If you find it necessary to retrieve an email that you've trashed just follow these directions:

Open up IE9 or Firefox to this web page: https://gwarchive.bville.org

You will see this screen-

![Barracuda Message Archiver](image)

Log into the Archive with your **COMPUTER ACCOUNT LOG IN ** ***Not your GroupWise login***

Once you are logged in you will see this screen:

![Archive Search](image)

Now you just type in any phrase, name, date, etc. related to the email you are looking for:

![Archive Search](image)

You then double click on the one you wish to see and viola!

You may want to use the "advanced" search in order to limit the number of results. Just click on the down arrows and select the filters you want applied. You can add more filters by clicking on the "+"