

1 Quick Start Guide

Starting MailStore Client

After successful installation, a new *MailStore Client* icon will appear on the desktop; simply double click this icon to start MailStore.

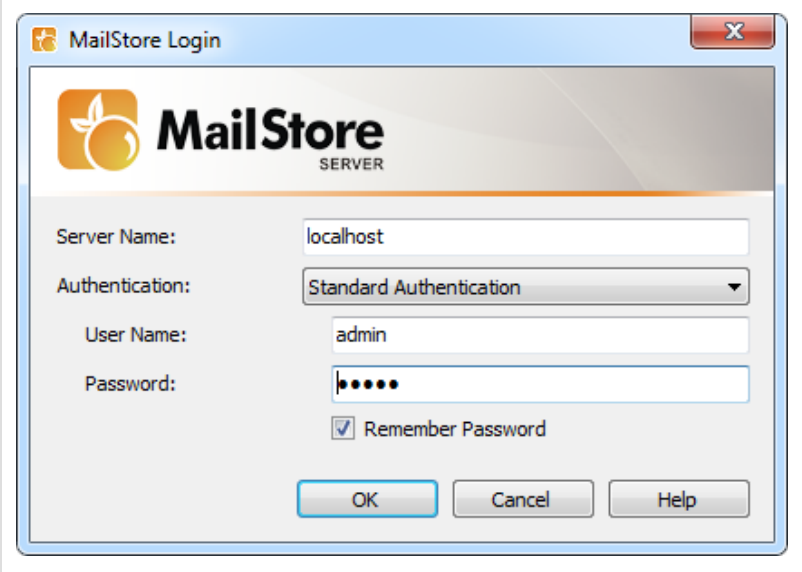
Background Information: With MailStore Client, a Windows application, users can search the archive and view archived emails. The administration of MailStore Server is also done through MailStore Client. Therefore, when installing MailStore Server, an installation of MailClient is automatically included as well.

Login On as Administrator

When logging on as administrator, you will be prompted for the access data. Server name *localhost*, user name *admin* and password *admin* are preset; simply click on *OK*. If asked whether to trust MailStore Server, click on *OK* as well.

Installing a License

If MailStore Server was installed for the first time, the license manager will open after logging on as administrator. Here you can install a free 30-day test license or an already purchased license.



The screenshot shows the MailStore Login dialog box. The title bar reads "MailStore Login". The main area contains the MailStore logo and the text "MailStore SERVER". Below this, there are four input fields: "Server Name" (localhost), "Authentication" (Standard Authentication), "User Name" (admin), and "Password" (masked with dots). A "Remember Password" checkbox is checked. At the bottom, there are three buttons: "OK", "Cancel", and "Help".

Changing the Password (Recommended)

To ensure security, the administrator password should be changed after the first start of MailStore: simply click on *Administrative Tools > Users and Privileges > Users*. Double-click on the *admin* user and select *Password...*

Important notice: For security reasons you will not be allowed to log on to MailStore as user *admin* from any other computer, as long as the password is set to *admin*.

Adding New Users

When emails are archived, they are always assigned to individual users. For each user, whose emails are to be archived with MailStore, a corresponding user account has to be created in MailStore. As a suggestion, begin by adding a user account for yourself.

Important notice: This chapter describes how you can add a MailStore user manually. However, users can also be added through Active Directory Integration, Generic LDAP Integration or MDAemon Integration. In addition, MailStore users can be created automatically during archiving a Microsoft Exchange Server.

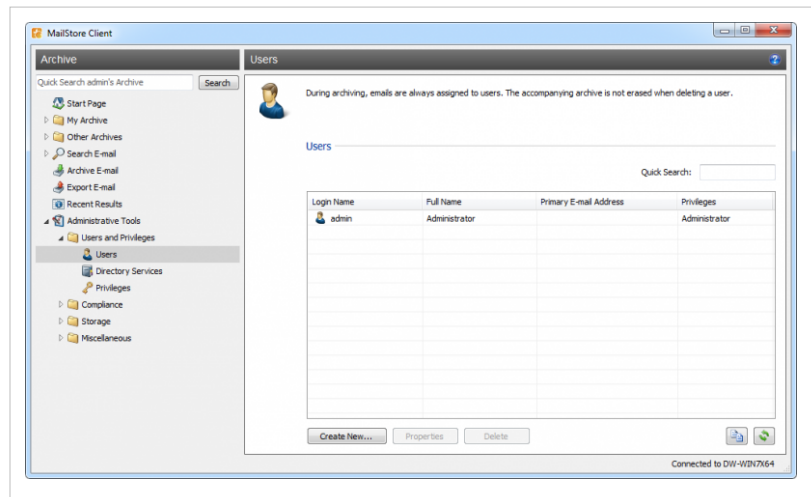
Opening User Management

Click on *Administrative Tools > Users and Privileges* and select *Users*; user management is displayed.

Adding a New User

Click on *Create New...* and enter a user name for the new user, such as the first name or a short combination of first and last name. Click on *OK*.

On the next screen, the full name can be entered; the button *password* provides the option to create a MailStore password for the new user. Click on *OK* to save the settings and close user management.



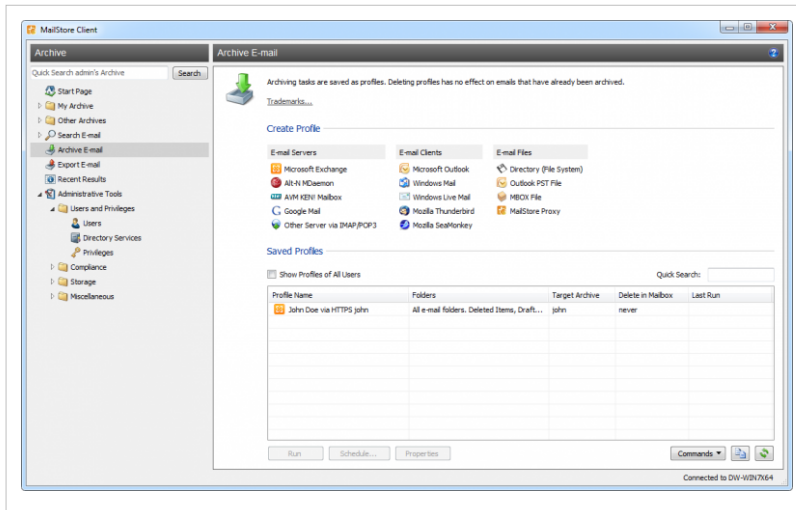
Logging On to MailStore Server as User

To log on to MailStore Server using the new user account, simply close and restart MailStore Client. On the login screen enter the new access data (user name and password) and click on *OK*.

Creating and Executing an Archiving Task

Please note: Depending on the type of archiving profile, some preparations may be required on your email server. Therefore, please take notice of the Implementation Guides, to get detailed information on how to archive your email server.

Once you have set up their accounts, you can archive emails for the new users:



- Click on *Archive Email*.
- In the *Create Profile* area of the application window, select the source from which emails are to be archived.
- A wizard will help you define the properties of your archiving task (e.g. which mailbox is to be archived by which email server).
- Once completed, you can find your new archiving task in the list under *Saved Profiles*.

- You can now run your archiving task manually or specify a schedule for its execution.

Notice

- Each archiving task can be executed any number of times. MailStore only archives emails which are not yet stored in the archive. By default, no emails will be deleted and no changes will be made to the mailboxes, email clients or email files (e.g. PST files) that are to be archived.
- When archiving, emails will be indexed automatically and can be located using the integrated full-text search. By default, the contents of file attachments are not included in the search index. To be able to include the contents of certain file attachments in the search, MailStore Server has to be configured accordingly. This can be done in *Administrative Tools > Storage > Search Indexes*.

Setting Up User Access to the Archive

MailStore provides several different ways for users to access their archived emails (their user archive):

Using MailStore Client

MailStore Client is a Windows application that can be installed on any number of user computers (depending on the license purchased). Of all the options for accessing the archive, MailStore Client provides the largest range of functions: Not only can users browse and view their emails but, depending on the privileges assigned to them, set up and execute archiving and exporting tasks. The available functions of MailStore Client are explained in the chapter *Accessing the Archive with the MailStore Client software*.

Using the MailStore Add-In for Microsoft Outlook

The add-in can be included in the installation of MailStore Client or by using a separate setup-file. The add-in provides access to the archive directly from Microsoft Outlook. Additional information about this neat feature can be found in the chapter *Accessing the Archive with the Microsoft Outlook integration*.

Using an Internet Browser (MailStore Web Access)

The archive can be accessed using any internet browser; it does not require any additional software to be installed on the user computers. Simply enter `http://servername:8461''`, or `https://servername:8462''` for an encrypted connection, into your browser. Please replace *servername* with the actual name of the server on which MailStore Server was installed. More information about this feature, called MailStore Web Access, is available the chapter *Accessing the Archive with MailStore Web Access*.

Using an iPhone Client

Users can access the archive using their iPhone or iPod touch using a version of MailStore Web Access specialized for these devices. To find out more about this feature, please visit the chapter *Accessing the Archive with iPhone and iPod touch*.

Using an IMAP-capable Email Client

MailStore Server provides an integrated IMAP Server for accessing the archive that is independent of the operating system being used. This enables users to access their archives using most email clients even on Mac OS and Linux-workstations and mobile devices. This archive just needs to be set up like a regular mailbox.

MailStore's integrates IMAP server can be enabled and configured through the MailStore Server Service Configuration.