

# Allow users to see mail from other accounts in the eDiscovery view

## Overview of the eDiscovery view

When a user logs into the self-service portal of Vaultastic, she sees the eDiscovery view. Using the eDiscovery view, she can search for mail across folders and accounts.

## Configure access to other accounts in the eDiscovery View

By default, users can see only the mail in their accounts in the eDiscovery view (with the exception of a senior admin - who can see mail of all users in all the domains of the organization). To allow users to view mails from other accounts, the senior admin has to allow access. Access control can be implemented by choosing one of these two strategies:

1. Allow access to ALL accounts EXCEPT a few
2. Allow access to only a FEW

### Allow access to ALL accounts EXCEPT a few

1. [Navigate to Admin Panel](https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel) (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>)
2. In the left pane, click on the domain name and select Users. The middle pane will show the list of users in the domain.
3. Click on the user in the middle pane.
4. In the right pane, expand E-Discovery View.
5. For Show mails, select for ALL users EXCEPT for the users given in the list below.
6. In the User list, add the Vaultastic id that she should not see by entering the id and clicking on +.
7. Repeat for all the ids.
8. Click on Save to save the changes.

### Allow access to only a FEW accounts

1. [Navigate to Admin Panel](https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel) (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>)
2. In the left pane, click on the domain name and select Users. The middle pane will show the list of users in the domain.
3. Click on the user in the middle pane.
4. In the right pane, expand E-Discovery View.
5. For Show mails, select ONLY for the users given in the list below.
6. In the User list, add Self so that the user sees her own mail and click on +. For all other accounts that she

can see, add the Vaultastic id by entering the id and clicking on +.

7. Click on **Save** to save the changes.

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