



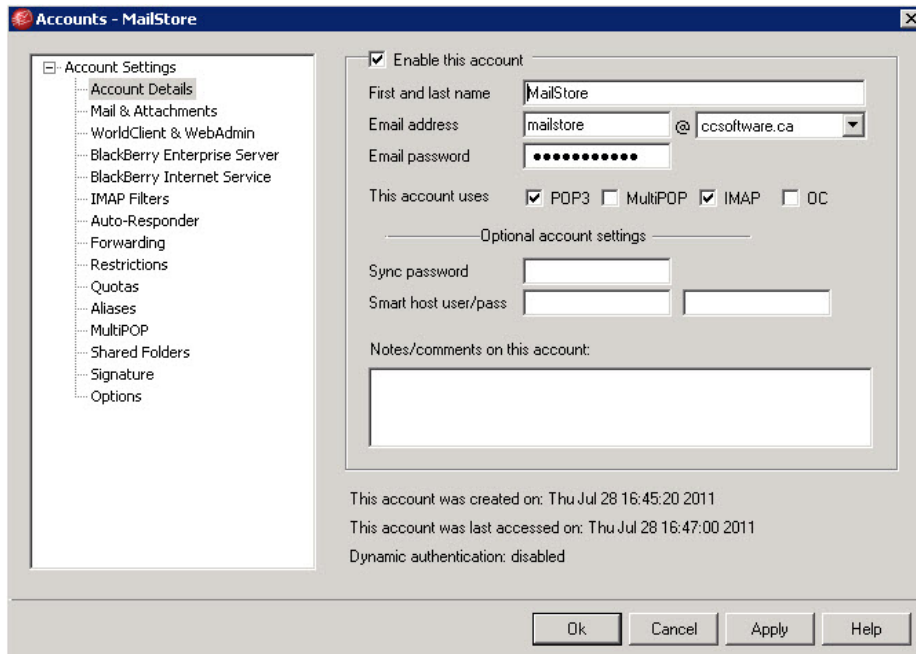
## Using MailStore to Archive MDAEMON Email

This guide details how to archive all inbound and outbound email using MailStore, as well as archiving any emails currently found in the users' accounts in MDAEMON. These instructions assume that MailStore has been installed, licensed, and no archiving profiles have been configured. We will be performing the following tasks:

1. Create a 'MailStore' account in MDAEMON that will hold a copy of all inbound/outbound email.
2. Create a new content filter rule in MDAEMON to place a copy of all inbound/outbound email to the 'MailStore' account.
3. Configure a Group in MDAEMON and add users to that Group that need to have their email archived (optional). If you skip this step then all users will have their email archived.
4. Configure Directory Services in MailStore so accounts can be added in an automatic fashion.
5. Configure an archive profile in MailStore to retrieve and archive email found within the 'MailStore' account on MDAEMON.
6. Configure an archive profile in MailStore to archive emails currently found in the users' account in MDAEMON.

## Step #1 Create a 'MailStore' account in MDAemon

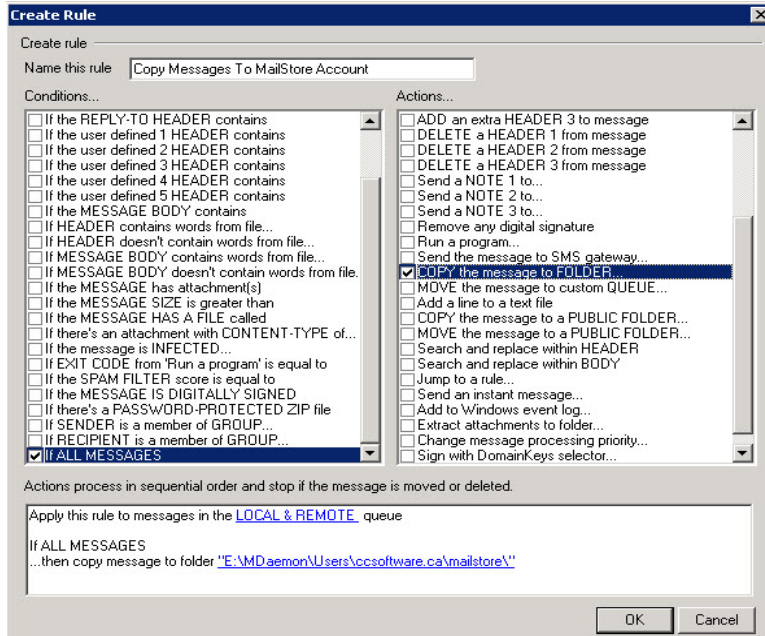
Create a new account in MDAemon named MailStore, as shown below, and ensure that the account has a secure password. This account only requires POP3 access, the IMAP option can be left unchecked.



## Step #2 Create a content filter rule in MDAemon to place a copy of all messages in the MailStore account

Create a new content filter rule in MDAemon as shown below (Copy the message to FOLDER). Ensure the proper location of the MailStore users' folder has been defined- typically found at C:\MDaemon\Users\

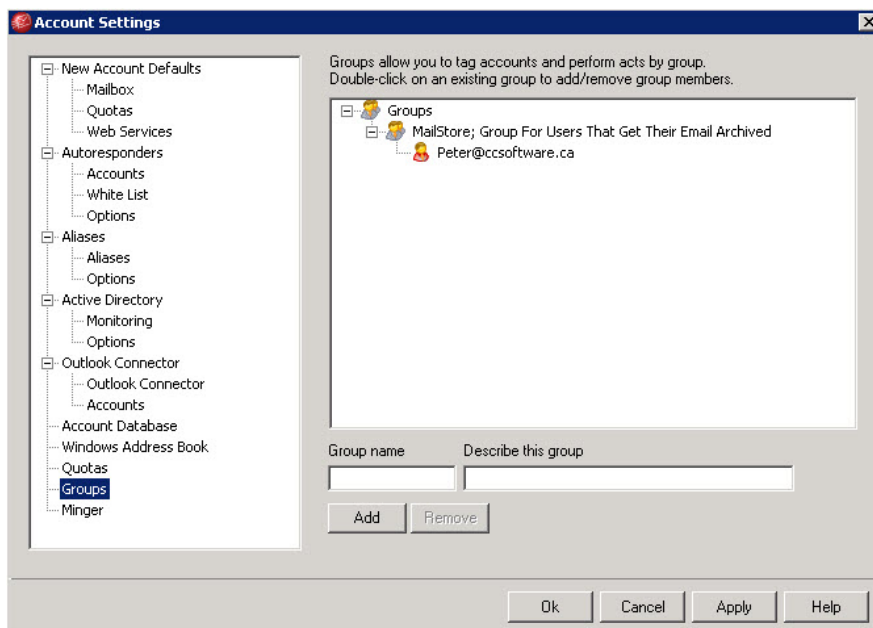
This content filter rule ensures that ALL messages sent TO and FROM local users get archived. If we waited until the message reached the user's Inbox to archive the message the user may delete the message before the archive profile runs to archive it.



### Step #3 (Optional) Create a Group in MDaemon

MailStore can be set to automatically configure user accounts. If MailStore is given access to the \MDaemon\App\ folder then it can automatically add all users into MailStore. In some cases administrators may not be required to archive the email of all users. Only specific accounts then need to be added to MailStore. We can control which accounts get added into MailStore by using a Group in MDaemon.

To create a Group in MDaemon click Accounts | Account Settings | Groups. Provide a name for the Group and describe the purpose of the Group.



As we can see in the above screenshot, [Peter@ccsoftware.ca](mailto:Peter@ccsoftware.ca) is a member of the MailStore Group.

To easily add users to this Group double click the name of the group. You will then see a popup window of all the users configured on the MDAemon server. Place a check mark beside the users who are to be part of this group and click OK.

Note: When adding a new user account to MDAemon, don't forget to make that user a member of the MailStore group so that their email will be archived.

#### **Step #4 Configure Directory Services in MailStore (can also be done while creating an archive profile)**

MailStore uses a Directory Service entry to query MDAemon for users. You could add users manually but it's easier, and saves time, to have MailStore find users in an automatic fashion.

To begin configuring a Directory Service, first login to MailStore as the admin. On the MailStore Client main screen expand 'Administrative Tools', expand 'Users and Privileges' and click 'Directory Services'.

Set 'Directory Services Types' to "MDAemon USERLIST.DAT".

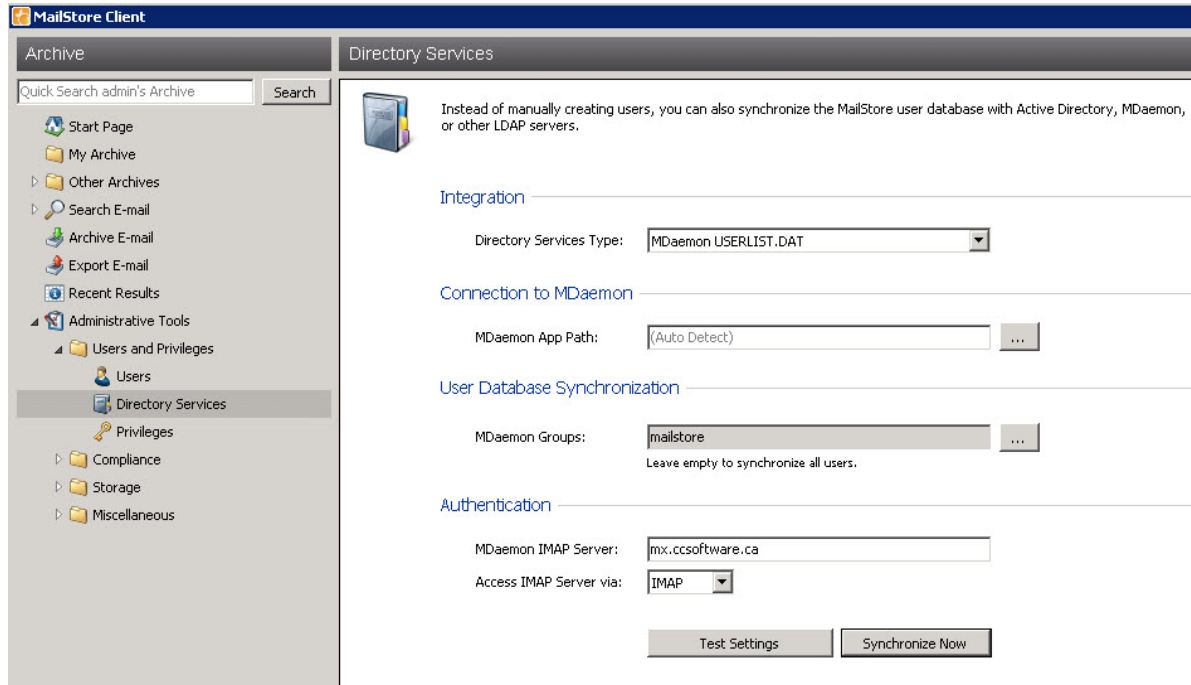
Leave the "MDAemon App Path:" to (Auto Detect) unless you have installed MailStore on a different server from where MDAemon is running. In the latter case enter a UNC path to the \MDAemon\App\ folder.

\*\*\*NOTE: By default the MailStore service runs under the Local System account which will not have access to a remote \MDAemon\App\ folder. We suggest creating a new user, within Windows on both servers, and setting the MailStore service to Logon using this account.

Select an MDAemon Group to synchronize with or leave the 'MDAemon Groups' field blank to synchronize all users. If you performed the optional Step #3 then select the Group you created now.

The last option to configure here is "Authentication". This option must be filled out with the IP address, or FQDN, of your MDAemon server if you wish to allow users to access their archived email using their MDAemon credentials.

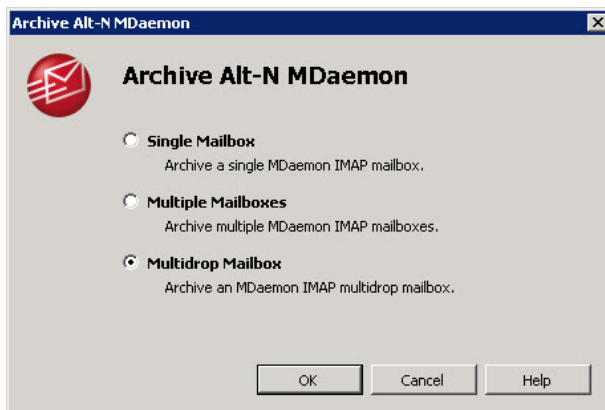
You can now test your settings by clicking the Test Settings button. Press the "Synchronize Now" button to have users added automatically to MailStore.



## Step #5 Create an Archive Profile (retrieve email from 'MailStore' account on MDAemon)

Login to MailStore as the admin and click "Archive E-mail". Under the 'E-mail Servers' column click "Alt-N MDAemon" to start configuring your archive profile.

Select "Multidrop MailBox" and click OK.



Select POP3 from the top drop down box as the protocol MailStore will retrieve emails with.

Enter the Host name (FQDN or IP address) of MDAemon. If MailStore and MDAemon are running on the same machine you can use 127.0.0.1 or localhost. Enter the username and password of the MailStore account we created in step #1. Press the Test button to ensure the settings you have entered are correct.

Leave the "Target Folders" options as they are. If users have a different folder for sent messages called something different than "Sent Items" you can reflect that difference here. When a user logs into MailStore they will see an Inbox folder and a Sent Items folder.

Archiving emails with unknown addresses is optional. MailStore will still archive this email by default but it will only be accessible to the MailStore admin.

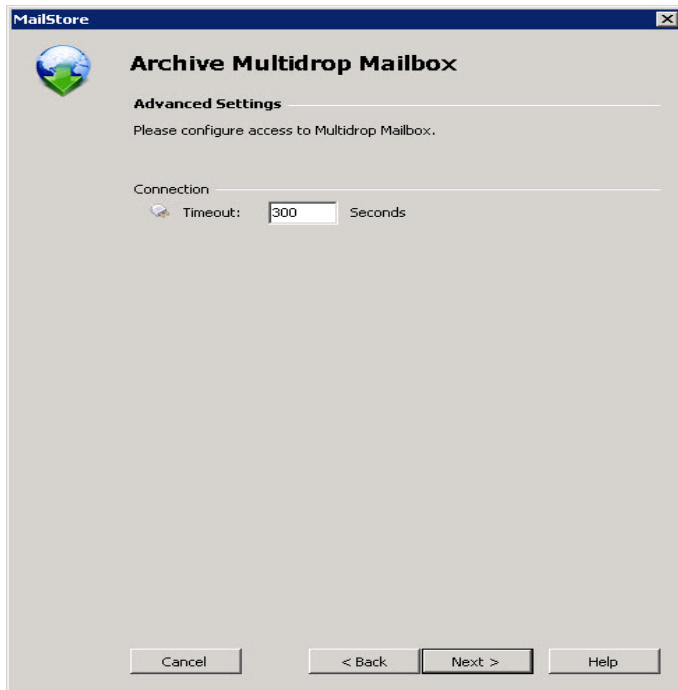
It is recommended that emails be deleted from the MDAemon MailStore account after they have been archived. This will stop the MailStore account from becoming too large in size which can affect MailStore performance. It is recommended that you check the "Delete them in origin mailbox" option.

Under 'Directory Services' place a check mark beside the option "Synchronize with Directory Services before archiving". Enabling this option will force MailStore to query MDAemon for users before it runs and archives email. This activity will ensure that any newly added users to MDAemon also get added to MailStore before archiving begins. If you have not yet set up a Directory Service you can do so now by clicking the "Configure..." button.

Click Next.

The screenshot shows the 'Archive Multidrop Mailbox' settings window in MailStore. The window title is 'MailStore' and the main title is 'Archive Multidrop Mailbox'. It contains several sections: 'Settings' with a description of multidrop mailboxes, 'Access via' (POP3), 'Host' (127.0.0.1), 'User Name' (MailStore@ccsoftware.ca), and 'Password' (masked). 'Target Folders' section has 'Received' (User / E-mail Address / Inbox) and 'Sent' (User / E-mail Address / Sent Items). 'Messages with unknown e-mail addresses' section has two radio buttons: 'Archive messages here: admin/Unknown e-mail addresses' (selected) and 'Don't archive message with unknown e-mail addresses'. 'When e-mails are successfully archived' section has a checked checkbox for 'Delete them in origin mailbox'. 'Directory Services' section has a checked checkbox for 'Synchronize with Directory Services before archiving' and a 'Configure...' button. At the bottom are 'Cancel', '< Back', 'Next >', and 'Help' buttons.

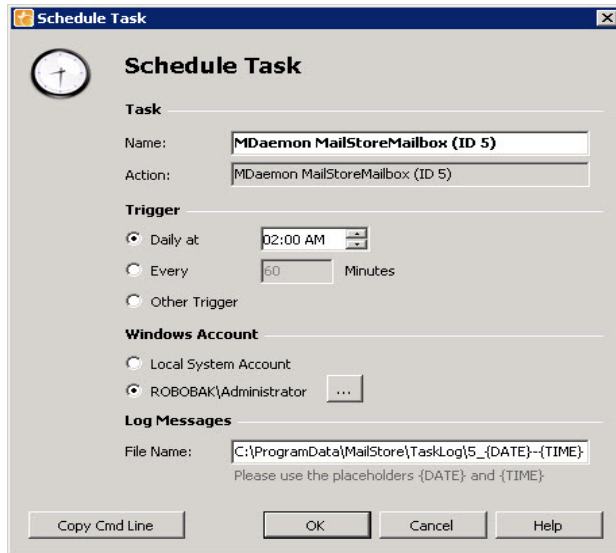
Now we'll see a connection timeout setting. This setting only needs to be adjusted if you have an overly busy email server. Leave this setting as it is and click Next.



Enter a display name for this profile. In this example we have called it "MDaemon MailStore Mailbox". You can choose here whether or not to run the profile after clicking Finish. Once you are done entering a name click Finish.



We now have our first archive profile. To run this profile according to a schedule first highlight the profile and click the "Schedule" button. Alternatively you can right click your profile and select Schedule from the context menu.



Click OK when you are done.

## Step #6 Create an Archive Profile to Archive Emails Found in User Accounts on MDAemon

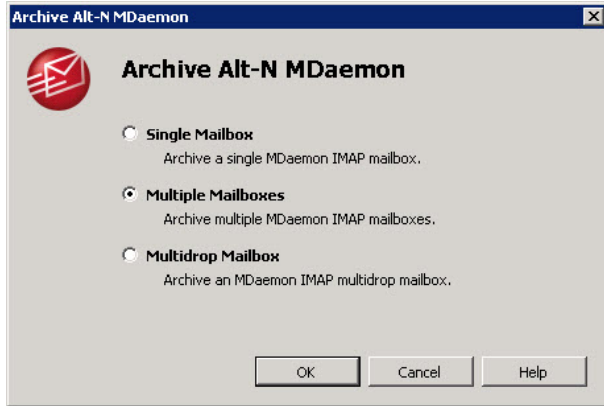
If your users store emails on the MDAemon server then we'll want to get this email archived into MailStore. By running this archive profile regularly (i.e. once per day) any movement of emails done by the users can be mimicked by MailStore.

For example, if a user is using an IMAP account or WorldClient Web Mail, and they move a message from their Inbox to a folder called "VIP Customers" MailStore will also make this change to the user's archived email folder structure. Without this archive profile the user would see the message in the Inbox of their archived email. The user would not see the message in the "VIP Customers" folder. When this archive profile is run, MailStore will note this change of location so that when the user accesses their archived email they see the same folder structure here as they see in their email client.

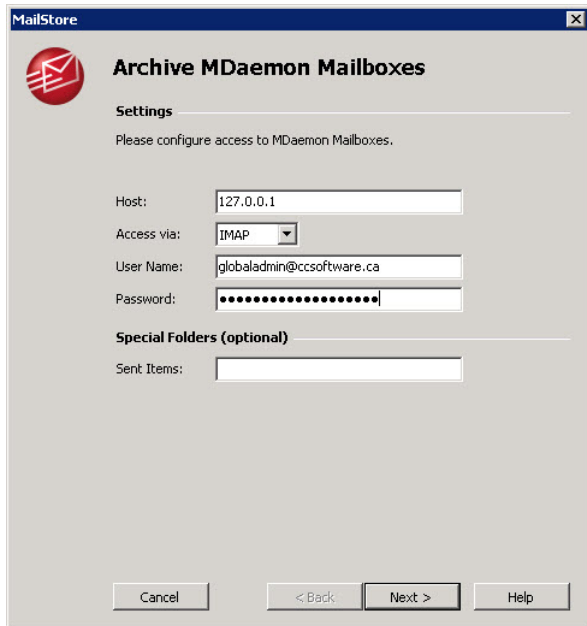
To create another archive profile, in the MailStore Client, click 'Archive E-mail' on the left hand side. Under the 'E-mail Serves' column click 'Alt-N MDAemon'.

Select "Multiple Mailboxes" and press OK.





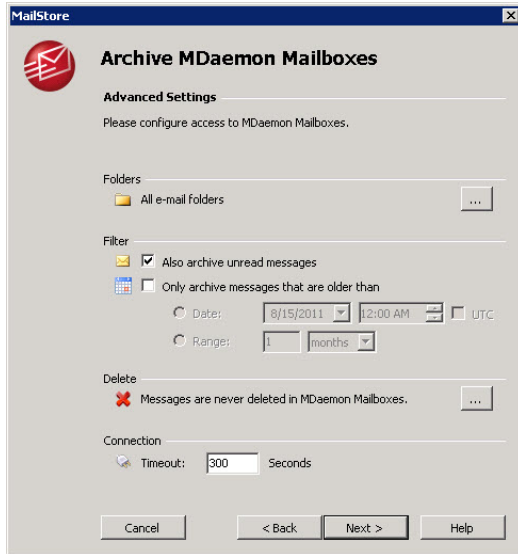
Enter the Host name (FQDN or IP address) of MDAemon. If MailStore and MDAemon are running on the same machine then you can use 127.0.0.1 or localhost. Enter the username and password of the global administrator account in MDAemon. The global administrator account can access any account on MDAemon.



IMAP access is the preferred protocol to use. This will allow MailStore to archive email found in all mail-type folders users may have. ( POP3 can only access emails found in the Inbox.) Click Next to continue.

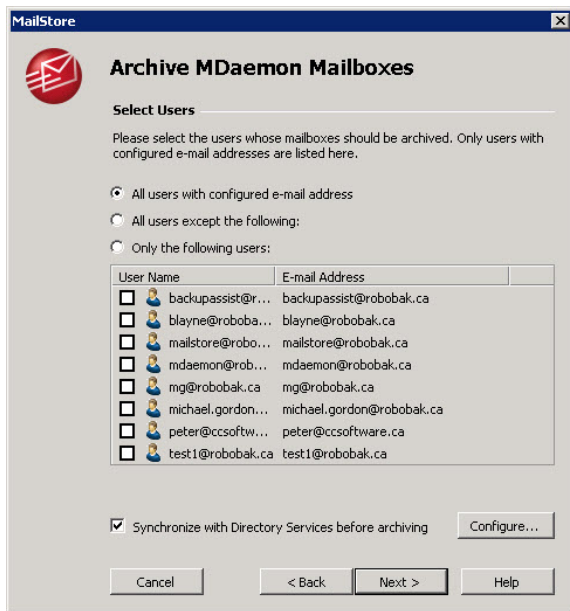
Since MailStore uses Single Instance Store we need to exclude the Shared and Public Folders from archiving. If MailStore first archived email from a user's shared item MailStore would not re-archive the message in the owner's account because it's already been archived elsewhere. Click the "... " button and added Shared Folders and Public Folders each on a line by themselves.

Review and revise any settings then click 'Next' to continue.

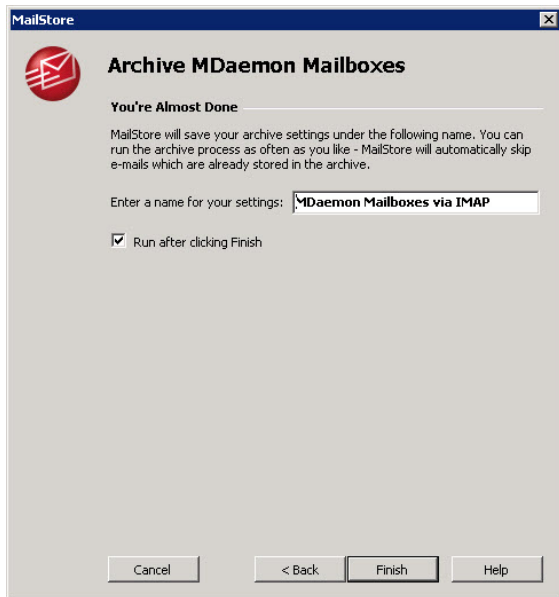


As we have already set up a Directory Server. Check mark the option "Synchronize with Directory Services before archiving" and click Next.

If you are archiving email for all users, which means you are not using a MDAemon Group, then we want to exclude a couple of accounts from the archiving process. We don't need to archive the MDAemon@ and MailStore@ accounts. Select the radio button for the option "All users except the following" and place a check mark beside the 'MDaemon' and 'MailStore' accounts. Some companies also have a scanner@ account that their inhouse scanner uses. Typically this type of account is not required to be archived. Place a check mark beside any other accounts you want to exclude from this archive process.



Provide a name for this archive profile. You can run this archive profile now or set it up to run later on a schedule. Click Finish.



To run this profile according to a schedule you must first highlight the profile and click the "Schedule" button. Alternatively you can right click your profile and select Schedule from the context menu.