1 Quick Start Guide

Install MailStore Server

If you have not already downloaded the free 30-day trial version, please download it from www.mailstore.com [1] and start the installer by double-clicking the setup file. This is a standard Microsoft Windows installer package. Simply follow the on-screen prompts.

Hint: Due to low system requirements, MailStore Server an be installed on a normal workstation computer for testing. Test with a larger number of users should be done in an environment that follows our System Requirements

A test installation can be converted to a full version by just replacing the activation key and can be moved to another computer at any time.

Important notice for Windows XP and Windows Server 2003 users: As Microsoft does not provide .NET Framework 4.5.1 for Windows XP and Windows Server 2003, the last MailStore version that can be installed on these platforms is version 8. In opposite to the official Update and Support Service terms, you are eligible to continue using MailStore Server 8 on the above platforms until the end of extended support (July 14, 2015) for Windows Server 2003.

In a mixed environment, Microsoft Outlook users are able to use MailStore Outlook Add-in 8.1.2 to connect to MailStore Server 9.

Logging on as Administrator

- Start the *MailStore Client* application.

- The access credentials (username/password: *admin*) required for a newly-installed MailStore Server show up automatically in the login window.

- Click *OK* to log on.

- When you log on for the first time, you may need to confirm that MailStore Server is a trusted host. Again, click *OK* here.
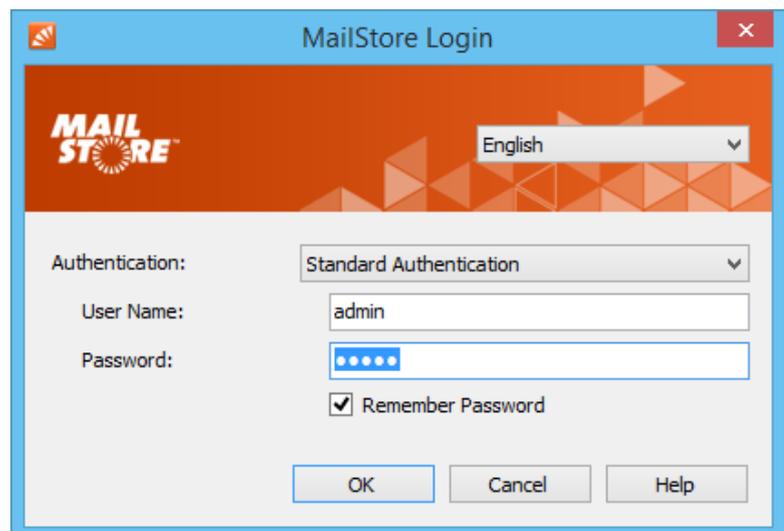
Install Test License

You are required to enter a product key after you have logged on for the first time. You now have the choice of installing either the test license you were emailed after downloading the free trial version or a license you have purchased. MailStore then restarts, and again you need to log on as *admin*.

Change Password

For security reasons, make sure to change the admin user's password after launching MailStore for the first time. To do this, proceed as follows:

- Click *Administrative Tools > Users and Privileges > Users*.
- Double-click *admin* for user.
- Click *Password…*.
- Enter your new password and click *OK*.
- Exit the User Properties by clicking *OK*.

Note: If you leave the password set to *admin*, you will not be able to log on remotely to MailStore as the *admin* user. This setting is for security reasons.

Create Users

It may be more economical to synchronize users with a directory service rather than creating them manually, depending on your system environment. In addition to Active Directory and generic LDAP support, MailStore Server also enables you to synchronize users from MDaemon, Kerio Connect and IceWarp mail servers. By means of the generic Application Integration, user can also be synchronized with your own backend.

If your initial archiving needs only encompass a single mailbox or email files (such as a PST file), manual user creation is entirely adequate.

Option 1: Synchronize Users

To set up synchronization with a directory service in MailStore Server, proceed as follows:

- Click *Administrative Tools > Users and Privileges > Directory Services*.
- Change the *Directory Services Type* to the directory service that matches your environment.
- Next, enter the required settings for the selected *Directory Services Type*. In-depth descriptions of these settings are provided in the MailStore Server help section.
- *Optional:* Click *Default Privileges…* to view and specify privileges for new users provided from a directory service.
- To test your entries, click *Test Settings* and check the results.
- To synchronize, and thereby create the users, click *Synchronize Now*.

Hint: Some archiving profiles provide a *Synchronize with directory service before archiving* option, which can be used to ensure that MailStore synchronizes users and their properties regularly.

Option 2: Create Users Manually

To create users manually, proceed as follows:

- Click *Administrative Tools > Users and Privileges* > Users.

- Click Create *New….*

- Enter a user name for the new user and confirm with *OK*.

- In the next window, enter the full user name and click the *Password…* button to specify a MailStore password for the new user.

- Click *OK* to apply the settings and exit the User Properties.
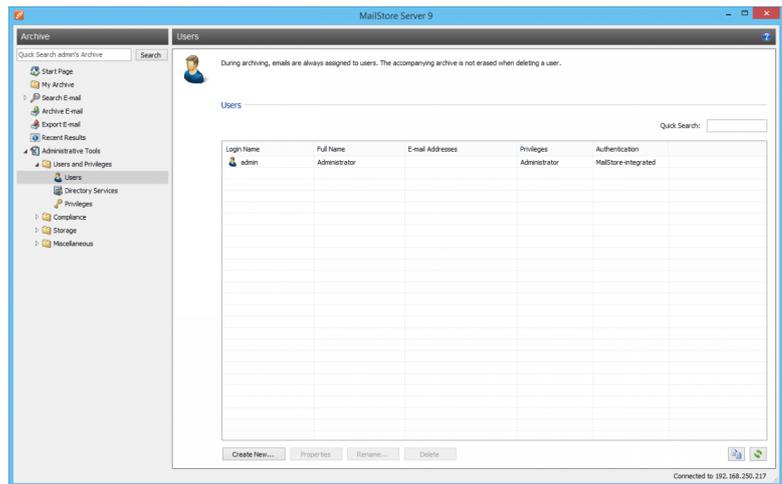
Note: Manually-created users are permitted to archive email by default.

Overall Concept

In MailStore Server, email archiving is controlled using archiving profiles. An archiving profile contains the following data:

- What is archived (for example, a specific mail server)
- How much is archived (for example, specified mailboxes or a specific folder within a mailbox)
- Additional settings such as deletion rules (these settings are disabled by default, enabling you to safely test MailStore in live operating environments)

Note: Archiving profiles can either be run manually or according to a schedule, and they can be modified or deleted at any time. This has no effect on previously-archived emails.

Note: In MailStore Server, archived emails are always associated with specific users and stored in the corresponding user archives.

Archiving Your First Email
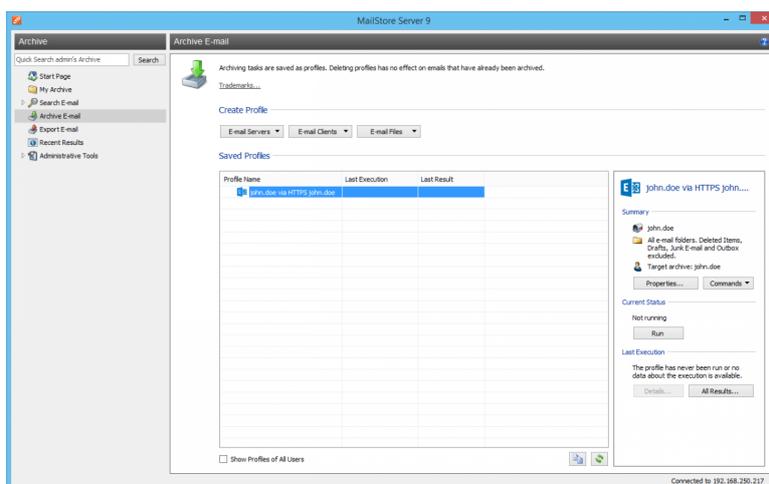
MailStore users who are assigned the required privileges by the MailStore Administrator are able to archive individual mailboxes, local email client profiles, and email files.

Administrators are additionally able to centrally archive email for several or all users. Archiving profiles such as Multiple Mailboxes can be used for this purpose. To get to know MailStore, we recommend first archiving a single mailbox or a local email client profile. To do this, proceed as follows:

- Click *Archive Email*.

- In the *Create Profile* area, select the source for archiving your email.

- You can then specify the properties of the archiving profile using the Setup Wizard provided.

Users can access their individual user archives in a variety of ways. Click the *Install MailStore Client on other Computers* link on the desktop to access the installers for MailStore Client and the MailStore Outlook add-in.

Via MailStore Client

With MailStore Client, users can access MailStore Server from any computer in the network. With this option, users can search and view emails that have been archived specifically for them. Additionally, users with the corresponding privileges can use MailStore Client to archive emails themselves.

Via the MailStore Outlook Add-In

The MailStore Outlook add-in provides an additional toolbar in Microsoft Outlook that permits easy access to the archive.

Via Other Email Clients

MailStore Server includes an integrated IMAP server for users who need to access the archive independently of the operating system. This way, the archive can be accessed from Mac OS and Linux workstations as well as from most mobile devices. In this case, the archive is accessed like a regular mailbox (read-only).

Via an Internet Browser (MailStore Web Access)

MailStore Web Access provides users with access to the archive via any Internet browser. No additional software needs to be installed on the user computers. Simply enter http://servername:8461 in your browser (for an encrypted connection, enter https://servername:8462). Make sure to replace servername with the actual name of the computer where MailStore Server is installed.

Via Smartphone (iPhone, Android, Windows Phone, etc.)

MailStore Mobile Web Access lets users access the archive from any location via their smartphone. Mobile Web Access also provides a search function, as well as allowing users to access the folder structure and view the archived emails.

References

[1] http://www.mailstore.com