

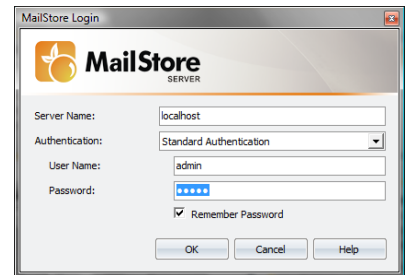
MailStore Server Quick Start Guide

1. Install MailStore Server

To test MailStore Server, you can install it on your personal computer. All necessary components are included in the setup; no Windows Server operating system is required. Installation in virtual environments, such as VMware, is entirely possible as well.

2. Start MailStore Client

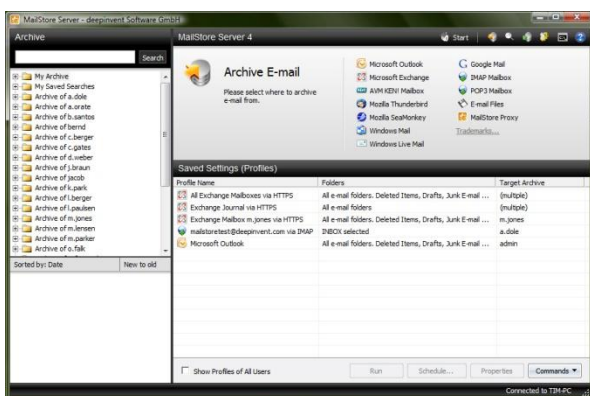
- Start MailStore Client. It is included automatically when installing MailStore Server.
- Enter user name *admin* and password *admin* into the appropriate fields and click *OK*.
- Install the free test license which was e-mailed to you.



3. Create a New User

All e-mails in the archive are assigned to individual users. Therefore, at least one user has to be created before any e-mails can be archived.

- Click on *Administrative Tools* and then on *Users*.
- By clicking *Create New*, users can be added manually. Alternatively, all users can be created automatically through *Active Directory Integration*.



4. Create an Archiving Task

Once you have created a new user, you can start archiving e-mails:

- Click on *Archive E-mail*.
- In the upper area of the application window, select the source from which e-mails are to be archived.
- A wizard will help you define the properties of your archiving task (e.g. which mailbox is to be archived from which e-mail server).
- Once completed, the new archiving task can be found in the list under *Saved Settings (Profiles)*.
- You may now start the task manually or specify a schedule for its execution.



Please note: Every archiving task can be executed any number of times. MailStore does not archive duplicates. Only e-mails that are not yet stored in the archive will be archived. By default, no e-mails will be deleted and no changes will be made to your servers, mailboxes or files.

5. Enable Users to Access the Archive

There are three different ways to enable users to access their archived e-mails:

A) MailStore Client

This Windows tool can be installed on the user PCs either manually or by deployment. Through MailStore Client, users can log on to MailStore Server using Windows authentication or the access data stored in MailStore user management. MailStore Client can be downloaded separately under <http://www.mailstore.com/en/mailstore-server-download.aspx>.

B) Outlook Add-in

The Outlook add-in can be included in the installation of MailStore Client and enables users to access the archive directly from Microsoft Outlook.



C) Internet-Browser

This allows for access using an internet browser and does not require the installation of any additional software on the user computers: Simply enter <http://servername:8461>, or <https://servername8462> for an encrypted connection, in your browser. Please replace *servername* with the actual name of the computer on which MailStore Server is installed.

The Right Archiving Strategy

For Existing E-mails

It is most sensible to start by archiving – and thereby securing – the existing e-mails. While doing so, you may also define deletion rules to automatically reduce mailbox size after archiving. Users can still access their e-mails – significantly faster than before – by using MailStore.

For Future Incoming and Outgoing E-mails

After the existing e-mails have been archived, you will have to choose a strategy for archiving future incoming and outgoing e-mails. The following options are available:



Option 1: Archiving all e-mails automatically upon sending and receiving. To do so with Exchange Server, MailStore offers a special archiving function. In all other cases, MailStore Proxy can be used free of charge.

- + Users cannot delete any e-mails before they are archived – archiving is always complete
- + This way, legal requirements can be met consistently and reliably.
- ✗ In the archive, e-mails are assigned to individual users but the original folder structure (as known from Outlook) cannot be applied therein.

Option 2: Archiving mailboxes, PST files, etc. automatically according to a schedule.

- + When archiving, the folder structure of the source is displayed 1:1 in the archive.
- ✗ Users can always delete e-mails before they are archived (even if the archiving intervals are very short).

Additional information is available in the MailStore Server manual under <http://www.mailstore.com/en/e-mail-archiving/email-archive-mailstore-server-introduction.aspx>

The Right Storage and Backup Strategy

With MailStore, any number of e-mails can be archived. If you regard the following guidelines, even extremely large amounts of data can be handled without reaching any limits of performance (MailStore Server is employed successfully by companies with well over 1,000 mailboxes/users):

- **For each real user, create a corresponding MailStore user.** Avoid the creation of collective users such as “accounting”. Reason: MailStore creates a search index for each user in order to optimize search speed, and this effect is lost when using collective users.
- In *Administrative Tools* under *Storage Locations*, create a **new file group for every 500,000 to 1,000,000 e-mails**. This can also be done automatically. Advantage: Each file group is an autonomous archive unit with its own databases, search indexes and other storage structures. By regularly creating new file groups, search and archiving performances can be kept consistently high. Users, however, only see the archive in its entirety.

ID	Location	Messages	Size in MB	Status
1	C:\MailArchive\DefaultFileGroup	1,972	131	OK
4	C:\MailArchive\StorageGroup2008	16,979	513	OK
5	C:\MailArchive\StorageGroup2007	7,671	244	OK
6	C:\MailArchive\StorageGroup2006	7,618	252	OK

New... Attach... Detach Write Protect Maintenance ▾



- Data can also be stored on **NAS**. Please refer to the corresponding chapter in the MailStore manual.
- **MailStore does not replace backups.** Simply set up your existing backup software to include the MailStore data directories in the backup procedure. Only the MailStore Server service must be stopped and restarted before and after performing the backup. This can be done automatically by your backup software. Where the data directories are located can be seen under *Storage Locations*.

Questions?

The complete MailStore Server manual is available under:

<http://www.mailstore.com/en/help>

Of course, we are also available for you personally and are looking forward to hearing from you:

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