

MessageExport User Manual

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Introduction

What is MessageExport?

MessageExport is an add-in for Microsoft Outlook that makes it easy to export email messages in many different formats. MessageExport will be useful to people who work with large quantities of emails and have to store and organize them in a project-based style.

We focused on creating simple and intuitive interfaces to simplify exporting your messages. Also we optimized algorithms to improve processing of large quantities of files.

MessageExport key features

- Multiple export formats support
- Complete integration into Outlook, including main menu, toolbar and context menu
- Profile-based export system
- Easy exporting of message groups and folders
- Generation of folders and messages names based on different message attributes
- Compression support
- Message attachments support

Lots of other export customization options

Supported export formats

- MSG - Microsoft Outlook message file; compatible with other programs that use Microsoft's Messaging Applications Programming (MAPI).
- EML - E-mail message saved by Microsoft Outlook Express, Thunderbird, Lotus, and other e-mail programs; may also contain e-mail attachments, or files sent with the message.
- HTML - Hypertext markup language file; can be opened by any web browser, such as Microsoft Internet Explorer or Mozilla Firefox.
- MHT - Web archive MHTML file; supported by Microsoft Word, Internet Explorer or Opera.
- TXT - Plain text file format; can be opened and edited by any text editor.
- PDF - Portable Document Format, created by Adobe Systems for document exchange. PDF is used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system.
- JPG - A commonly used method of compression for photographic images.
- GIF - A bitmap image file format.
- TIFF - A file format for storing images, including photographs and line art.
- mbox - A file format used for holding collections of electronic mail messages.
- CSV - A file format used for the storage of data structured in a table with comma-separated values.
- Printer - Print selected items.

If you have any comments or suggestions for improving MessageExport, we will be glad to hear your feedback. Please address your comments to support@encryptomatic.com, Subject "MessageExport Feedback".

Links

[Interface](#)
[Export profile](#)
[Profile dialog](#)
[Enterprise deployment](#)

System Requirements

Before installing MessageExport, please ensure that your computer meets the following minimum software and hardware requirements.

Requirement		Description	Note
Processor		Recommended: 1 gigahertz (GHz) processor	
RAM		Recommended: 512 MB	
Available Hard Disk Space		150 Mb of available space required on installation drive	
Operating System		Microsoft Windows 10 x32 Microsoft Windows 10 x64 Microsoft Windows 7 x32 SP1 Microsoft Windows 7 x64 SP1 Microsoft Windows 8 x32 Microsoft Windows 8 x64 Microsoft Windows 8.1 x32 Microsoft Windows 8.1 x64 Microsoft Windows Server 2003 SP2	
Software	Microsoft Outlook	Microsoft Outlook 2016 x32 Microsoft Outlook 2016 x64 Microsoft Outlook 2013 x32 Microsoft Outlook 2013 x64 Microsoft Outlook 2010 x32 SP1 Microsoft Outlook 2010 x64 SP1	

Windows Installer	Version 3.1 or later	Checked and updated automatically during installation from EXE file
.Net framework	Version 4.0 or later	Checked and updated automatically during installation from EXE file

Technical support

We invite you to use the comment form on our website to submit bug reports, feature requests, and usability comments. All submitted comments are reviewed by the product manager and given serious consideration.

Visit www.encryptomatic.com/support.

About Us

Our Mission

To provide solutions that make our customers' lives more enjoyable and secure.

Our Vision

A safe world with the freedom to communicate freely and securely.

About Us

Encryptomatic LLC is a privately held limited liability company headquartered in the historic downtown district of the twin towns of Moorhead, MN, and Fargo, ND USA, in heart of the beautiful Red River Valley of the North, where we enjoy snowy winters, beautiful summers, clean air, great fishing and an abundance of seasonal outdoor activities. Our average workday commute is about ten minutes.

We were founded in 2005 by our President, Darren Leno, a former Product Manager for Microsoft Business Solutions, and Great Plains Software, Inc.

For more information, please visit <http://www.encryptomatic.com/about-us/>

Interface

This topic contains information about MessageExport interface.

Links

[Toolbar](#)

[Context menu](#)

[Export folder explorer](#)

[Documents preview](#)

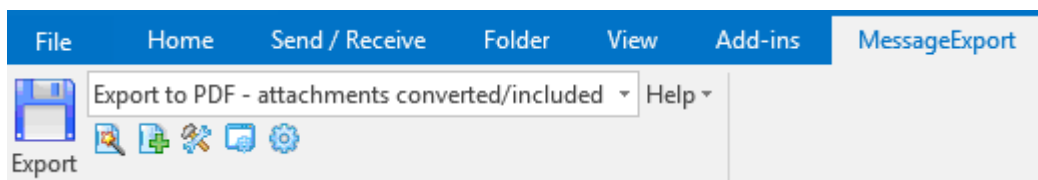
[Favorites](#)

[Options dialog](#)

Toolbar

The MessageExport toolbar is used for quick email conversion. It is found in the top part of Outlook window just below Outlook toolbars.

For **MS Outlook 2016 through 2007**, MessageExport toolbar looks like this:



The MessageExport toolbar contains following features:

Profile wizard button. Displays wizard for creating new profile.

Show export folder button. Toggles the appearance of the Export folder explorer, which allows quick export of messages by dragging them to a folder item.

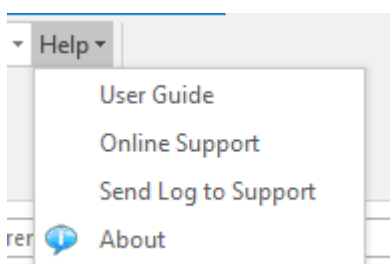
Profiles drop-down menu. It lists all export profiles that have been selected for quick export. To select a profile for quick export, select **Options** in MessageExport main menu, select profile to change and click **Configure** button and check the box titled **Used for quick export**.

Configure (wrench and hammer icon) button. Launches the profile dialog for active profile.

Show export folder explorer button. Toggles the display of Export folder explorer panel. Export folder explorer allows quick export of messages by dragging them to a folder.

Export button. Starts export according to active export profile. Export button has a diskette icon.

Help button causes this dropdown menu to appear.



It consists of following items:

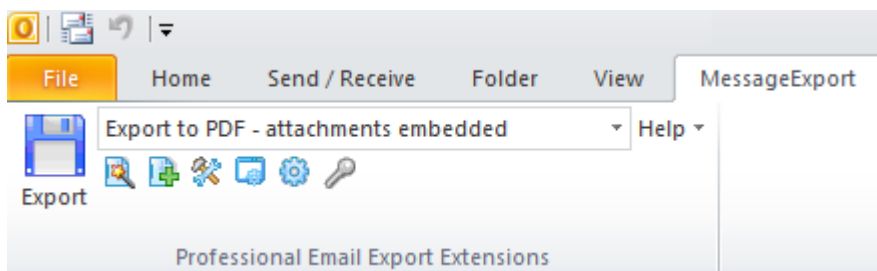
User Guide menu item. Opens the MessageExport help file.

Online Support menu item. Opens Support Center and allows filling in comment form on our website.

Send log to Support menu item compiles log file and provides an ability to send it to Support Team.

About menu item. Opens window with information about MessageExport.

For Microsoft Outlook 2016, the MessageExport toolbar is part of the main Outlook ribbon:



Toolbar contains several additional elements:

Profile wizard button. Simplifies Export Profiles creation by guiding through the series of simple steps in wizard mode.

New profile button. Creates new profile for exporting.

Register button leads to **Register Tab** to provide an ability for application to be registered.

Links

[Profile dialog](#)

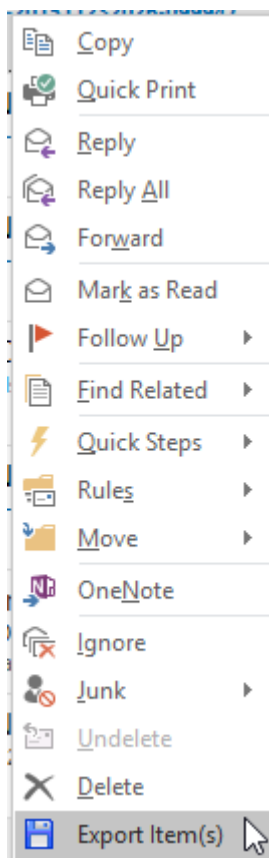
[Popup menu](#)

[Export folder explorer](#)

[Registration](#)

Context menu

MessageExport adds **Export item(s)** options to the Outlook right-click context menu. You can export email messages according to the selected active profile by right clicking on an email in the Outlook mail list.




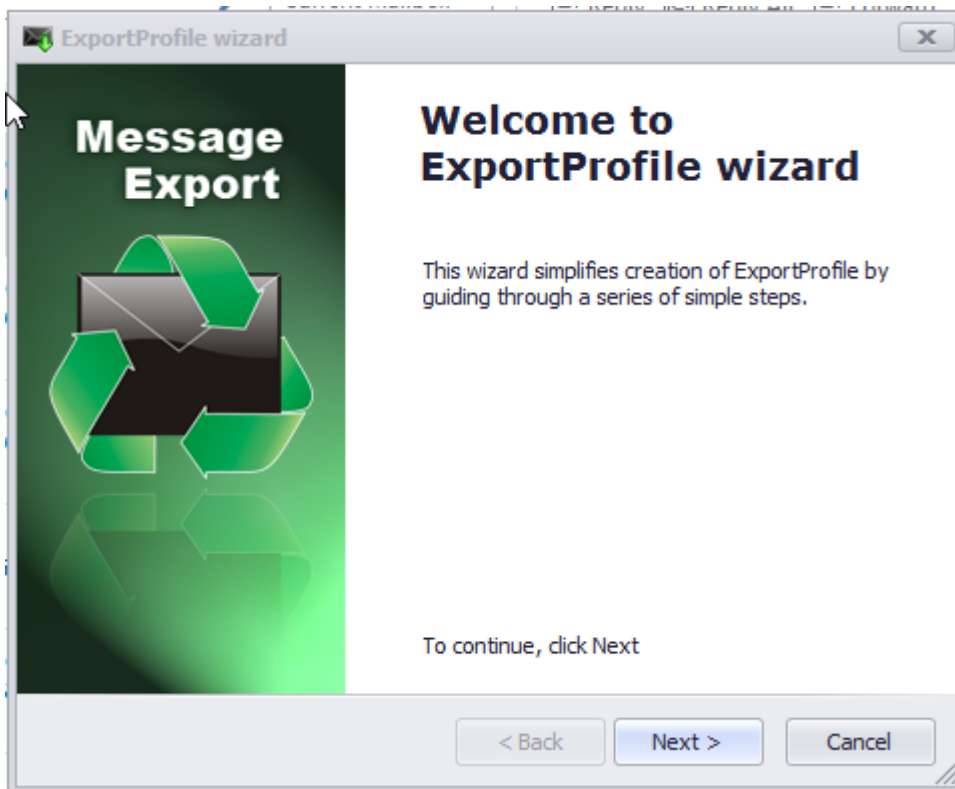
Links

[Documents preview](#)

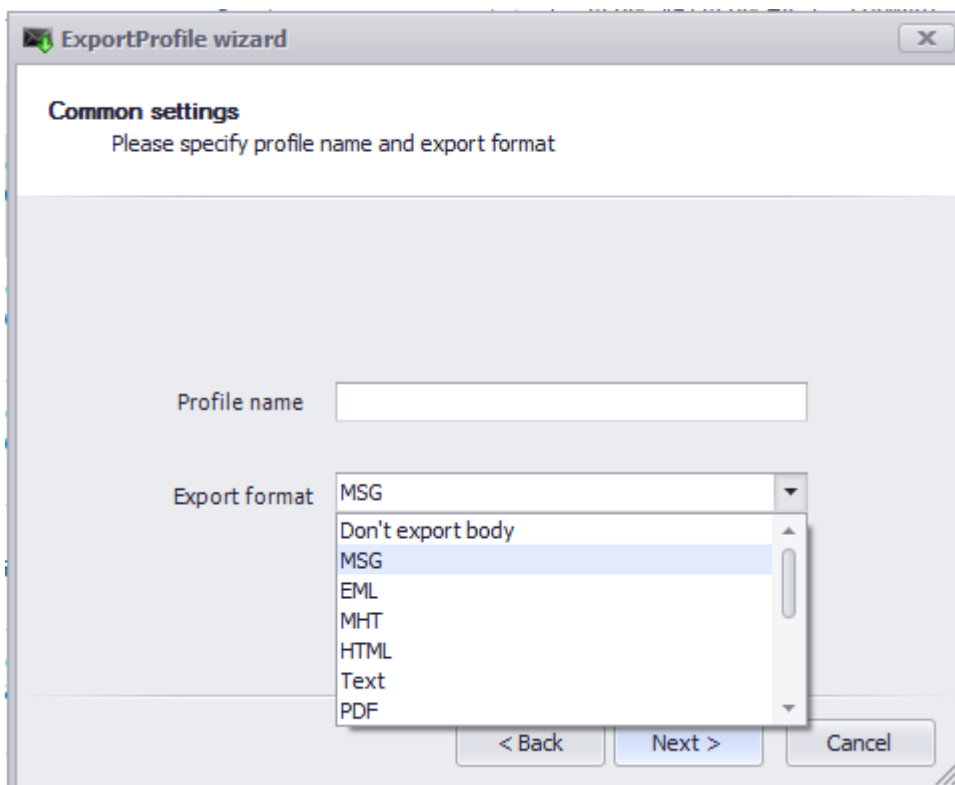
[Toolbar](#)

Profile Wizard

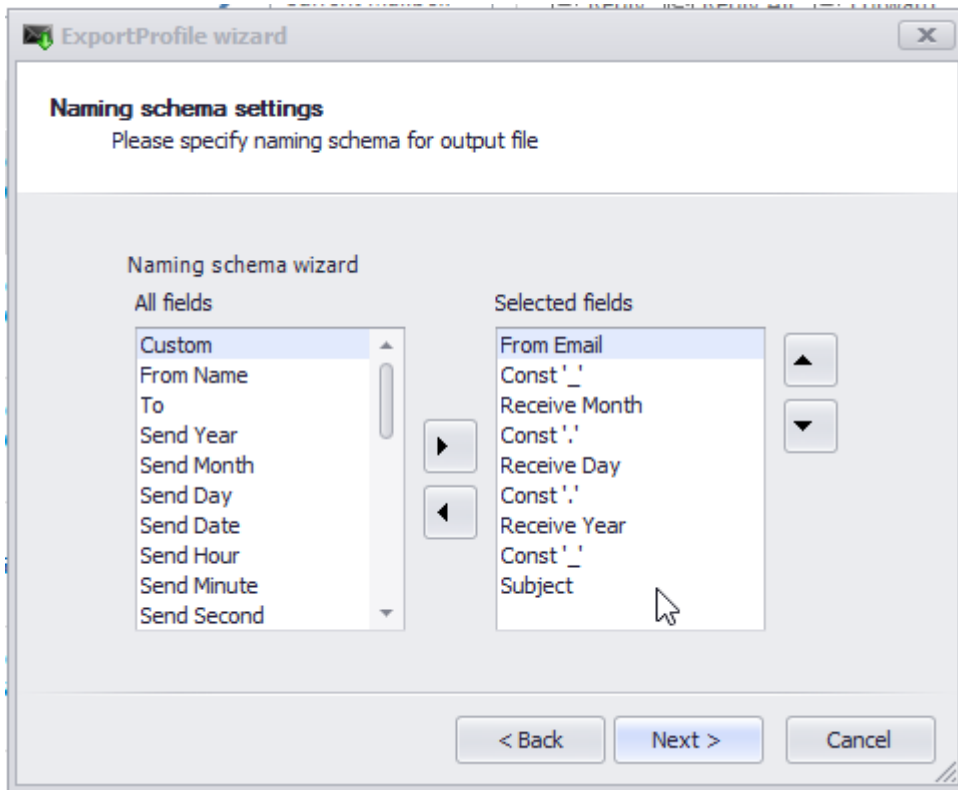
MessageExport lets you create custom export profiles. Click the "Profile Wizard" icon  on the MessageExport toolbar to start the wizard. Answer the questions, and soon you will have completed your new custom export profile.



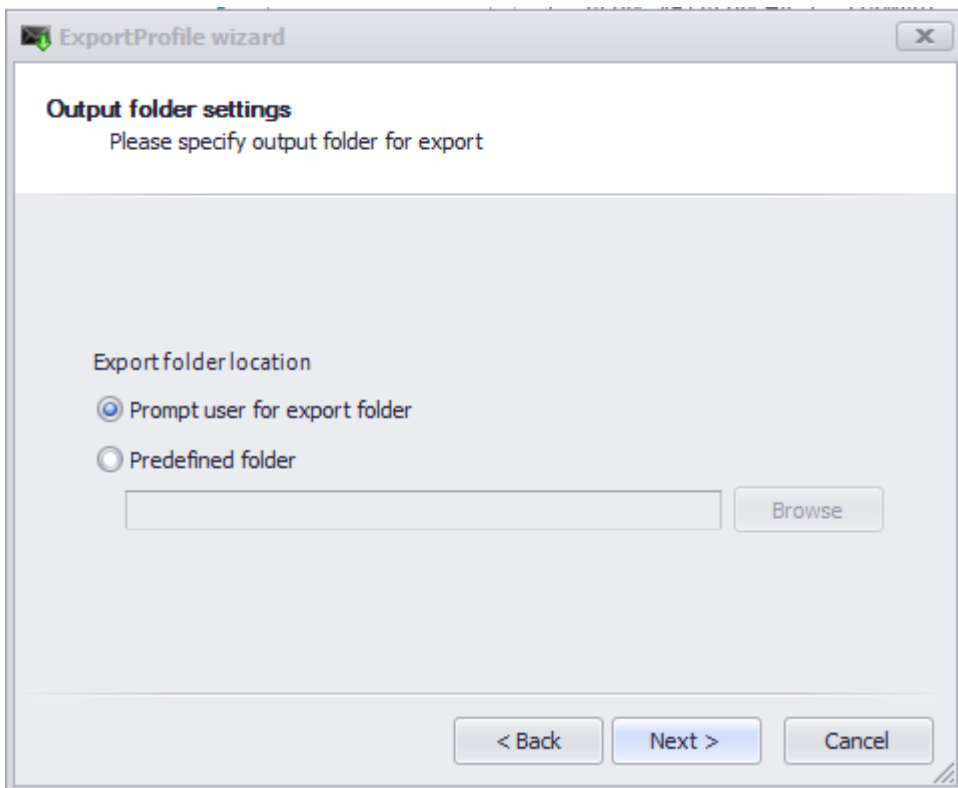
Click Next to continue the wizard.



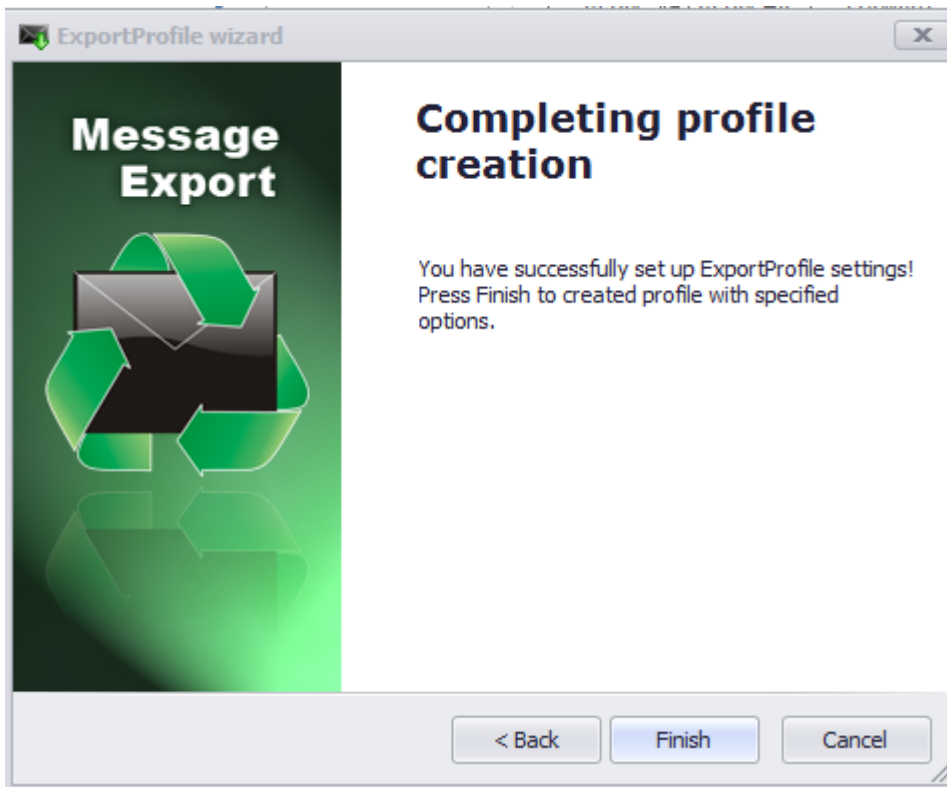
Provide name of the new profile and select the export format for your emails.



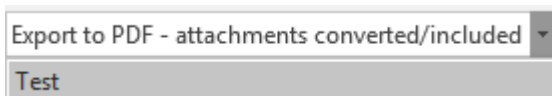
You can customize how MessageExport name the converted files. The fields in the “All Fields” column are bits of the email that will be included in the file name. Use “Constructors” to place spaces or otherwise join the fields in the file name.



You can define a permanent folder where MessageExport will always save converted emails when this Export Profile is used. The other option is always prompt you to select a folder.



Click Finish to complete the process.



Your new MessageExport export profile will now be displayed in the dropdown list.


Links

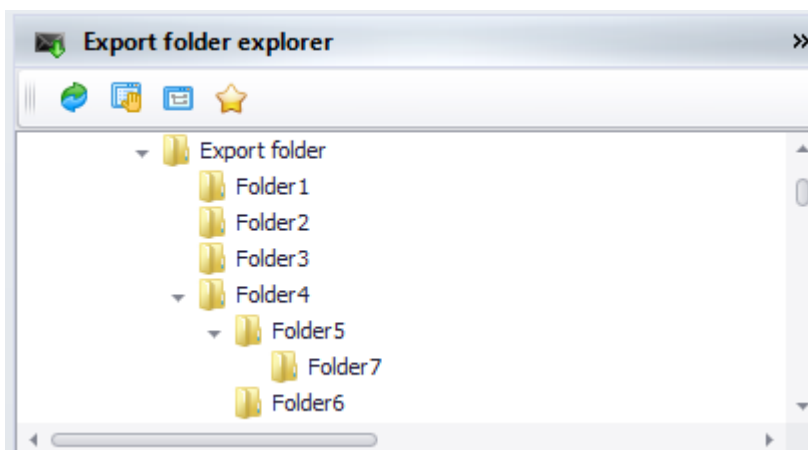
[Documents preview](#)

[Toolbar](#)

Export Folder Explorer

MessageExport's folder explorer panel is a panel used for quick exporting of messages.

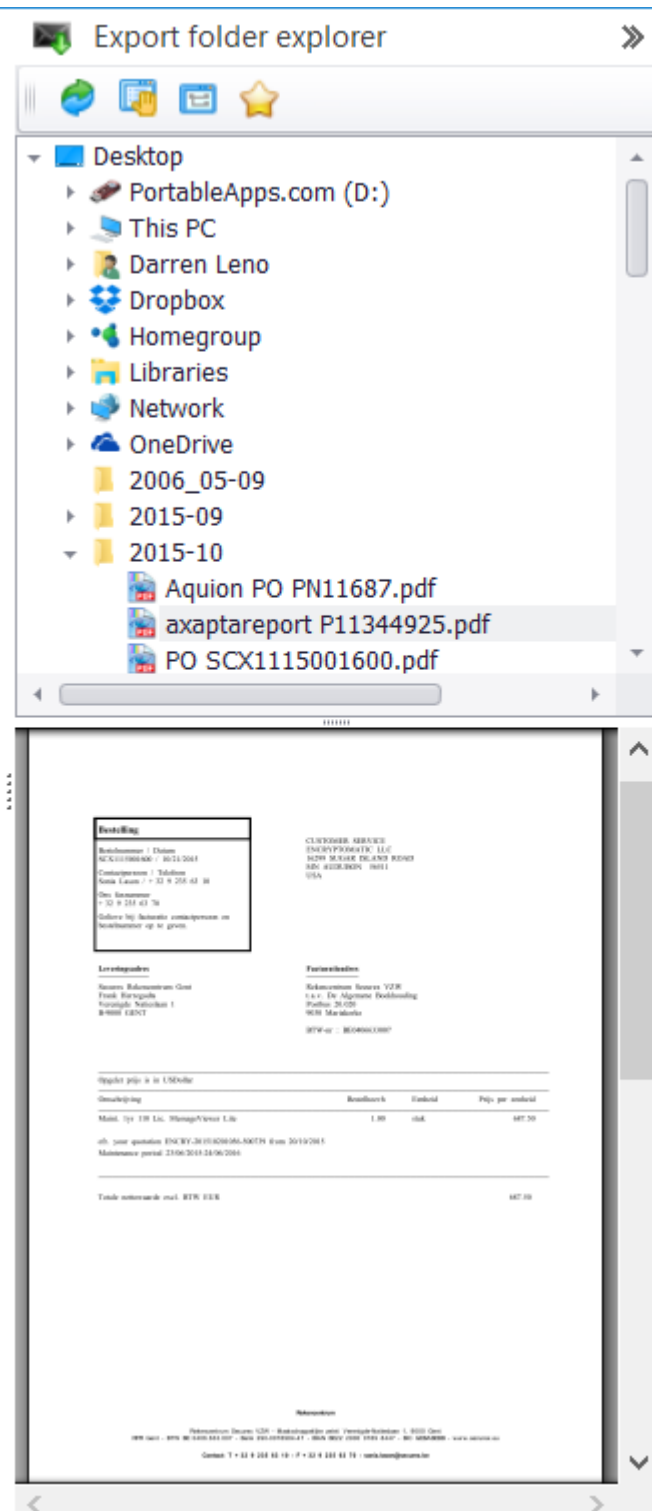
Click the "Show export folder explorer" icon  on MessageExport toolbar to show or hide Export folder explorer:



The Export explorer panel displays folders available for quick email conversion in a tree view. Displayed folders include: desktop folder, local disks, removable disks and network drives. Network places browsing is not supported.

Exporting items by Export Folder Explorer may be performed with simple drag-and-dropping actions. Just drag an email from the Outlook mail list, and drop it on the target folder. MessageExport will automatically convert the email to the export profile currently showing in the MessageExport window.

You can also use the Export folder explorer to view files in the folder, and to preview common file types, such as PDF files. This means that as you drag an email from Outlook to the Export folder explorer, and the file is converted to the selected format (such as PDF), you can immediately and easily preview the newly created file in Export folder explorer by clicking on it.

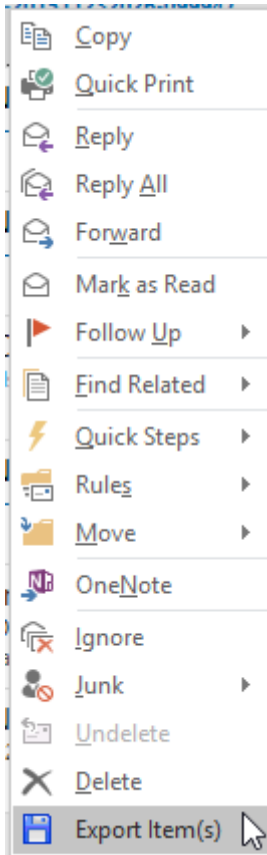


Show export folder

This button toggles the appearance of the Export Folder Explorer panel in Outlook. It is not shown when the active profile has **Compress all items into same archive** or **Export to predefined folder** options selected.

Right context menu

Right clicking on a file in the Export folder explorer reveals a context menu that will allow you to attach the file to an email, or open the file.



This is useful time saving feature. If you have just converted an Outlook email message using Export folder explorer, and now you wish to either email or open the file, use the right context menu to accomplish this tasks quickly.

Links

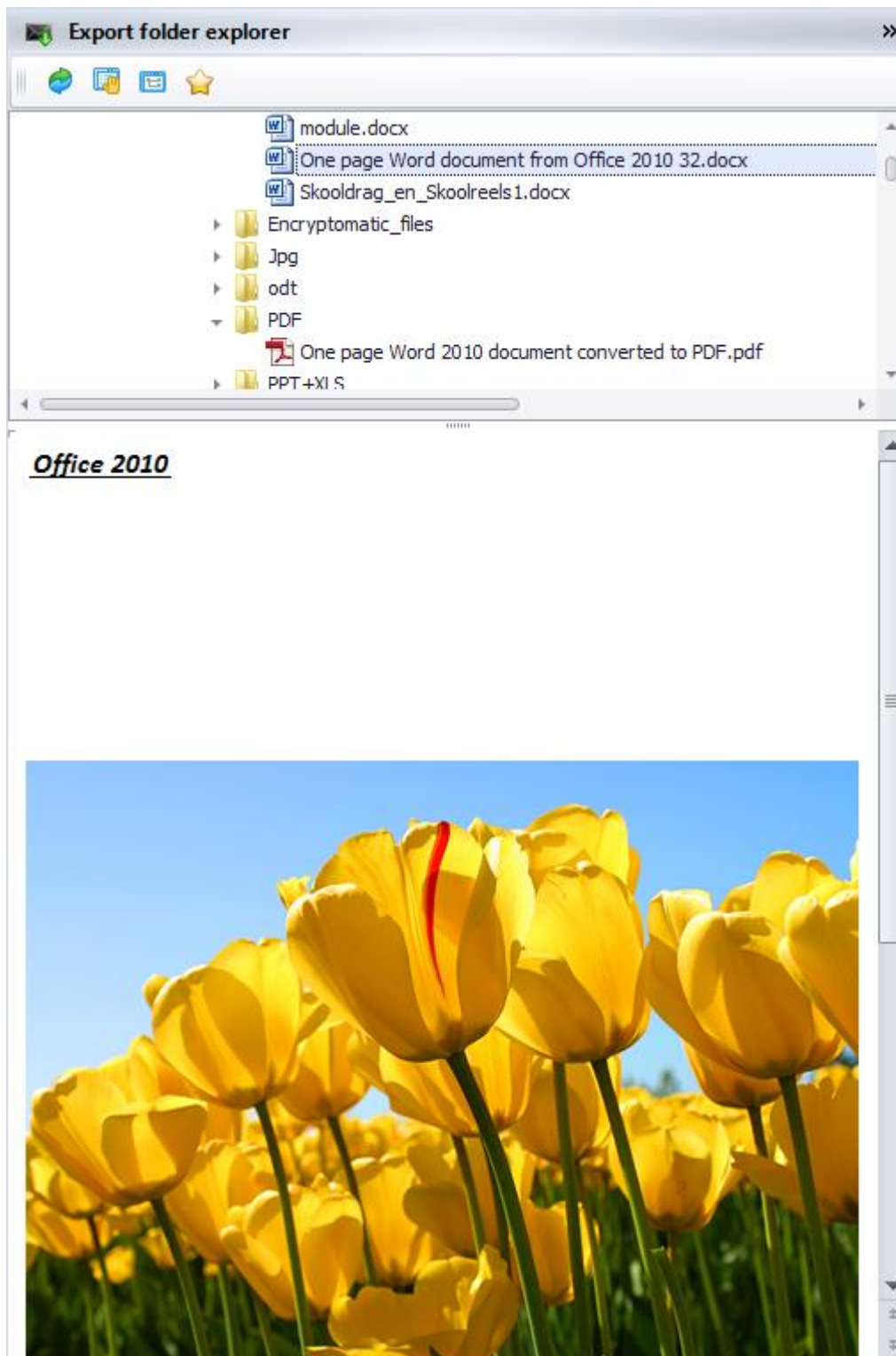
[Toolbar](#)

[Profile dialog](#)

Documents preview

Folders and files can be viewed in Outlook with MessageExport. It displays folders and files and allows preview for .doc, .pdf, .txt, .xls, .ppt. files in Export folder explorer.

To preview document, highlight it in Export folder explorer:



Links

[Favorites](#)

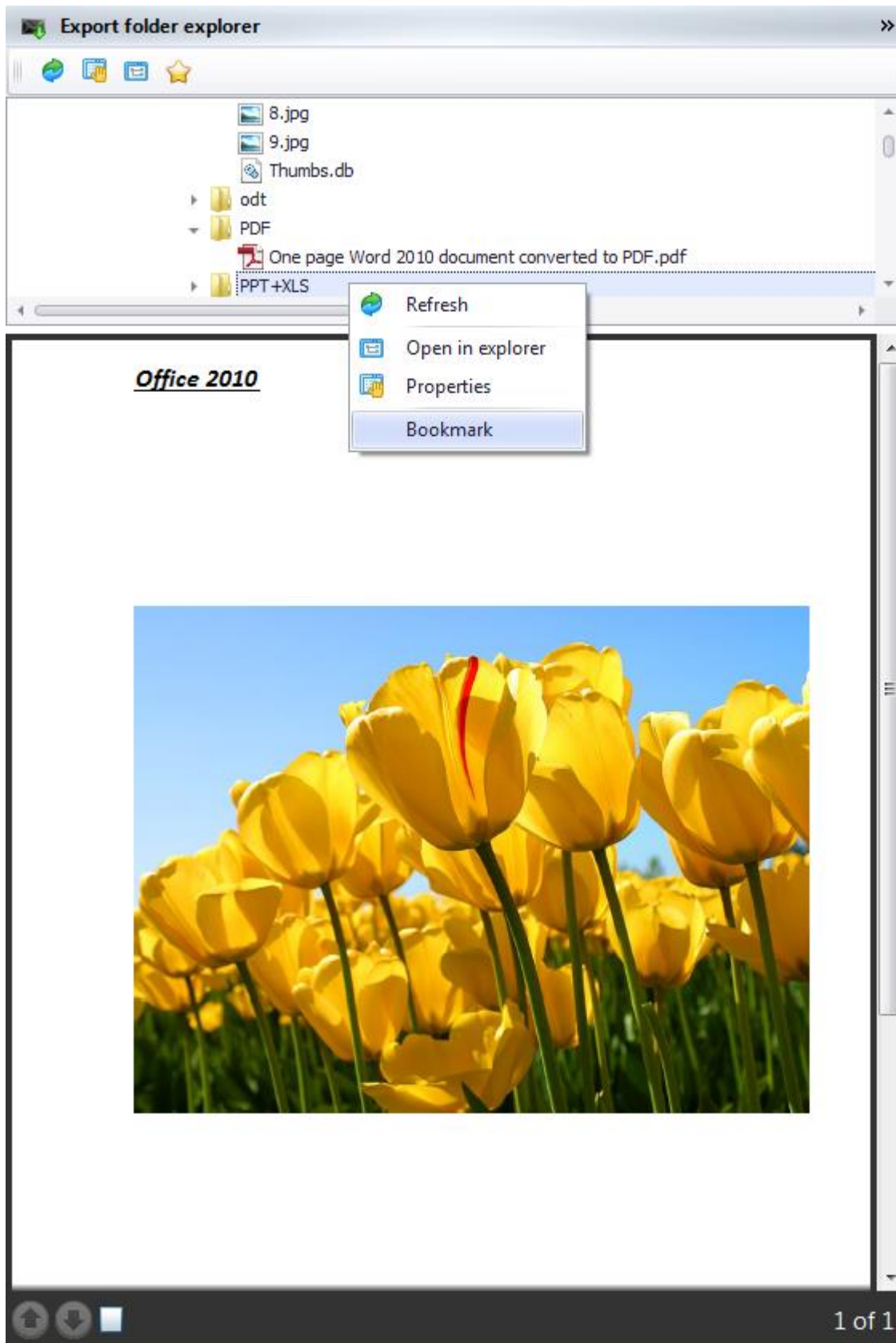
[Export folder explorer](#)

Favorites

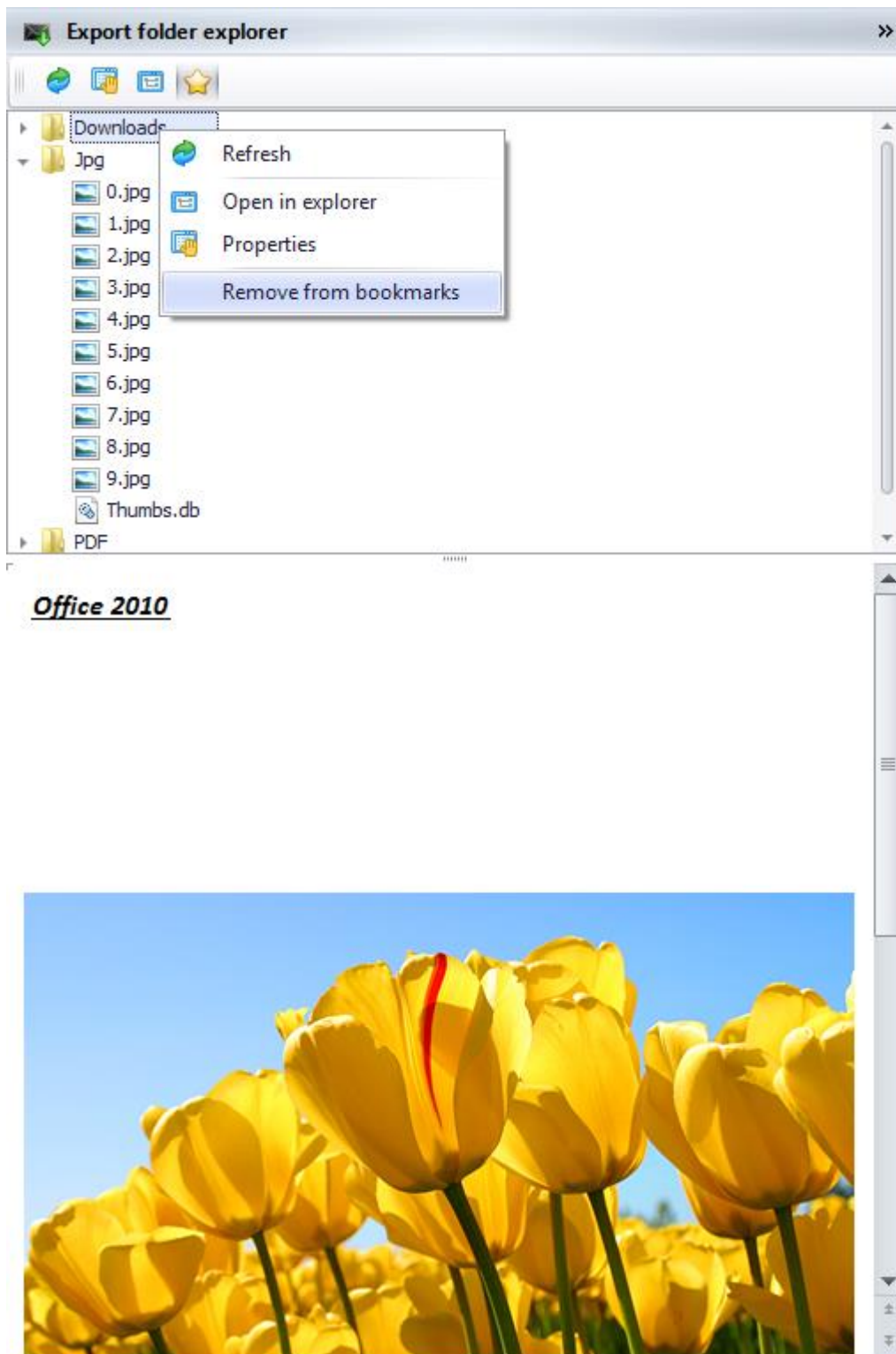
Folders can be added to Favorites in Export folder explorer.

To add folder to Favorites, right-click on a folder, and click "Bookmark".

You can show or hide Favorites if you click at star icon ★ in Export folder explorer.



To remove a folder from bookmarks, right-click on a folder and click "Remove from bookmarks".



Links

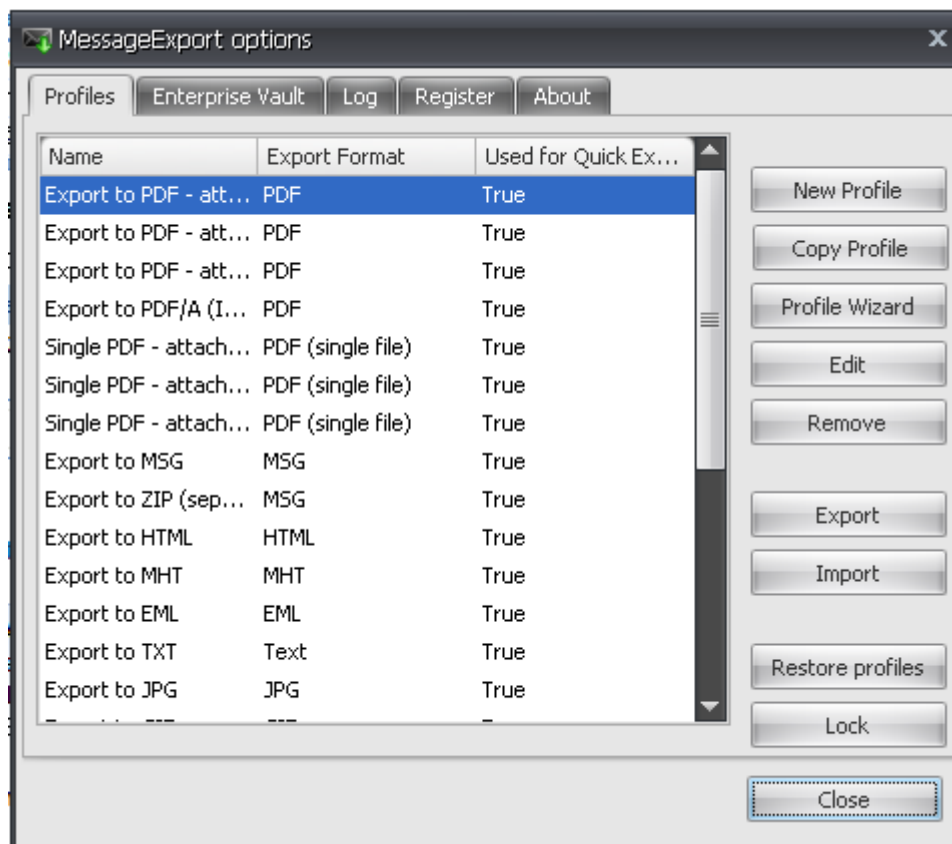
[Documents preview](#)
[Export folder explorer](#)

Options dialog

MessageExport options dialog contains Profiles, Enterprise Vault, Log, Register and About tabs.

Profiles tab

Profiles tab lets you manage your MessageExport profiles. You can add, change, delete or lock profiles on this tab.



The table on this tab contains a list of all profiles in MessageExport.

Creating new profiles is done by clicking on **New Profile** button. Profile dialog with default settings will appear and any necessary modifications can be made. Newly created profile is saved by clicking OK button in a Profile dialog.

Copy a profile with its settings by clicking **Copy Profile**.

Profile wizard button. Simplifies Export Profiles creation by guiding you through the series of simple steps also found in the profile Wizard.

Modification of existing profiles can be made by selecting the profile and clicking **Edit**.

Profile can be deleted by selecting it and clicking **Remove**.

Profiles can be exported by pressing **Export**. Exporting profiles means saving them to separate .xml (for unprotected profiles) or .dat (for protected profiles) file. This file can then be used to deploy profiles on other computers. Profiles can be imported by pressing **Import** button. For more information about profile locking, please refer to [Export profile import and export](#) topic.

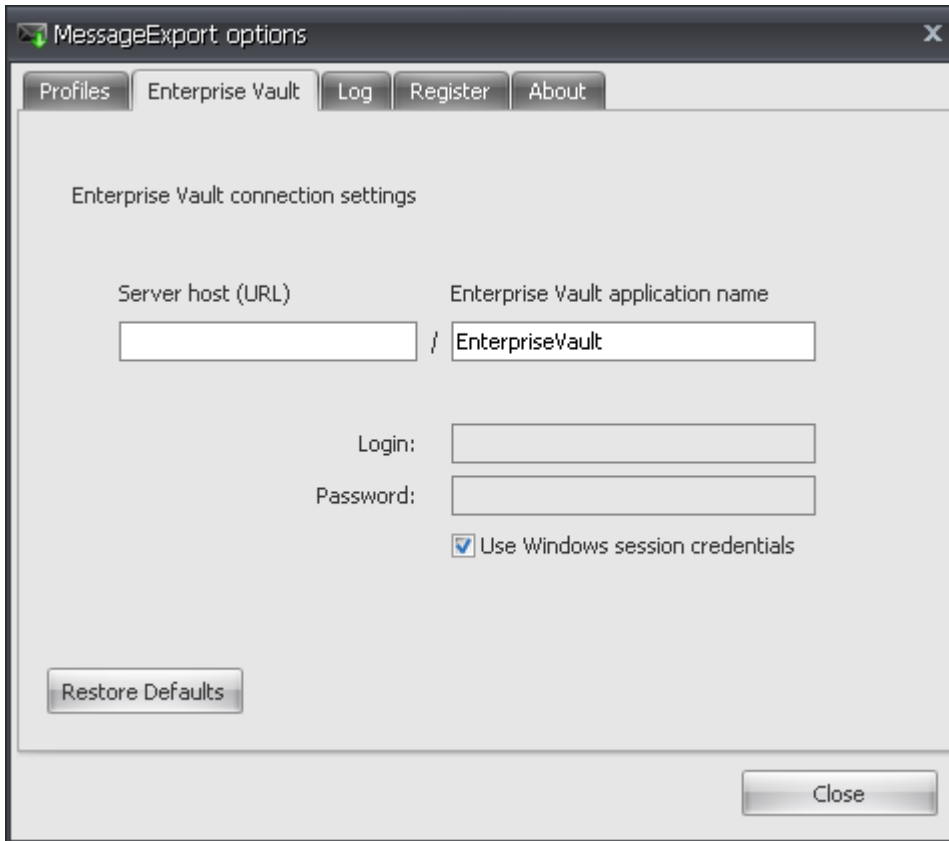
Restore profiles button is used to reset all export profiles to their original state. All modified and custom created profiles will be removed.

Export profiles can be locked/unlocked by pressing **Lock** / **Unlock** button. For more information about profile locking, please refer to [Export profile locking](#) topic.

Enterprise vault tab

Enterprise vault tab. MessageExport can handle archived messages stored in Symantec EnterpriseVault servers. MessageExport handles archived messages automatically by default. However, there is an ability to override some

parameters in the Enterprise Vault tab:



Server host (URL) field. If empty, MessageExport will use the default server host.

Enterprise Vault application name field indicates the web application name. EnterpriseVault is the default value for the majority of EnterpriseVault deployments and should be used by default.

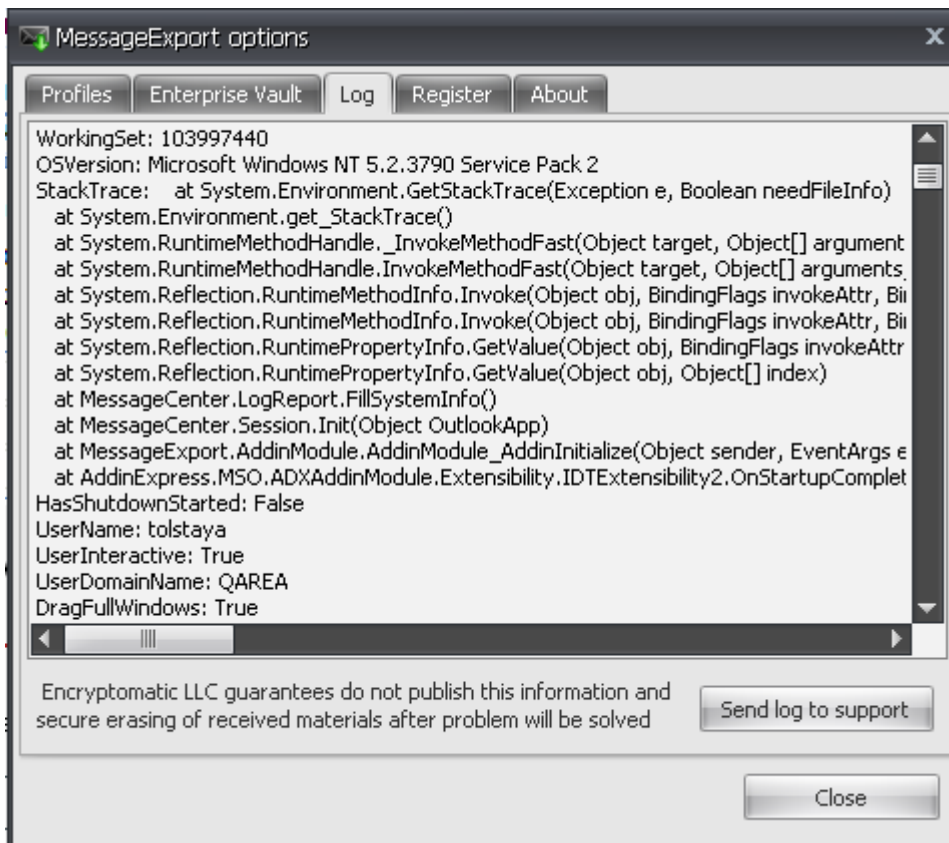
Login and Password fields are to be filled in with credentials.

Use Windows session credentials checkbox allows to enable or disable facility to use Windows session credentials for login.

Restore default button allows retrieving settings to default.

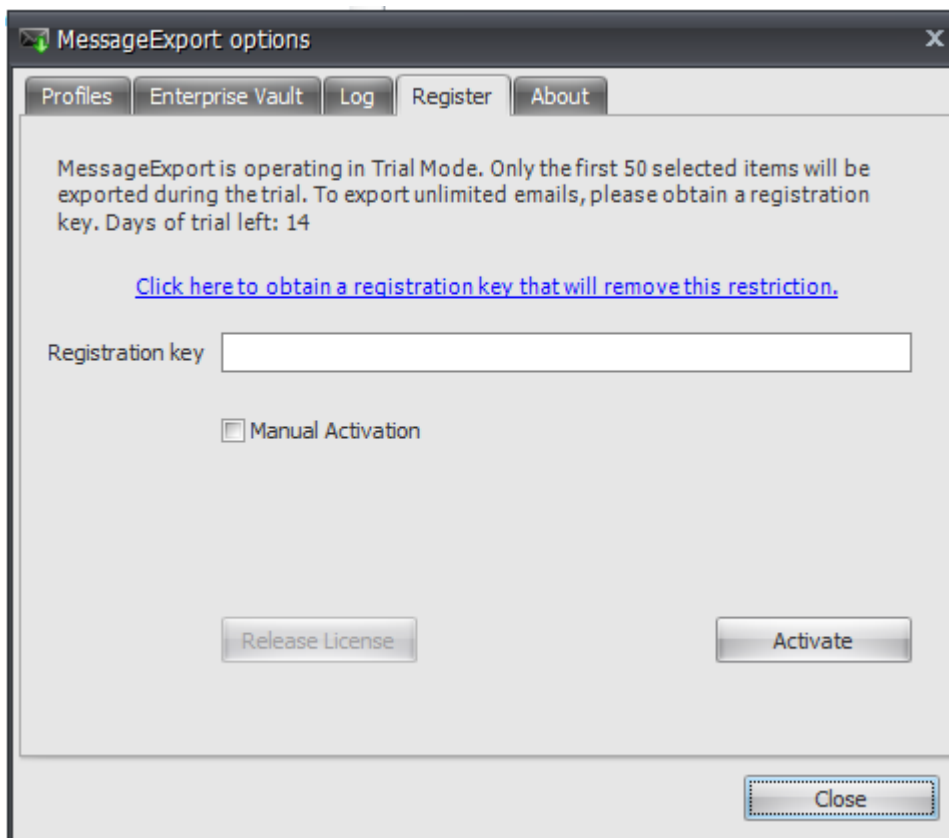
Log tab

Log tab contains MessageExport technical log. It may be useful while contacting technical support.



Register tab and Free Trial information

Register tab is used for MessageExport license registration.



After installing, MessageExport operates in trial mode with limited functionality. In trial mode, you may export up to 50 emails in a single batch export. This restriction is removed after the software is activated with a license code. You can use the trial version for 14 days. The number of days remaining in the trial is shown in the **Register** tab.

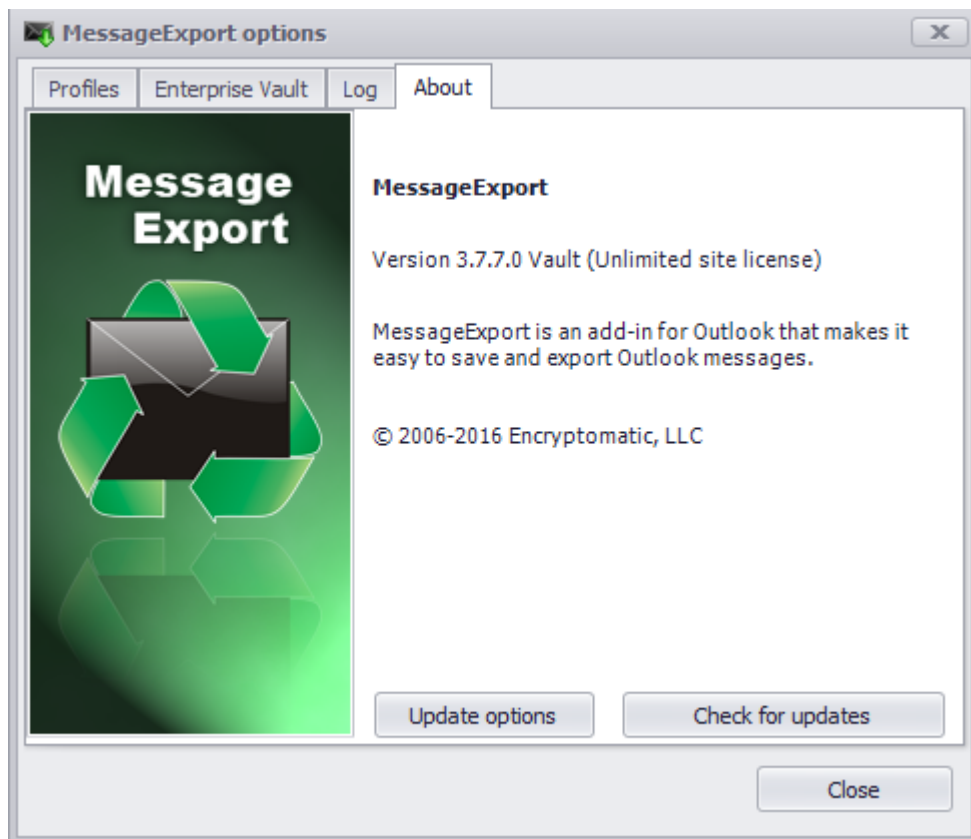
After trial is over, MessageExport goes into “Free Mode,” enabling you to save email messages individually (no bulk export). Free Mode operation will not expire, so there is no need to uninstall MessageExport from your computer.

About tab

About tab contains version and copyright information about MessageExport add-in.

MessageExport automatically checks for updates when Outlook starts, but you can manually check for updates by clicking the **Check for Updates** button.

When MessageExport is purchased, updates are supplied for one year, and may be continued after one year at your option. Contact supportline@encryptomatic.com to renew your updates service.

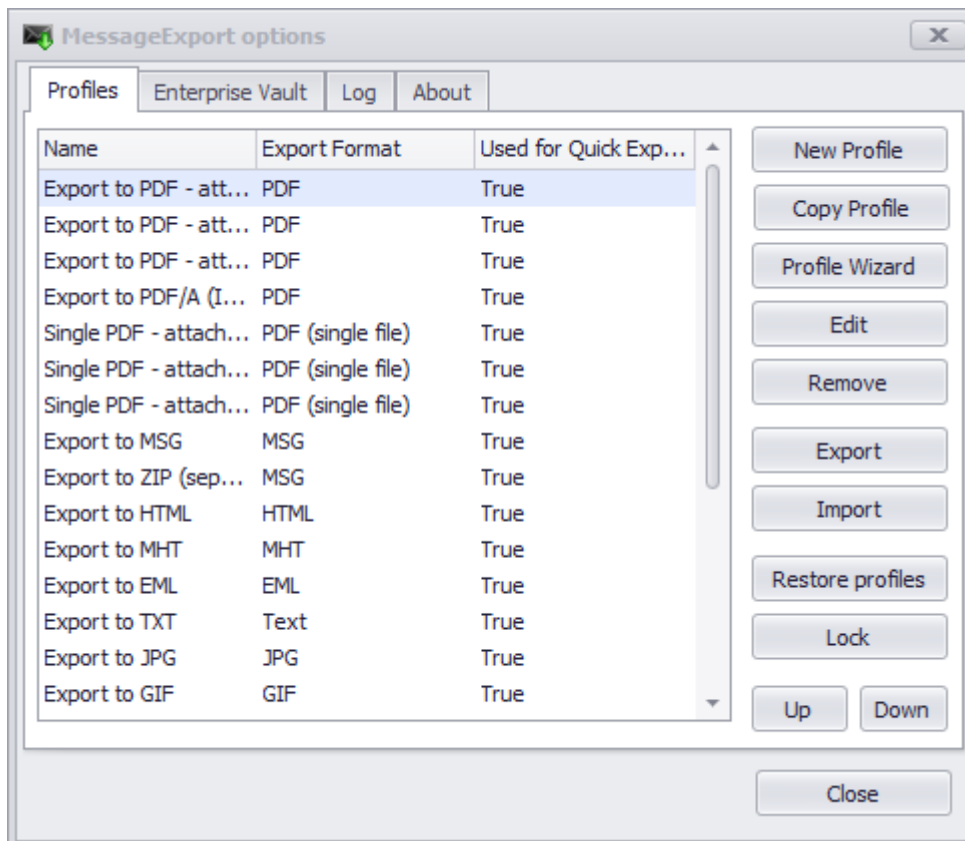


Links

[Profile dialog](#)
[What is export profile](#)
[Export profile locking](#)
[Export profiles import and export](#)

Export Profiles

MessageExport accomplishes its work by executing instruction sets called Export Profiles. This topic contains information about the Profiles Tab settings and discusses how you can customize them or create new export profiles.



Links

[What is export profile](#)

[Naming schema](#)

[Export profiles import and export](#)

[Export profile locking](#)

What is an Export Profile

Export profiles are a key feature of MessageExport that present you with a lot of power and flexibility to simplify your work process. Export profiles store the settings needed for an email export operation. They tell MessageExport what to do, how and when to do it. You can have several export profiles and quickly switch between them without having to set up all the options from a scratch. There are no limits to the number of export profiles you can have. They can be copied, edited or deleted at any time.

Some things you can do with export profiles: store information about the export format (such as setting PDF page size), choose a destination folder, customize message file names, specify actions that will be done after export and much more. See also the Profile dialog related topics in the Interface section for more information.

Links

[Profile dialog](#)

[Export profile locking](#)

[Options dialog](#)

[Naming schema](#)

Naming Schema (Custom File Names)

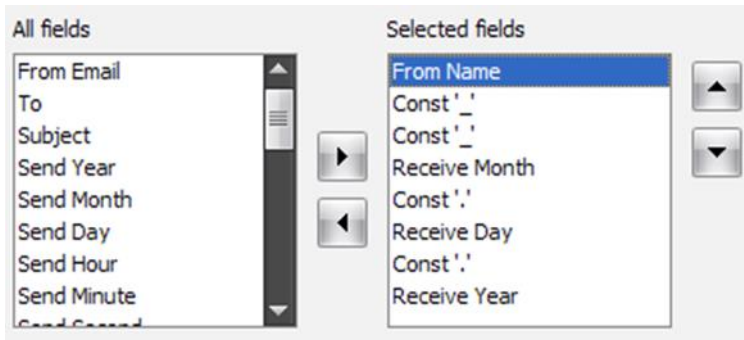
Use Naming Schema to create custom file or folder names using different message attributes. These attributes include

send and receive date and time, sender's email address, message recipient and lots of others.

There are two kinds of naming schemas: Wizard and Advanced.

Wizard naming schema

The naming schema wizard is a simplest way to setup a custom naming structure that will be applied to exported files and folders.



Wizard naming schema consists of two lists with field names. The left column list contains all fields available for use. The right list contains fields selected for name generation. The order of the fields in right list corresponds to their order in the file name.

Right arrow button adds field to **Selected fields** column.

Left arrow button removes field from **Selected fields** column.

Upper arrow button moves selected field higher in **Selected fields** column.

Down arrow button moves selected field lower in **Selected fields** column.

Some fields are single-use, so they can be used only once in name generation. In most cases, these are message attribute fields.

Other fields can be used without any amount limitations. In most cases, these are constant fields, such as '_' symbol.

Note: An extension corresponding to selected export format will be added to generated file name.

Example: Export is made to Text format using Wizard naming schema displayed above. Message has sender name 'John' and was received on the 1st of January 2008. Exported file name in this case will be 'John__01.01.2008.txt'.

Advanced Naming Schema

Advanced naming schema is a tool for more advanced users. It offers more flexibility in name generation.

Advanced naming schema is created from a text string, which consists of predefined masks for different fields. A full list of masks is listed in the table below. All symbols in a string that are not included in a mask list will be applied to a file name 'as is'.

Field name	Mask	Description
From Name	%FN	Message sender name.
From Email	%FE	Message sender email address.
Subject	%S	Message subject.
To	%T	Message recipient.
Send Year	%SDY	Message send date: year.
Send Month	%SDM	Message send date: month.

Send Day	%SDD	Message send date: day.
Send Hour	%STH	Message send time: hour.
Send Minute	%STM	Message send time: minute.
Send Second	%STS	Message send time: second.
Send Time	%ST	Message send time in %STH.%STM.%STS format.
Send Date	%SDF	Message send date in current date display format.
Receive Year	%RDY	Message receive date: year.
Receive Month	%RDM	Message receive date: month.
Receive Day	%RDD	Message receive date: day.
Receive Hour	%RTH	Message receive time: hour.
Receive Minute	%RTM	Message receive time: minute.
Receive Second	%RTS	Message receive time: second.
Receive Time	%RT	Message receive time in %RTH.%RTM.%RTS format.
Receive Date	%RDF	Message receive date in current date display format.
Importance	%I	Message importance.
Export Year	%EDY	Message export date: year.
Export Month	%EDM	Message export date: month.
Export Day	%EDD	Message export date: day.
Export Hour	%ETH	Message export time: hour.
Export Minute	%ETM	Message export time: minute.
Export Second	%ETS	Message export time: second.
Export Time	%ET	Message export time in %ETH.%ETM.%ETS format.
Export Date	%EDF	Message export date in current date display format.
File Attachment Count	%EAC	Returns a number value relating to quantity of file attachments contained in the email.

Note: An extension corresponding to selected export format will be added to a generated file name.

Example: Advanced naming schema corresponding to Wizard naming schema shown in the above image will be %FN__%RDM.%RDD.%RDY.

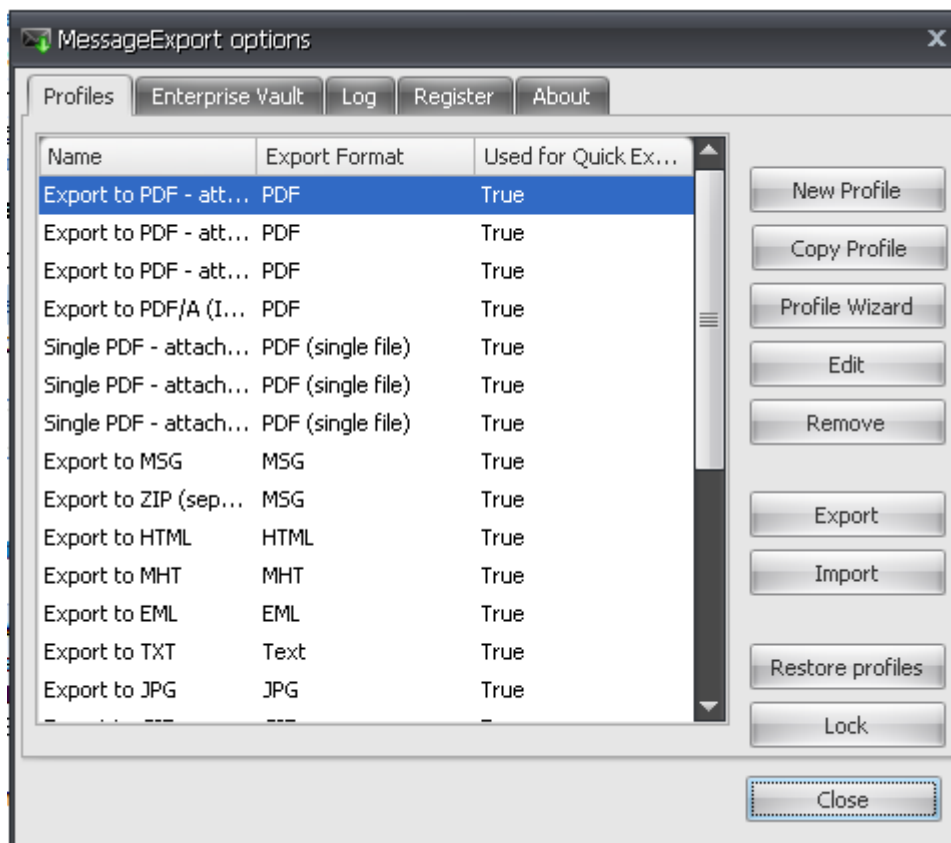
Links

[What is export profile](#)

[Export name tab](#)

[Output folder tab](#)

Importing and Exporting Profiles



Export profiles can be complex. Wouldn't it be nice to easily share a useful profile that you designed with one of your co-workers? Well, you can!

Profiles can be exported by pressing the **Export** button. Exporting profiles means saving them to separate .xml (for unprotected profiles) or .dat (for protected profiles) file. These .dat files can then be imported to MessageExport on other computers.

Profile importing can be done by pressing **Import** button. A dialog will appear, that will allow selecting profiles file. If password-protected profile was imported, MessageExport will lock profiles with password from the imported file. All modified and custom created profiles will be removed and replaced with profiles from selected file. Profile importing can only be performed when MessageExport profiles are not in a locked state.

Note: profiles can be deployed during MessageExport installation. For more information see [Profile deployment](#) topic.

Links

[Options dialog](#)

[Profile deployment](#)

Export Profile Locking

Sometimes an administrator may not want users to be able to change an Export Profile. MessageExport supports a password feature to protect editing of Export Profiles.

Profiles storage file is also encrypted to prevent unwanted modifications.

Note: Store your password carefully. You won't be able to modify or unlock your profiles in any way without it! There is no backdoor or way to recover locked profiles without the password.

Profile locking can be performed by clicking **Lock** button in **Options** dialog. You need to input a password twice and press **Lock** button. If password matches, profiles will be locked.



Profile locking can be performed by clicking **Unlock** button in **Options** dialog. You need to input a password twice and press **Unlock** button. If password matches, profiles will be unlocked.



Links

[What is export profile](#)
[Options dialog](#)

Profile Dialog

Profile dialog contains all the settings you can change in an export profile. Profile dialog can be called either by clicking the **Configure** button on the toolbar, or by selecting the **Add** or **Configure** button on the Options dialog. Also, it can be optionally displayed before profile export if the corresponding option was enabled.

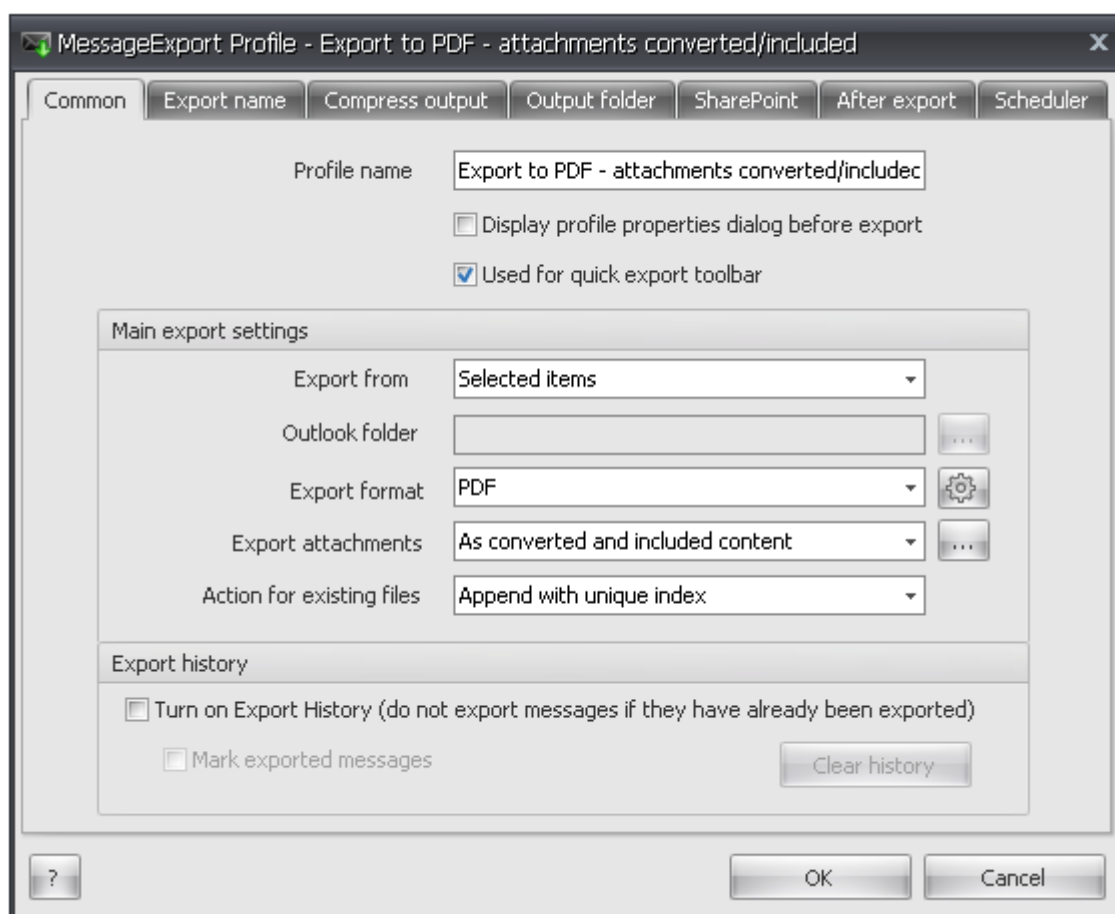
All options are logically divided into six tabs: Common, Export name, Compress output, Output folder, SharePoint and After Export.

Links

[Common tab](#)
[Export name tab](#)
[Compress output tab](#)
[Output folder tab](#)
[SharePoint tab](#)
[After export tab](#)
[Scheduler tab](#)

Common Tab

Common tab of profile dialog is where you can customize many of the settings in an export profile.



You can edit the name of the profile in the **Profile name** field.

Display profile properties dialog before export checkbox toggles display of the profile dialog before MessageExport.

Note: Profile properties dialog will appear even if Profile locking was enabled. Disable this option if you want to keep profile settings hidden.

If **Used for quick export** checkbox is checked, the selected profile will appear in a drop-down menu on an add-in toolbar.

Export from combo-box allows you to specify which elements will be exported. Possible values are shown below.

Value	Description
Selected items	The messages selected in Outlook explorer window will be exported.
Selected folders	The messages in folder selected in Outlook explorer window will be exported.
Selected folders with subfolders	The messages in folder selected in Outlook explorer window and its subfolders will be exported.
Predefined folder	The messages from the specified folder will be exported.
Predefined folder with subfolders	The messages from specified folder and all subfolders will be exported.
Incoming messages	The messages from 'Inbox' folder will be exported every time you retrieve mail

Note. If the folder is not specified in 'Outputs' tab, MessageExport will prompt you to select a folder each time an email is received. For incoming messages to be exported silently, specify the target folder in the 'Output folder' tab.

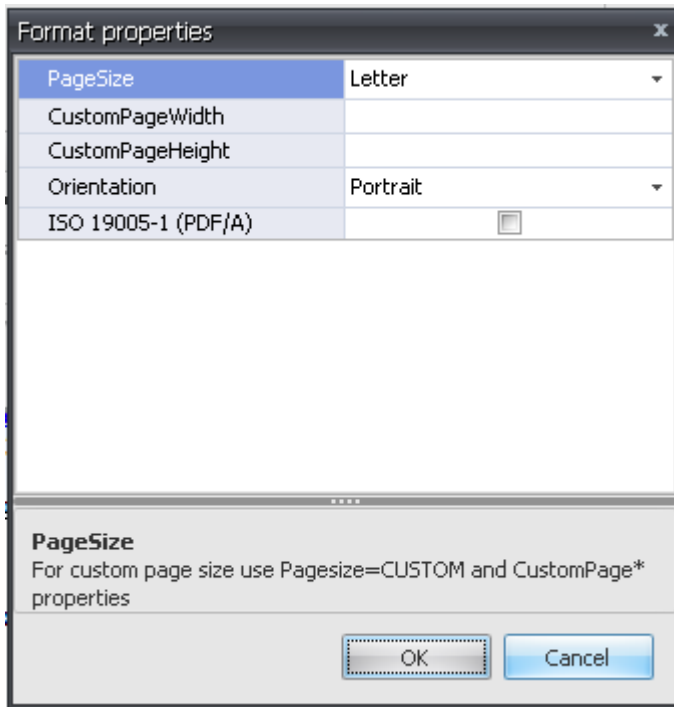
Outlook folder Indicates which Outlook folder will be used for exporting email.

Select Outlook folder Lets you select an Outlook folder manually each time the profile is run.

Export format combo-box contains available formats for message body export. All export formats are listed below.

Value	Description
Don't export body	Message body will not be exported.
MSG	Microsoft Outlook message file; compatible with other programs that use Microsoft's Messaging Applications Programming Interface (MAPI).
EML	E-mail message saved by Microsoft Outlook Express, Thunderbird, Lotus, and other e-mail programs; may also contain e-mail attachments, or files sent with the message.
HTML	Hypertext markup language file; can be opened by any web browser, such as Microsoft Internet Explorer or Mozilla Firefox.
MHT	Web archive MHTML file; supported by Microsoft Word, Internet Explorer or Opera.
TXT	Plain text file format; can be opened and edited by any text editor.
PDF	Portable Document Format, created by Adobe Systems for document exchange. PDF is used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system.
Single PDF	Portable Document Format. All messages will be exported to a single file.
JPG	A commonly used method of compression for photographic images.
GIF	A bitmap image file format.
TIFF	A file format for storing images, including photographs and line art.
mbox	A file format used for holding collections of electronic mail messages.
CSV	A file format used for the storage of data structured in a table with comma-separated values.
To printer	Print selected items.

Format Options button is used to set format properties for output PDF and CSV formats only.



PageSize drop-down list allows indicating paper format type.

CustomPageWidth field allows specifying page width for output file.

CustomPageHeight field allows specifying page height for output file.

Orientation option states **Portrait** or **Landscape** page orientation for output file.

If **ISO 19005-1 (PDF/A)** checkbox is checked, MessageExport generates a PDF of electronic document file format for long-term preservation according to ISO Standards.

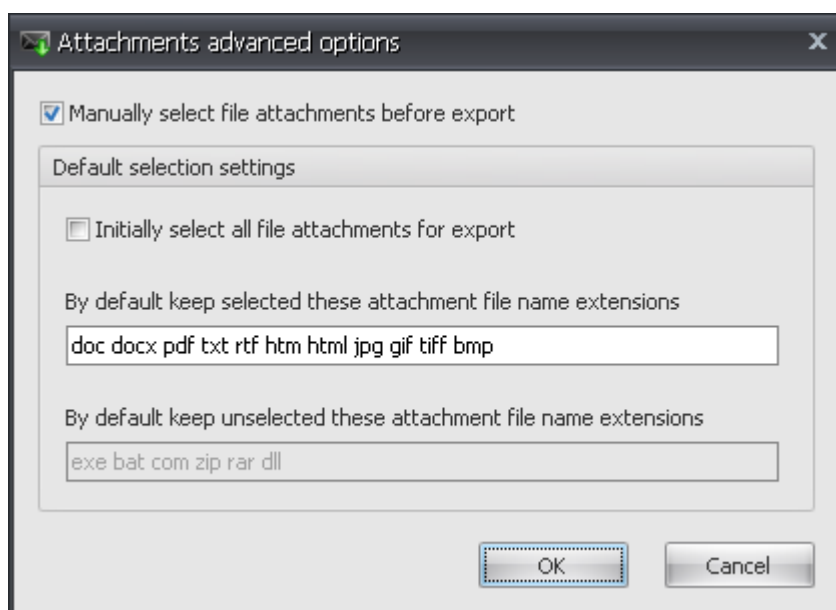
Export attachments combo-box contains possible formats for message attachments export.

Value	Description
Don't export	Message attachments will not be exported
As file attachments in subfolder	Message attachments will be saved as separate files in the subfolder of the same directory as message body is
As files attachments in same folder	Message attachments will be saved as separate files in the same directory as message body is
As embedded attachments in document	Message attachments will be embedded to the document as attachments (PDF only)
As converted and included content	Message attachments will be converted to the document format and included as content (PDF only)

Exporting email attachments as separate files is disabled for formats in which attachments are a part of the message file.

For PDF format, embedding attachments or converting attachments to PDF pages is available.

Attachments advanced options This button invokes the attachments' management dialog.



Manually select file attachment before export checkbox. Enabling this option allows to specify features for exported attachments.

Default selection settings section sets up settings for exported attachments.

Initially select all file attachments for export checkbox enabling allows selecting all file attachments and excluding attachments that may potentially harm your computer.

By default keep selected these attachments file name extensions field is enabled if **Initially select all file a attachment before export** is set to Off. Brings facility to add or remove file formats for exported attachments.

By default keep unselected these attachments file name extensions field is enabled if **Initially select all file a attachment before export** is set to On. Brings facility to add or remove file formats for exported attachments.

Action for existing files allows user to specify what to do when a file with the same name as generated message file does already exists.

Value	Description
Rewrite file	Existing file will be rewritten by new message file.
Ask	A dialog box will appear during export that will allow to select action in each problem case.
Append with unique index	Message file name will be appended with index: _001, _002 and so on.

Turn on history checkbox enables or disables export history. If export history is enabled, the export of messages that have already been exported will be disabled. Export history affects only current export profile.

If **Mark exported messages** checkbox is active, messages exported by MessageExport will be added to **Exported** category. Category will be cleaned from all messages, when history is erased by clicking **Clear history** button.

Clear history button clears export history. Enabled only if export history is active.

Links

[Profile dialog](#)

[Export name tab](#)

[Compress output tab](#)

[Output folder tab](#)

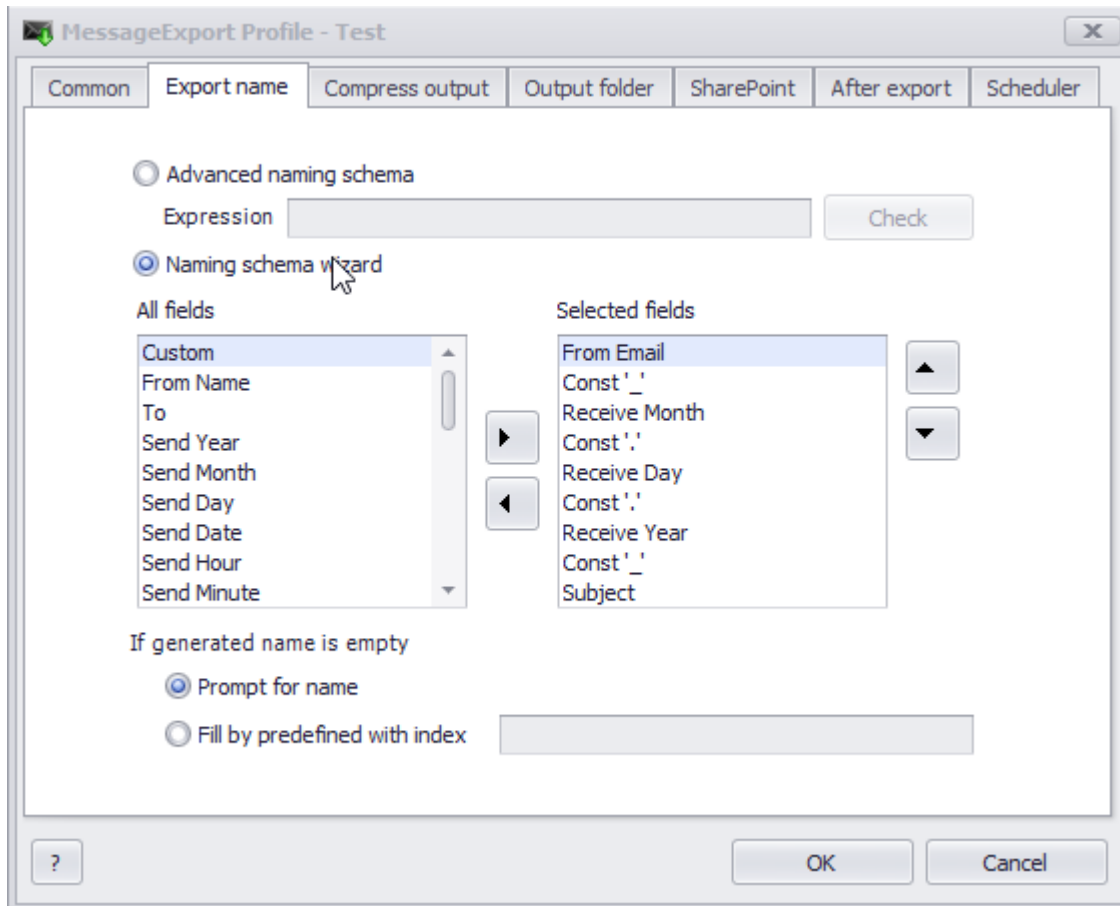
[SharePoint tab](#)

[After export tab](#)

[What is export profile](#)

Export Name Tab

The **Export name** tab contains filename related settings for export operations.



Advanced naming schema and **Naming schema wizard** radio buttons are used to switch between two naming schemas. See Naming schema topic for more info on naming schemas.

When **Advanced naming schema** is active, exported message names can be generated from text in **Expression** field. **Check** button may be used for checking inputted advanced naming schema validity.

When **Naming schema wizard** is active, exported message names will be generated from selected fields in wizard naming schema control.

If generated name is empty section allows to set up message naming for case, when name generated by active naming schema is empty.

Prompt for name option will cause a dialog with message name request appear each time this situation occurs.

Fill by predefined with index option will name these messages with text from the field appended with unique index for each next message (_001, _002, etc).

Links

[What is export profile](#)

[Naming schema](#)

[Profile dialog](#)

[Common tab](#)

[Compress output tab](#)

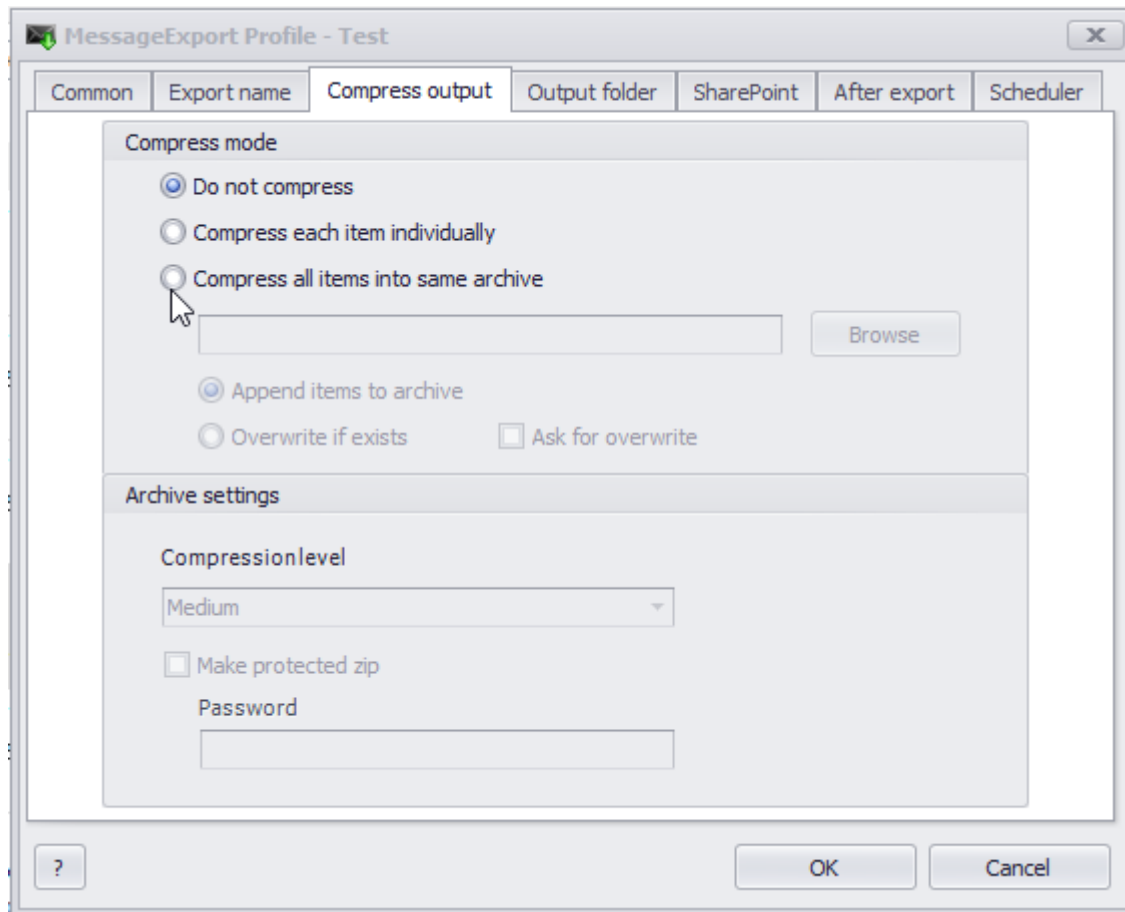
[Output folder tab](#)

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Compress Output Tab

Compress output tab of profile dialog contains archiving settings for profile exporting.



Compress mode section contains main options for archiving exported messages.

If **Do not compress** option is active, exported messages will not be archived.

If **Compress each item into separated archive** option is active, each exported message will be put in a separated archive in output folder.

If **Compress all items into same archive** option is active, all exported messages will be put into single archive. In this case, you will have to specify archive file name and location either typing it or via **Browse** button.

Append items to archive and **Overwrite if exists** options set up action for a case if archive with inputted name already exists.

Ask for overwrite checkbox toggles confirmation dialog display for overwriting files with existing names.

Archive settings section contains compression and protection options for created archives. It is active only when **Compress each item into separated archive** or **Compress all items into same archive** options are selected.

Compression level drop-down list allows to specify compression level for archives.

If **Make protected zip** is checked, created archives will be protected with password specified in **Password** field.

Links

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[Common tab](#)

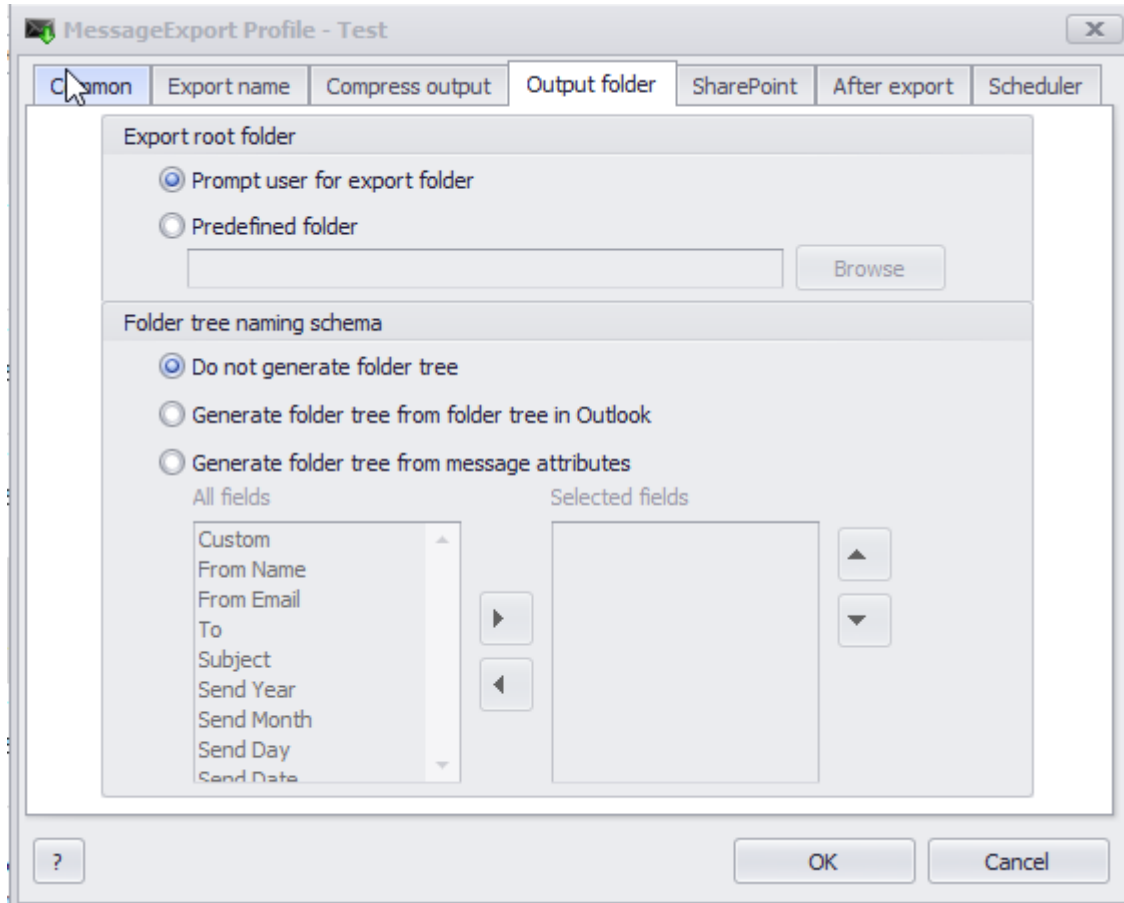
[Export name tab](#)

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Output Folder Tab

Output folder tab of profile dialog contains folder related settings for profile exporting.



Export root folder section defines the destination folder for MessageExport. It is active only when **Compress all items into same archive** option is not selected in the **Compress output** tab. Otherwise, email will be exported to the folder in which the archive is located.

Prompt user for export folder Causes a target folder selection window to appear during an export operation.

If **Predefined folder** is selected, you will have to set destination folder either by typing it, or using the **Browse** button.

Folder tree naming schema section allows generation of folders tree in the destination folder. Names of the folders in this tree can be taken from different email attributes or copied from the Outlook folder tree.

If **Do not generate folder tree** is selected, an email will be exported directly to the specified folder without creating any subfolders.

If **Generate folder tree from folder tree in Outlook** is selected, MessageExport will attempt to save exported email messages in a way that mimics the Outlook folder tree structure.

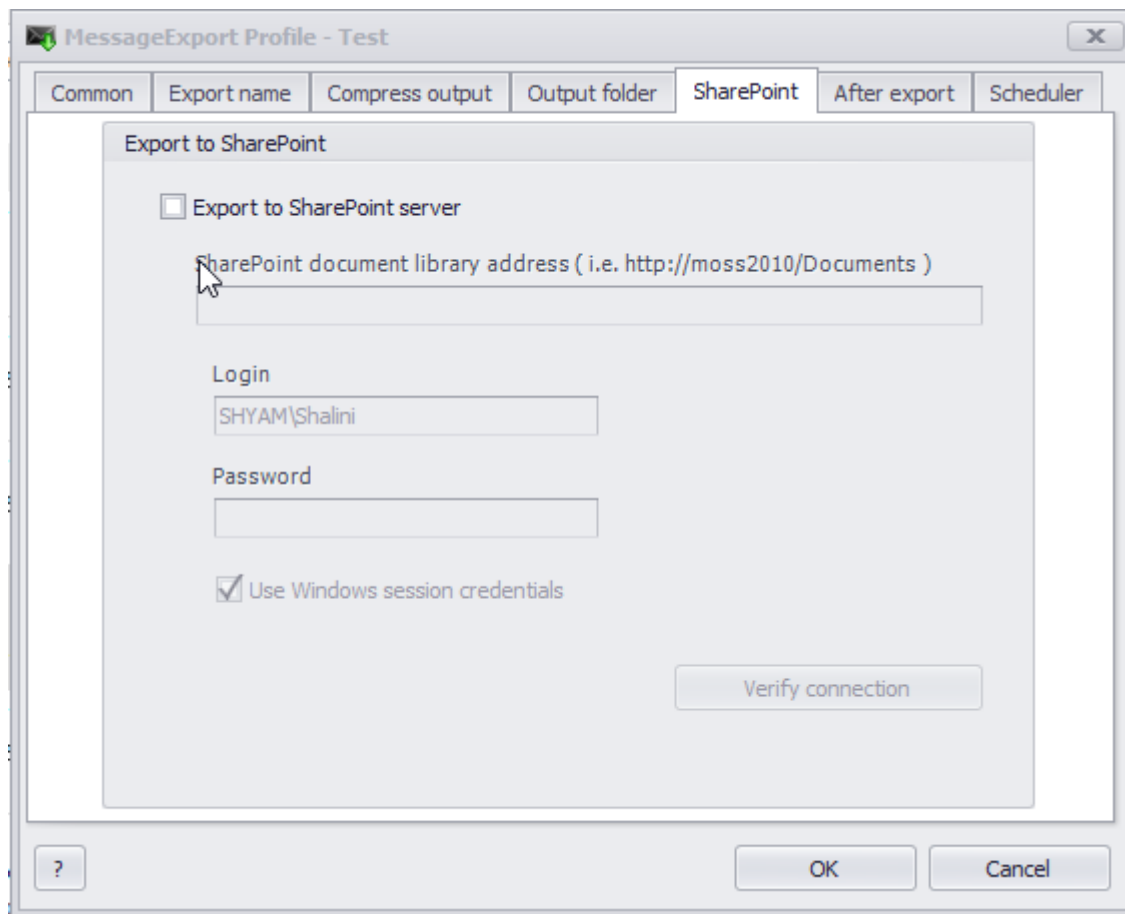
If **Generate folder tree from message attributes** is selected, a tree will be generated in the destination folder, with folder names taken from wizard naming schema control.

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SharePoint Tab

SharePoint tab of profile dialog lets you export converted emails directly to Microsoft SharePoint Server libraries.



Export to SharePoint server To enable exporting message files to SharePoint server, first specify the **SharePoint document library address** in the address field.

A list of document libraries is available in the left side of SharePoint web page. To manage document libraries click **Site Hierarchy** link. For details, check your SharePoint server manual.

Document library URL usually has a form of:
Error! Hyperlink reference not valid.

I.e. document library URL for *Documents* library on *http://moss* SharePoint server will be:

http://moss/Docs/Documents

Login and **Password** fields must contain user credentials. They are used to authenticate user at SharePoint server to enable files uploading. Leave the fields blank to use current logged on user credential.

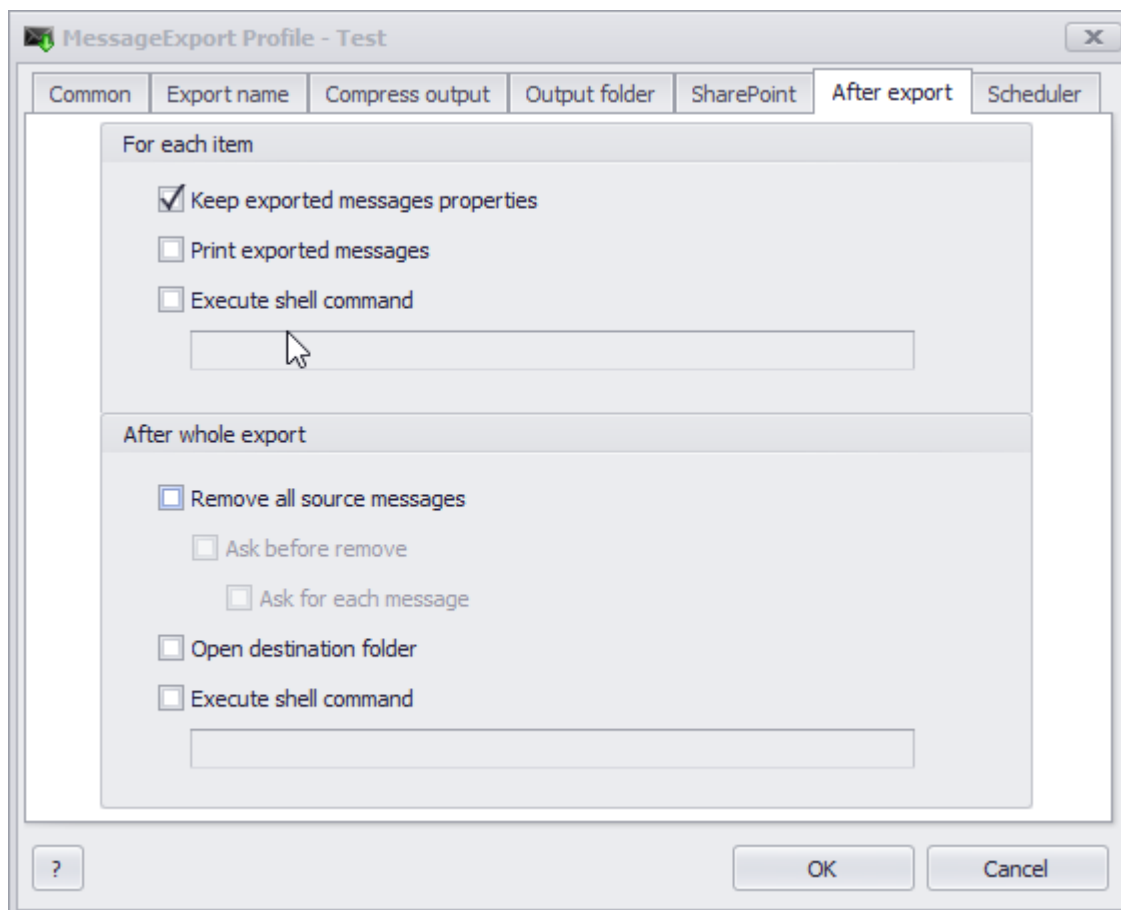
Verify connection button allows you to verify the SharePoint server library address, login and password.

Note: when exporting to SharePoint **Action for existing files** and **Compress items into same archive** options are not available.

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After Export tab

The **After export** tab lets you to add custom actions that occur immediately after an email export operation.



For each item This section contains options for actions to be done after each message has been exported.

With **Keep exported message properties** option active, message Subject, Category and To fields would be added to exported file metadata. This information is viewable in Summary tab of Windows Explorer. If messages are exported to SharePoint server, this option will toggle assigning attributes to uploaded files.

After checking **Execute shell command**, you can enter Windows shell command in a field below. This command will

be executed after each MessageExport. For example, enter 'calc' to call Windows Calculator.

After whole export section contains options for actions to be done after all messages have been exported.

If **Remove all source messages** checkbox is checked, exported messages will be deleted from Outlook. A confirmation dialog will appear for once all items if **Ask before remove** option is selected. A confirmation dialog will appear for each item if **Ask before remove** option is also selected.

Open destination folder setting allows you to open folder to which messages have been exported.

Print items after export option will print exported messages using default system printer.

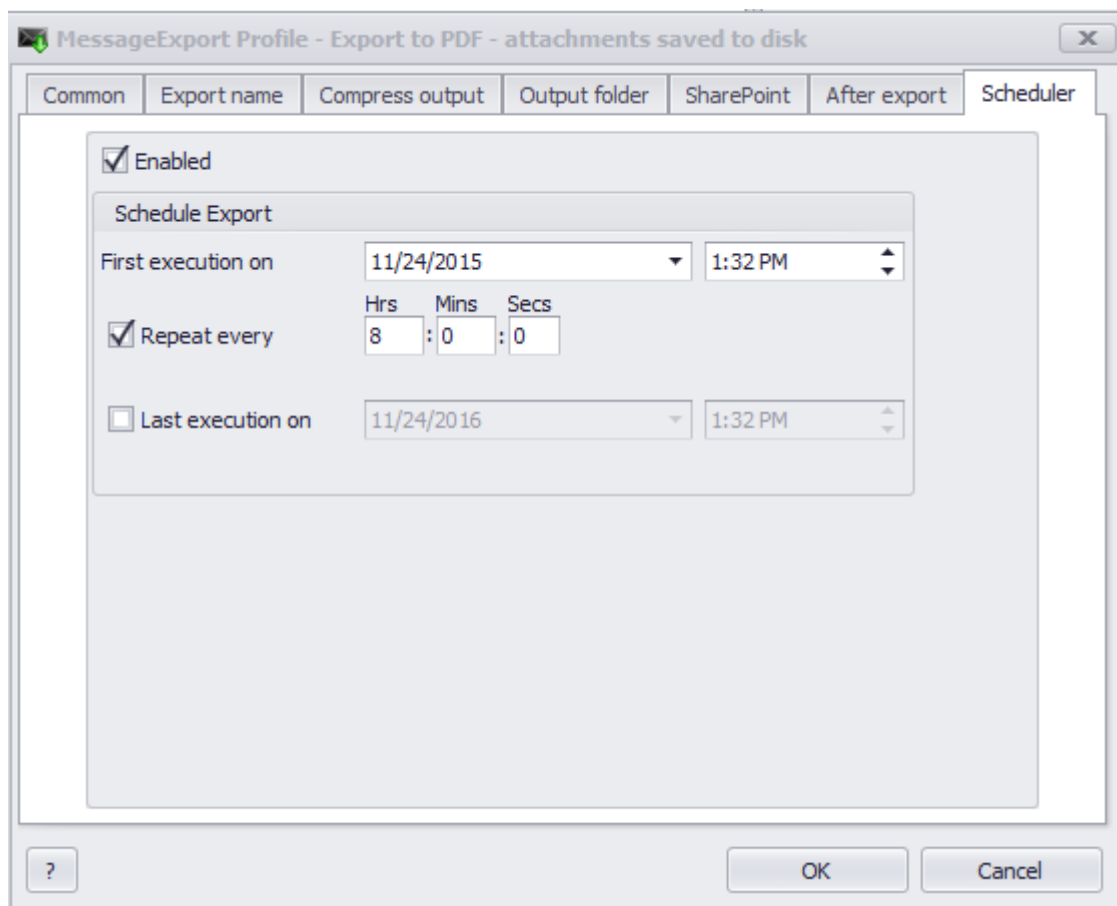
After checking **Execute shell command**, you can enter Windows shell command in a field below. This command will be executed after all messages have been exported. For example, enter 'calc' to call Windows Calculator.

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Scheduler tab

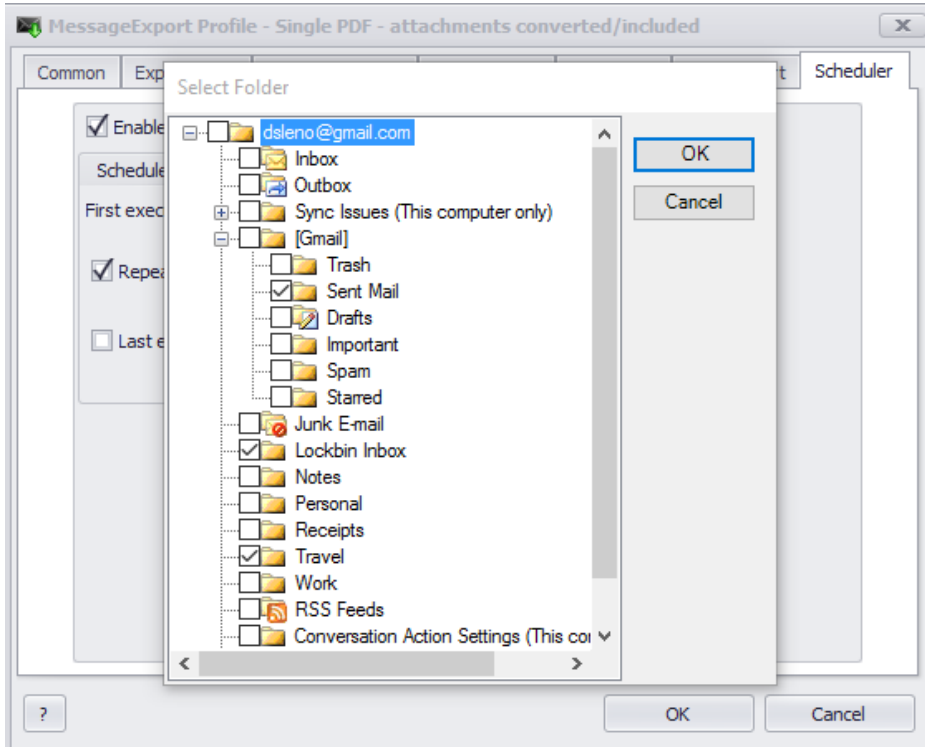
Scheduler tab allows exporting email on a regular timed interval.



Enabled

Check Enabled to activate the export timer feature.

Next, select the folder or folders from which email will be exported.



First execution on

This checkbox is used to indicate date and time that the first export operation will begin.

Repeat every checkbox will cause export to repeat every time period stated.

Last execution on checkbox will stop the export at a time specified.

Note. It is recommended to turn Export History on to avoid extra messages to be exported.

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Enterprise Deployment

This topic describes Enterprise deployment of MessageExport.

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- [Deployment](#)
- [Profile deployment](#)
- [Command line switches](#)
- [Registration](#)
- [Enterprise Vault support](#)

Deployment

The MessageExport installer is distributed as .EXE executable and as .MSI Windows Installer Package files.

The executable version will perform a check of required components on the target computer (such as Microsoft .NET Framework). If these dependencies are not found, the installer will download and install them.

The .MSI installer package will not download and install dependencies, but can be used in remote software deployment systems. Please make sure that target computers and devices meet the minimum software requirements before installing.

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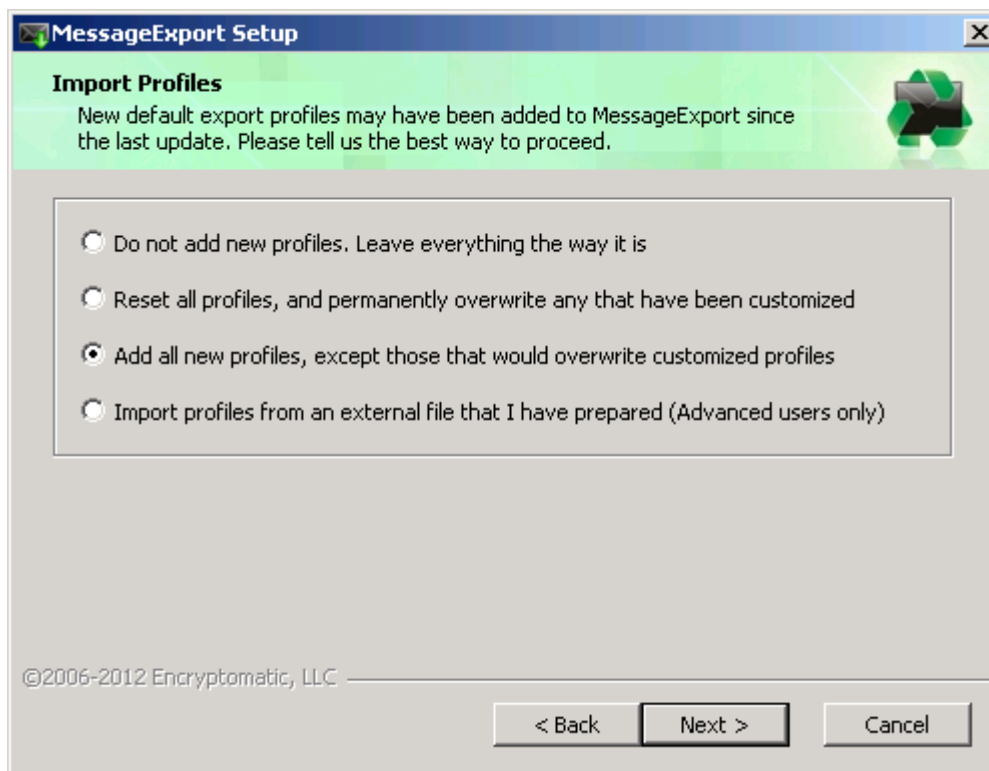
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Profile Deployment

MessageExport allows importing new profiles during installation.

Import profiles with GUI



When running MessageExport installation in interactive mode, **Import profiles** dialog will appear. It offers different options of profile importing.

- **Do not import profiles** - profiles will be not imported
- **Merge existing profiles with built-in profiles** - built-in profiles from ME installation file will be merged with profiles from existing installation. Used when upgrading to new version.
- **Replace existing profiles with built-in profiles** - built-in profiles from ME installation file will replace profiles from existing ME installation. Used when upgrading to new version.
- **Replace existing profiles with profiles from external file** - profiles from external file will be deployed. Profiles file (.xml or .dat) selected.

Importing profiles with InstallWithProfiles.bat

InstallWithProfiles.bat file that comes bundled with MessageExport facilitates silent deployment with the specified ExportProfiles.

How to use: launch batch file with installer file and profiles file as parameters.

Note: if you run batch file without second parameter, ME will use default profiles after install.

Example: `installwithprofiles.bat MessageExport_2.x.x.xxxx_NoLP.exe "C:\profiles.xml"`

Importing profiles with command line interface

To import profiles via command line interface, the following properties must be passed to MessageExport installation file:

1. ACTION_PROFILES - Action to perform with new and existing profiles. Possible values of ACTION_PROFILES property:

- "rb_nothing" - profiles will be not imported
- "rb_merge" - built-in profiles from ME installation file will be merged with profiles from existing ME installation. Used when upgrading to new version.
- "rb_replace" - built-in profiles from ME installation file will replace profiles from existing ME installation. Used when upgrading to new version.
- "rb_external" - profiles from external file will be deployed. PROFILES property must be passed.

2. PROFILES - Path and filename of imported profiles file.

Example: `MessageExport_2.x.x.xxxx_NoLP.exe PROFILES="C:\profiles.xml" ACTION_PROFILES="rb_external"`

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Command line switches

UPDATE_POLICY

Sets the policy for Updates check.

Usage: `UPDATE_POLICY="Never" | "Ask" | "Auto"`

Options for update policy:

- Never - Set 'Do not check for updates automatically' options in 'Updates Options' dialog;
- Ask - Set 'Check and prompt me to download and install the updates' options in 'Updates Options' dialog. This option is set by default;
- Auto - Set 'Check and automatically download and install' options in 'Updates Options' dialog.

MessageExport installation files support all msixec command-line options. For importing profiles via command line, please see [Profile deployment](#) topic.

msiexec /Option <Required Parameter> [Optional Parameter]

Install Options

`</package | /i> <Product.msi>`

Installs or configures a product

`/a <Product.msi>`

Administrative install - Installs a product on the network
 /j<u|m> <Product.msi> [/t <Transform List>] [/g <Language ID>]
 Advertises a product - m to all users, u to current user
 </uninstall | /x> <Product.msi | ProductCode>
 Uninstalls the product

Display Options

/quiet
 Quiet mode, no user interaction
 /passive
 Unattended mode - progress bar only
 /q[n|b|r|f]
 Sets user interface level
 n - No UI
 b - Basic UI
 r - Reduced UI
 f - Full UI (default)
 /help
 Help information

Restart Options

/norestart
 Do not restart after the installation is complete
 /promptrestart
 Prompts the user for restart if necessary
 /forcerestart
 Always restart the computer after installation

Logging Options

/l[i|w|e|a|r|u|c|m|o|p|v|x|+|!|*] <LogFile>
 i - Status messages
 w - Nonfatal warnings
 e - All error messages
 a - Start up of actions
 r - Action-specific records
 u - User requests
 c - Initial UI parameters
 m - Out-of-memory or fatal exit information
 o - Out-of-disk-space messages
 p - Terminal properties
 v - Verbose output
 x - Extra debugging information
 + - Append to existing log file
 ! - Flush each line to the log
 * - Log all information, except for v and x options
 /log <LogFile>
 Equivalent of /l* <LogFile>

Update Options

/update <Update1.msp>[;Update2.msp]
 Applies update(s)
 /uninstall <PatchCodeGuid>[;Update2.msp] /package <Product.msi | ProductCode>
 Remove update(s) for a product

Repair Options

/f[p|e|c|m|s|o|d|a|u|v] <Product.msi | ProductCode>
 Repairs a product
 p - only if file is missing
 o - if file is missing or an older version is installed (default)
 e - if file is missing or an equal or older version is installed
 d - if file is missing or a different version is installed
 c - if file is missing or checksum does not match the calculated value
 a - forces all files to be reinstalled
 u - all required user-specific registry entries (default)
 m - all required computer-specific registry entries (default)
 s - all existing shortcuts (default)
 v - runs from source and recaches local package

Setting Public Properties
[PROPERTY=PropertyValue]

Consult the Windows ® Installer SDK for additional documentation on the command line syntax.

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Registration

This topic covers the aspects of MessageExport registration.

There are two different versions of MessageExport available - with and without copy protection system:

- Protected version of ME require registration key to unlock full functionality. The software can be evaluated with certain limitations registering. The methods of registering application are described below.
- Unprotected versions of ME have NoLP as part of their installation file names. They can be installed and used with full functionality unlimited period of time without requiring input of the registration key.

All information below describes version of MessageExport with copy protection.

Trial limitations

Without key MessageExport have 14 days of free trial with a number of exported messages limited to 50 per export. After inputting a valid key these limitations are lifted.

Free mode

After MessageExport trial period is over, you are still able to export messages. However single selected message only will be exported. After inputting a valid key these limitations are lifted.

Activation status

The activation status of MessageExport may be seen in Register tab description. These statuses include:

- Active trial version. User may evaluate ME with trial limitations.
- Expired trial version. The trial period has expired, user must input registration key to continue using MessageExport.
- Fully functional version. A valid registration key has been inputted. User may use ME without any limitations.

Methods of registration

1. Registration with distribute.bat file.

Distribute.bat file that comes bundled with MessageExport helps to make deployment silently with a specified registration key.

How to use: launch batch file with installer file and registration key as parameters

Note: if you run batch file without second parameter, ME will be installed in trial mode with no key specified

Example: `distribute.bat MessageExport_2.x.x.xxxx.exe AAAA-BBBB-CCCC-DDDD-EEEE`

2. Multiple registration with distribute_per_machine.bat file

Distribute_per_machine_office64bit.bat and distribute_per_machine_office32bit.bat files that come bundled with MessageExport help to make deployment silently with a specified registration key for multiple users.

How to use: launch batch file with installer file and registration key as parameters

Example: `distribute_per_machine_office32bit.bat MessageExport_2.x.x.xxxx.exe AAAA-BBBB-CCCC-DDDD-EEEE`

3. Multiple registration with PIDKEY parameter

There is a facility to register MessageExport for all users while installation process with the following option:

`PIDKEY="<license_key>"`

How to use: launch MessageExport installation file with PIDKEY as parameter.

Example:

```
MessageExport-2.x.x.xxxx.exe /qn PIDKEY="xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxx"
or
msiexec /i MessageExport-2.x.x.xxxx.msi /qn PIDKEY="xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxx"
where xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxx is your license key.
```

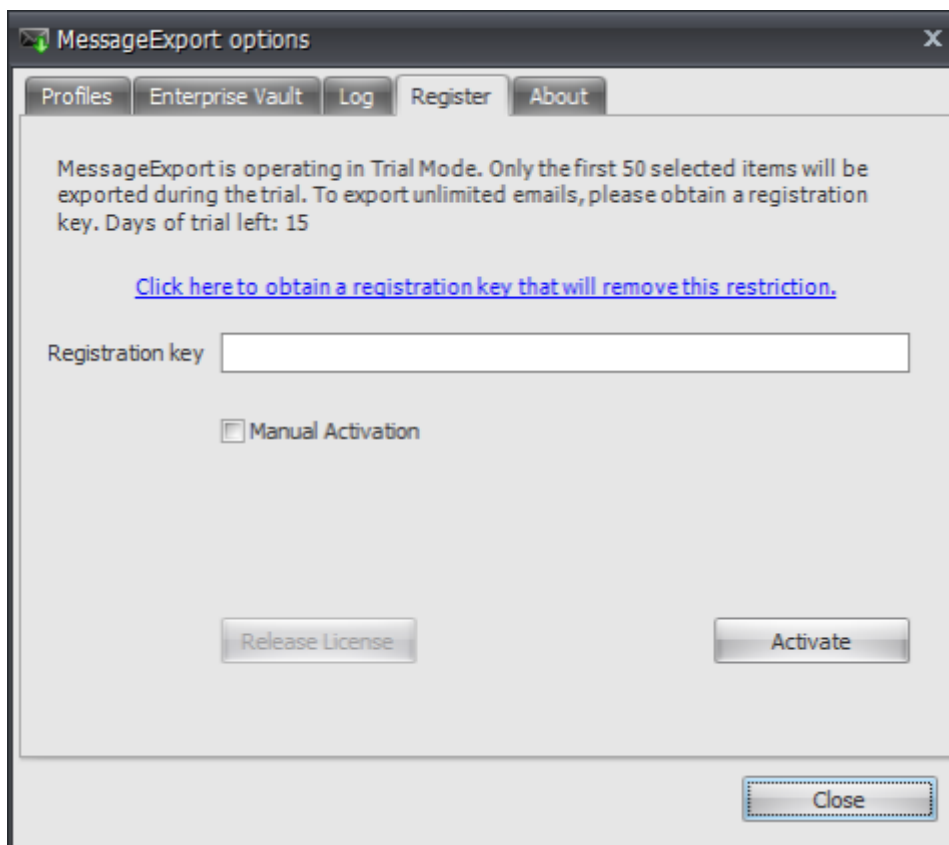
4. Registration through registry key

MessageExport stores its serial key in registry. An unregistered version of ME will automatically try to register itself with the key from registry on every launch.

How to use: Create a string value (REG_SZ) with the name `Serial` in `HKEY_CURRENT_USER\Software\Encryptomatic, LLC\MessageExport\` key. If the key doesn't exist, create it.

This can be performed before or during MessageExport installation.

5. Registration via Register tab.



MessageExport can be registered manually by **Register** tab of **Options** dialog. Input the key in **Registration key** field and click **Activate** button. The registration procedure will be performed and if the key has been validated successfully, the activation will be complete. You may require the internet connection to perform the activation depending on your key type.

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Enterprise Vault support

Since version 1.4.1 MessageExport supports exporting of messages archived on Symantec Enterprise Vault servers. Enterprise Vault version 2007 and 8 are supported, compatibility with older version has not been tested.

Licensing aspects

Unprotected (Enterprise) version of MessageExport has Vault support always enabled.

Protected version of ME must be activated by license key with Vault support to be able to export messages from Vault.

Trial version of ME has Vault support enabled.

You can check if your copy of MessageExport has Vault export activated by checking About tab of Options dialog. If Vault support is enabled, the version string will contain 'Vault' text.

Example: Version 1.4.1.147 Vault

ME with disabled Vault support will export shortcuts of archived messages.

Methods of Vault access

MessageExport utilizes two different methods of accessing Vault storage.

1. Seamless method

The most user-friendly method. Archived message will be retrieved from server using Enterprise Vault API. User will not be asked for server address or credentials.

Requires Enterprise Vault API runtime installed on client PC. Enterprise Vault API runtime is not redistributable and it cannot be bundled with ME installer. It can be found on Enterprise Vault release media.

Note: EV API installation file is called 'evruntime.msi' for Enterprise Vault version 7.x and 'Symantec Enterprise Vault API Runtime.msi' for 8.x version.

2. Direct connect method

Direct connect method is used, when Enterprise Vault API runtime is not found on client computer. It asks user to input Enterprise Vault server address (possible address is suggested) and credentials. If login and message retrieval was successful, this data will be stored and will be not requested during next exports.

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