

Archiving Specific Folders with MailStore

By default MailStore Server archives the emails from all folders of the email application or email mailbox except the following (the list may vary depending on the system):

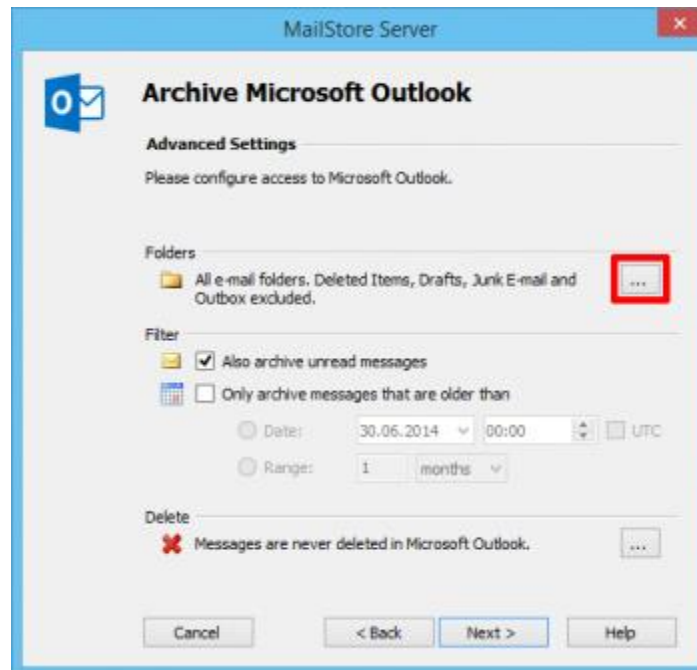
- **Deleted Items** - Emails that were deleted by the user
- **Drafts** - Emails that are still being edited and that have not yet been sent
- **Junk Email** - Emails that have been classified as spam
- **Outbox** - Emails that are about to be sent and will be listed under Sent Items after sending

The standard settings can be customized; for every archiving profile, folders can be included or excluded as needed.

Please notice: Take care of upper and lower case when manually specifying folder names for inclusion or exclusion. These declarations are case-sensitive.

General Procedure

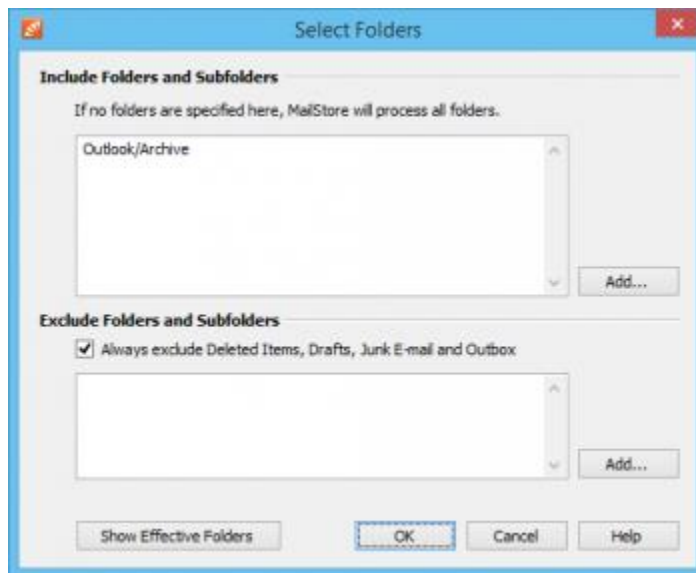
You can select the folders to be archived directly upon creating a new archiving profile. Alternatively, you can adjust the selection for already existing profiles. The following screenshot shows how to access the folder settings using a Microsoft Outlook archiving profile as an example:



Selecting Folders for Archiving

You can specify the folders that MailStore Server should archive. In this case, MailStore Server limits archiving to the selected folders and ignores all others.

- In the folder selection under *Include Folders and Subfolders*, click on *Add*.



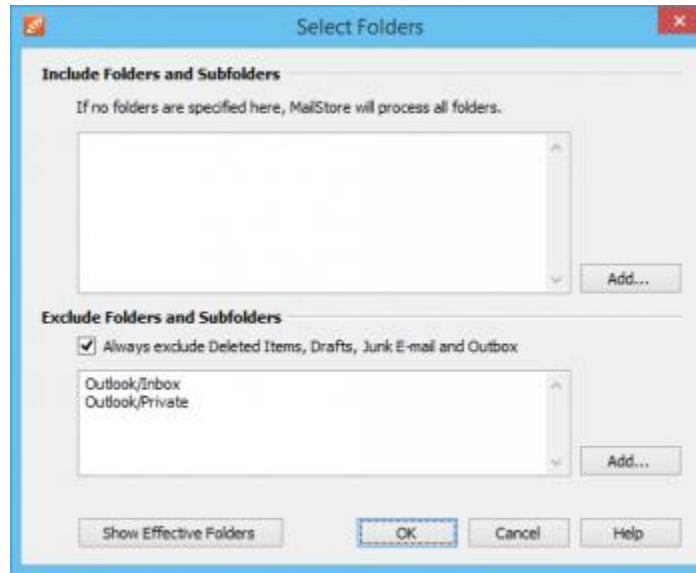
- Select a folder.
- With the *Include Subfolders* option you can specify if subfolders of the selected folder should be included in the archiving process as well.
- Click on *OK* to add the folder to the list.

Example: You have created a folder *Archive* in the email application or the mailbox, into which the user moves all emails that should be archived. In this case, add the folder *Archive* to the inclusion list. That way, only this single folder will be archived.

Excluding Folders from the Archiving Process

MailStore Server can be configured to always exclude certain folders from the archiving process.

- In the folder selection in the *Exclude Folders and Subfolders* section, click on *Add*.



- Select a folder.
- With the *Include Subfolders* option you can specify if subfolders of the selected folder should be excluded from the archiving process as well.
- Click on *OK* to add the folder to the list.

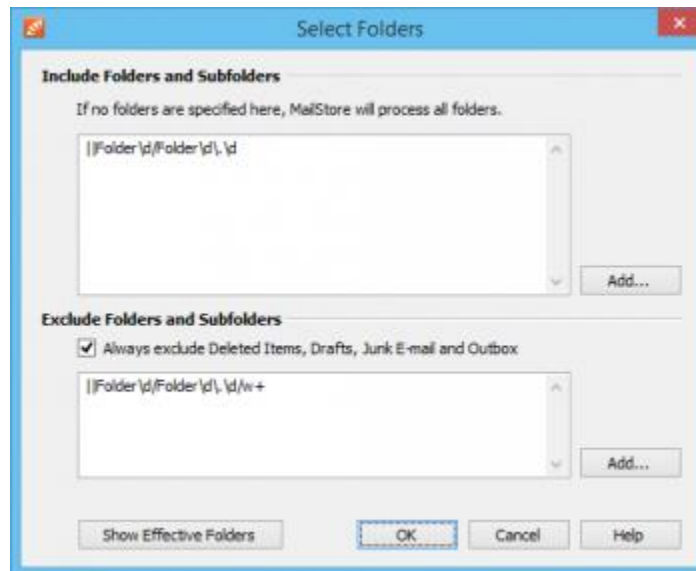
Example 1: Emails that are still in the Inbox should not be archived because they will either be deleted or moved to a project folder by the user. In this case, add the *Inbox* folder to the list of folders to be excluded.

Example 2: Emails that are in a folder named *Private* should not be archived as it may contain personal information that is prohibited by law (in some countries) to be archived.

Please note: Depending on the system, some folders (e.g. *Deleted Items*) are always excluded from the archiving process. To deactivate this automatic exclusion, clear the checkbox *Always exclude <folder names>*.

Using Regular Expressions to Include or Exclude Folders

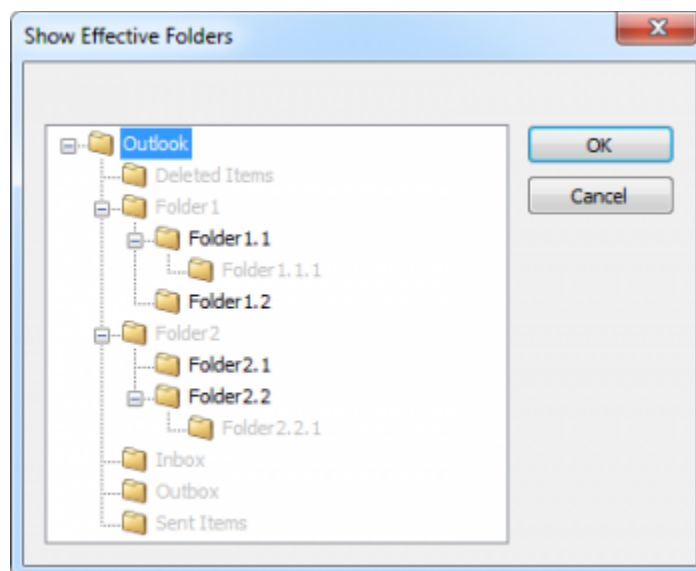
In MailStore Server you can include or exclude folders using regular expressions. The syntax follows the [Specification of Regular Expressions in the .NET Framework 4.5.1](#). To specify a regular expression simply prefix it with `| |` or `| i |` (using case sensitivity/insensitivity).



Examples

The regular expression "`|Folder\d/Folder\d|. \d`" would for example include `Folder1/Folder1.1` in the archiving.

The regular expression "`|Folder\d/Folder\d|. \d/\w+`" excludes further subfolders in the structure above from being archived. The result could look like this:



Showing the Folders Selected for Archiving

In the folder selection, click on *Show Effective Folders* to verify the selected settings. Hereby, all folders that will effectively be archived are displayed.

Specifying Filter Criteria for Archiving

In MailStore Server, you can limit archiving to certain emails for most archiving profiles by specifying filter criteria. The following filter options are available:



- **Also archive unread messages**
By default, MailStore Server archives emails without regard to their *read/unread* status. Deactivating this option limits archiving to emails with status *read*.
- **Only archive messages that are older than**
 - **Date**
Here you can specify a particular date to which MailStore Server compares the send or receive date of the emails to be archived. Only emails that have been sent or received before this date will be archived. The *UTC* option defines whether this date is specified in Coordinated Universal Time (UTC) or takes the local time zone of the MailStore Server into account.
 - **Range**
With this option MailStore Server only archives emails that have been sent or received before the beginning of this range, measured from the date of archiving.

Deleting Emails after Archiving

MailStore Server can be used to reduce and to keep the amount of emails stored in a source system at a minimum. Source system can be email servers, email mailboxes, email applications as well as email files or email container files. Please notice that deletion of emails is not available in some archiving profiles due missing interfaces of the source system.

The delete feature that has to be activated explicitly enables MailStore Server to delete emails from the source system autonomously, according to specified rules and time periods.

Please note: In order to not jeopardize ongoing business processes, emails that have been flagged will never be deleted by MailStore Server. Configured deletion rules do not apply to such emails. To get them delete by MailStore Server you have to un-flag them in the source system directly.

Functionality

By default, MailStore Server only copies emails from the source system into its archive. The archives emails remain in the source system and will not be deleted.

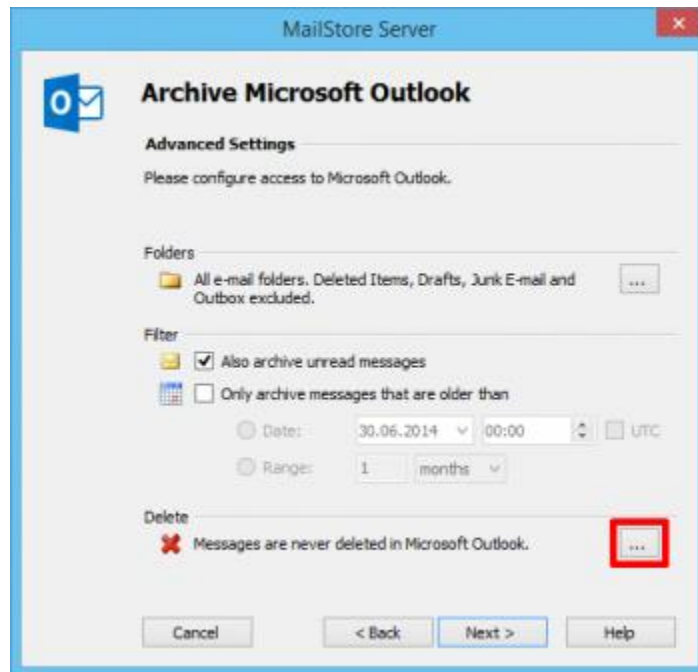
The deletion process will be executed after the archiving of all emails by the archiving profile has been finished. During this process it is explicitly checked whether any email that is about to be deleted has really been archived. This ensures that only emails will be deleted from the source system that have been written into the archive before.

Please note: Emails can only be deleted from a source system after an archiving process, which means that such deletions are *always* tied to an archiving profile. Furthermore, deletion rules have to be configured explicitly in such a profile as described in further detail below.

Beyond this functionality, no other automatic processes exist to delete emails from their source systems.

Configuration

Delete conditions can be configured during setting up a new archiving profile or for existing profiles under *Advanced Settings > Delete*.



The following options are available:



- **never**
Emails are never deleted from the source system. In effect, emails will be copied into the MailStore Server archive. This is the default setting.
- **immediately after archiving**
Emails are deleted from the source system as soon as they have been successfully archived. In effect, emails will be moved into the MailStore Server archive.
- **at least [period] after archiving**
Emails are deleted from the source if they have been in the MailStore Server archive for at least the given period of time. In effect, emails will be copied into the MailStore Server archive at first and also remain in the source system for the given period, before they will be deleted in a subsequent run of the archiving profile.
- **if message older than [period]**
Emails are deleted from the source system if their send or receive dates predate the given period of time. In effect, emails with send or receive dates in the given range will be copied into the MailStore

Server archive at first, while those with send or receive dates predating the given range will be moved into the MailStore Server archive. During subsequent runs of the archiving profiles, previously archived emails will be deleted from the source systems if they match the defined age criterion.

Please note: If a filter date or range is configured together with a deletion rule *if message older than*, the longer period of time will be applied to the deletion rule as well. If, for example, the filter range is set to *Only archive messages that are older than 1 month* and the deletion rule is set to *if message older than 1 day*, only emails will be deleted that are older than one month because younger emails have not been archived yet.

With MailStore Server, it is not possible to delete emails from source systems that have not been previously archived.