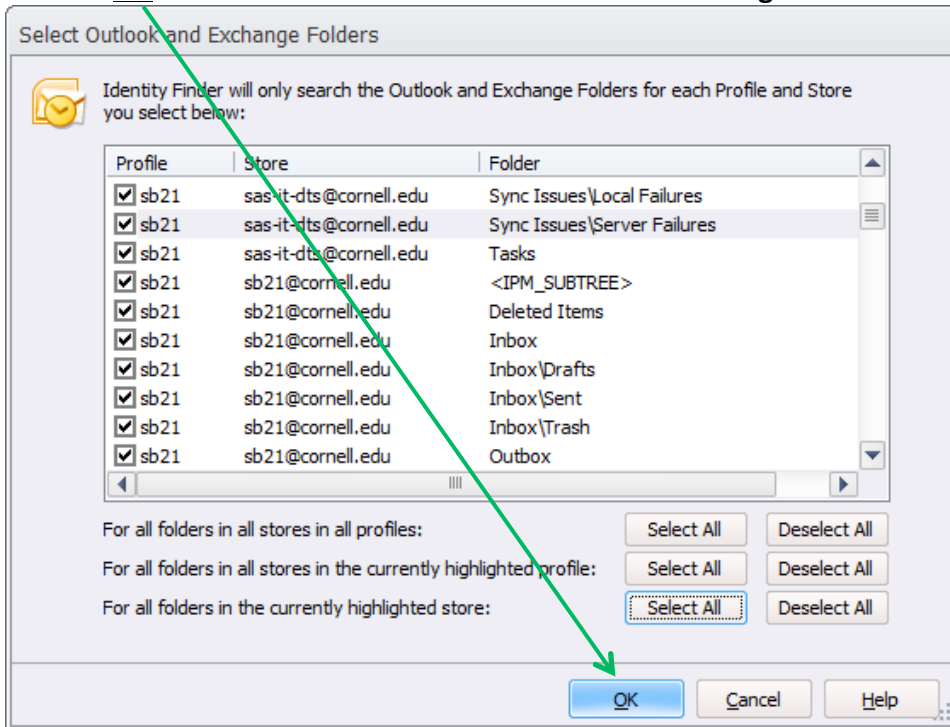


7b. Next to “**For all folders in the currently highlighted store**”, click the **Select All** button.

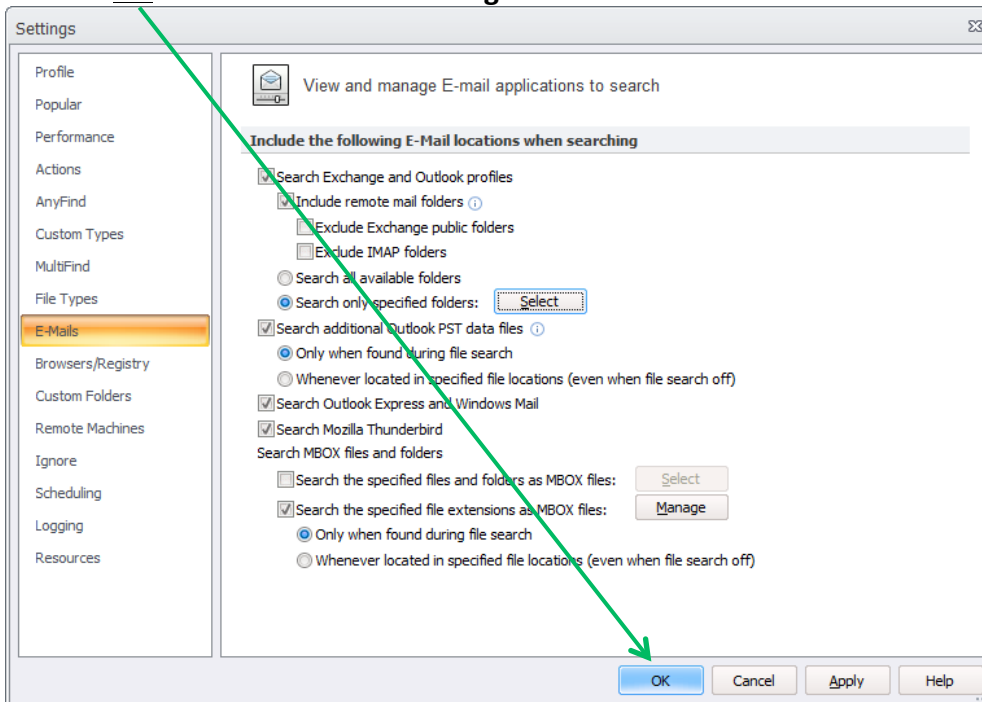


7c. Repeat steps 7a and 7b if you have additional Special Mailboxes you want to scan.

8. Click the **OK** button to close the “**Select Outlook and Exchange Folders**” dialog box.



9. Click the **OK** button to close the “**Settings**” window.



10. You are ready to scan your email with Identity Finder.