Mimosa Archive ~ Webmail

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Webmail

Archived email messages in the Mimosa folder are available when using webmail. At this time, it is only possible to view these archived messages using Internet Explorer or Mozilla Firefox as your browser.

When you are logged into webmail at https://webmail.bloomu.edu/ and click on the Mimosa archive folder, you will be prompted to log in again.

Note: You must type buad\ in front of your user name.

Password is your network account password.
Webmail – Adding Trusted Sites to Internet Explorer

You should have no problems opening the Mimosa archive on-campus. If you have difficulty opening your archive from off-campus using Internet Explorer, this could be because of your Internet Explorer security settings and you may have to add the web address into Internet Explorer’s trusted sites. Follow this instruction:

- Open Internet Explorer
- Click on Tools > Internet Options
- Click Security tab and click Trusted Sites
- Click the Sites tab

On the next screen, click the Add button and add this address as a trusted site: https://exarchive.bloomu.edu

Search for Messages

At this point you are ready to search for messages. If you need assistance with understanding the various ways to search for messages and calendar items, refer to the Mimosa Reference Guide and Calendar tutorial as posted on the Office of Technology Mimosa web support page http://www.bloomu.edu/technology/mimosa.