

Opening User Management in MailStore

Log on to MailStore Client as administrator. Click on *Administrative Tools* and then on *Users*.

Creating a New User

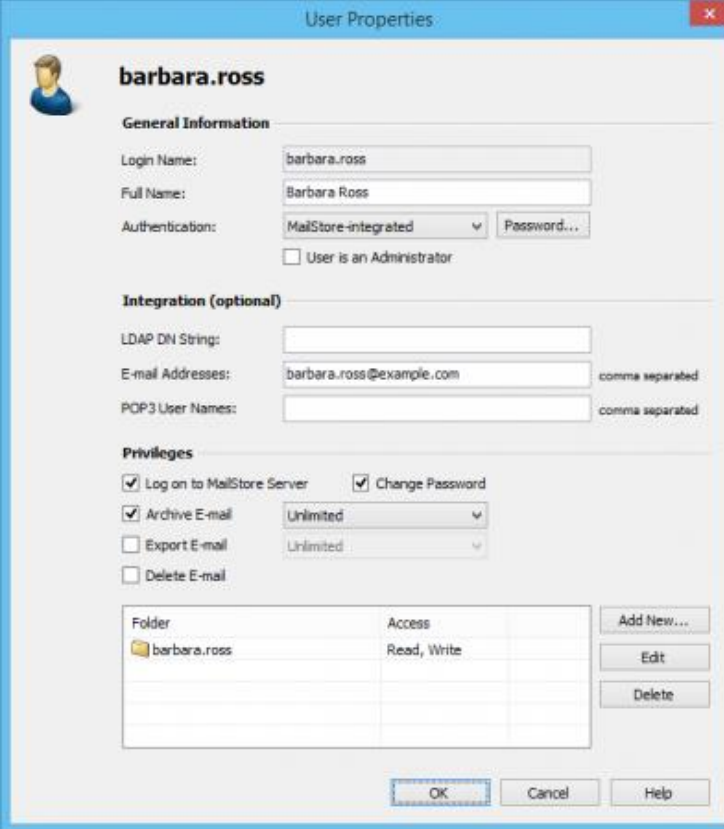
Click on *Create New* and enter a login name for the new user. This could be a combination of first and last name, for example. Click on *OK* to confirm. In the next window, additional settings may be specified. Again, click on *OK* to confirm the new settings.

The user is added to the list of users and can be edited at any time, as described in the following section.

Please note: The emails of a new user can be archived right away, no additional settings have to be specified. However, for the user to be able to log on to MailStore Client, a password has to be created (in the case of MailStore integrated authentication).

Editing an Existing User Account

Select a user from the list and click on *Properties*.



The screenshot shows the 'User Properties' dialog box for a user named 'barbara.ross'. The dialog is divided into several sections:

- General Information:** Login Name: barbara.ross; Full Name: Barbara Ross; Authentication: MailStore-integrated (with a Password... button); User is an Administrator.
- Integration (optional):** LDAP DN String: (empty); E-mail Addresses: barbara.ross@example.com (comma separated); POP3 User Names: (empty) (comma separated).
- Privileges:** Log on to MailStore Server; Change Password; Archive E-mail (Unlimited); Export E-mail (Unlimited); Delete E-mail.
- Folder Access Table:**

Folder	Access
barbara.ross	Read, Write

Buttons: Add New..., Edit, Delete, OK, Cancel, Help.

- In the next window, the following settings can be specified:

General Information

- **Full Name:** Enter first and last name of the user.
- **Authentication:** If choosing the setting *MailStore-integrated*, users have to use the password specified in user management when logging on to MailStore Client. Click on *Password...* to set the password. Users can later change their passwords through the *Administrative Tools* in their installation of MailStore Client.

Alternatively, the authentication *Directory Services* can be used. In this case, users can log on to MailStore using their directory service credential (e.g. Active Directory access data).

- **User is an Administrator:** Only administrators have access to the administrative functions found in MailStore Client's *Administrative Tools* and in the management shell.

Integration (optional)

- **LDAP DN String:** This information is needed if the user is to be authenticated through an LDAP based directory service such as Active Directory or other generic LDAP servers.
- **Email Addresses:** This information is only needed for the following archiving options: MailStore Proxy Server, Microsoft Exchange Journaling, and archiving multiple Exchange mailboxes synchronously.
- **POP3 User Names:** This information is only needed for archiving tasks using MailStore Proxy. If the POP3 user name does not match the user's email address, the user name has to be specified here.

Privileges

Privileges are described separately in section [Specifying Privileges](#). As long as the appropriate privileges are not set, users are not able to delete any emails from the archive (even their own).

- Click on *OK* to apply the new settings.

Renaming Users

Select the user whose name you would like to change from the list of users and click on *Rename*. In the dialog window, enter the new user name and click *OK*.

Please note that the user archive must be renamed manually. The same applies to user privileges, archiving profiles, scheduled tasks, etc.

Deleting Users

Click on *Administrative Tools > User and Privileges* and then on *Users*. Select the one or more users from the list and click on *Delete*.

Deleting a user does not delete the emails that were archived for that user. The corresponding user archive, including all emails, is still available in MailStore and can be accessed by the administrator.

Deleting a user releases the corresponding user license (despite the remaining user archive). This license can be used to create a new user account.