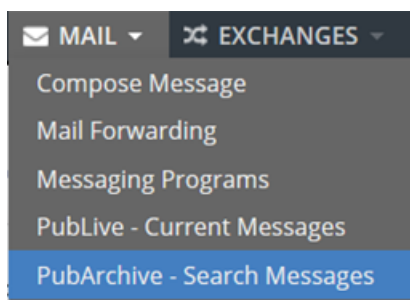


PubArchive and PubLive

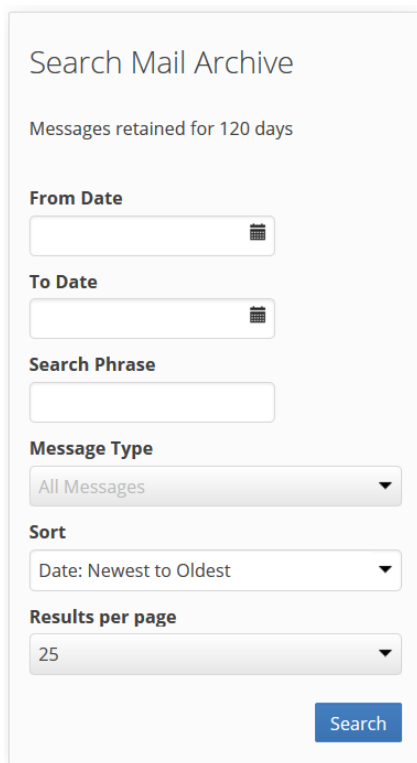
In addition to receiving select ContentDepot messages via email and text, ContentDepot users can access program-related messages via PubArchive and PubLive. Messages in PubArchive are searchable by keywords and can be filtered by message type.

PubLive displays the latest messages and will not log out users.

To see messages in **PubArchive**, navigate to the Mail dropdown at the top left and click Archive.



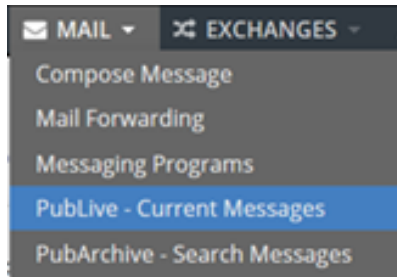
By default, messages are sorted with the ones most recently sent appearing at the top. If you wish to change the sort order, use the Search tool at the left of the archived messages (pictured below). The Search tool also enables you to filter by date range and message type and search for key phrases.

A screenshot of a search tool titled 'Search Mail Archive'. It includes the text 'Messages retained for 120 days'. Below this are several input fields: 'From Date' and 'To Date' (both with calendar icons), 'Search Phrase' (a text box), 'Message Type' (a dropdown menu set to 'All Messages'), 'Sort' (a dropdown menu set to 'Date: Newest to Oldest'), and 'Results per page' (a dropdown menu set to '25'). A blue 'Search' button is located at the bottom right of the form.

To view a particular message, click the link in the Subject column of the message list and the message will appear in a new window. If you need to print a copy, simply click Print at the bottom right of the message window and follow the instructions for your printer settings.

PubLive

To get the latest ContentDepot messages, you can access PubLive via the mail dropdown menu:



You can also switch between PubArchive and PubLive via the links in the messaging navigation bar across the top:



Messages in PubLive automatically refresh every 30 seconds and users relying on PubLive will not get logged out of the ContentDepot while on that page. PubLive messages are sorted with the ones most recently sent appearing at the top.