

## Navigating MailMeter

Go to:

<http://dsamailmeter.housing.ufl.edu/ISR/>

You will log in with your work email & a custom set password:

### A few things to note:

- Passwords are not tied to your Housing or GatorLink accounts!
- Emails you send & receive are automatically sent to MailMeter for archiving after 4 hours.
- MailMeter is **only** available on the Division Network.
  - VPN(if authorized) will also allow access.

### Date ranges:

### Limiting your results:

The smaller the message limit, the faster you get your results.

### Organizing by Category:

## Searching MailMeter

There are several ways to search in mailmeter, this document will list the basics.

### Looking for specific text:

Find this text:

- Phrase ("Go Gators") – Quotes are used to search entire phrase, if there are no quotes, it will search each word.
- Number (392-2465) – Search numbers together or as listed here, do not include spaces.
- Beginning of Word (basket\*) – Search first part of word including astring if you don't know the full word.
- Ending of Word (\*ball) – Search last part of word after an astring if you don't know the full word.

### Limiting results with parts of emails:

### Searching for an email address:

MailMeter searches all parts of the email. You can also include an astring in the field.

Email address contains:

## Search Results:

By clicking on the column titles, you can organize your results by:

- A-Z
- Time
- Message Count
- Attachment Size
- Message Size

From	Subject	Time Sent			Size (KB)
1 it help	FW: Student Affairs News - December 2017	1/12/2018 9:22:06 AM	1	14	175.73
2 it help	FW: Student Affairs News - December 2017	1/17/2018 12:54:39 PM	1	14	175.73
3 it help	List of AD User and Exchange Mailboxes Created Yesterday	1/16/2018 6:55:41 AM	2	0	17.09
4 it help	A new incident has been assigned to ITA Residential	1/16/2018 9:33:41 AM	1	0	14.91
5 gale.tracy	UFIT Update   Jan. 16: Tech Fee Fundline Cycle is O...	1/16/2018 11:42:52 AM	24	1	46.90
6 human resource services	January UF at Work: myUFL portal upgrade is coming	1/11/2018 3:00:33 PM	36	0	112.78
7 uf-of health wellness	Work on Your Health with Fitness and Wellness Classes	1/22/2018 2:02:02 PM	130	3	156.23

### Tips:

- For best search performance and fastest results, try to search for key words in the Subject. Selecting Message searches the entire text of every message, including the message header, resulting in an extended search time.
- For best search performance and fastest results, do not include the @ symbol. This will cause the search to fail immediately as MailMeter does not recognize that symbol.