

Exchange Mail Saver

User guide

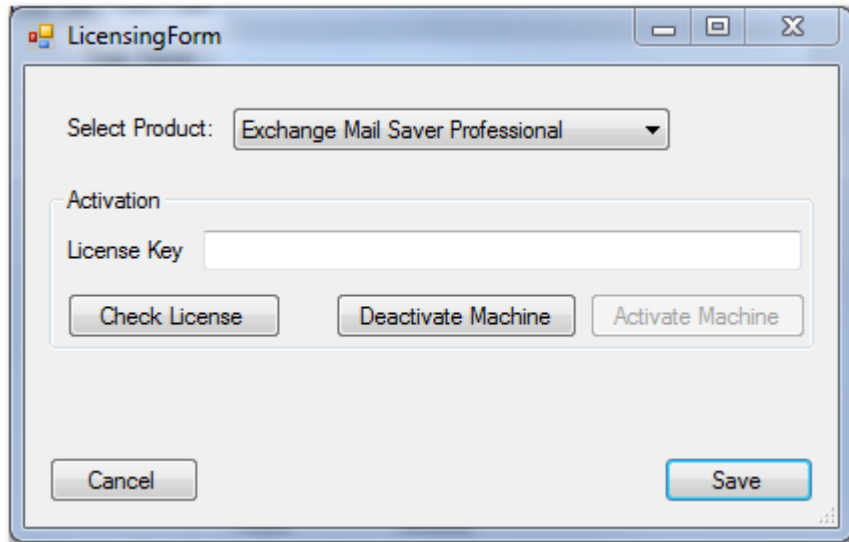
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Exchange Mail Saver

Exchange Mail Saver (EMS) allows you to schedule downloads of email and attachments from an Exchange email account's inbox and store them locally.

Licensing



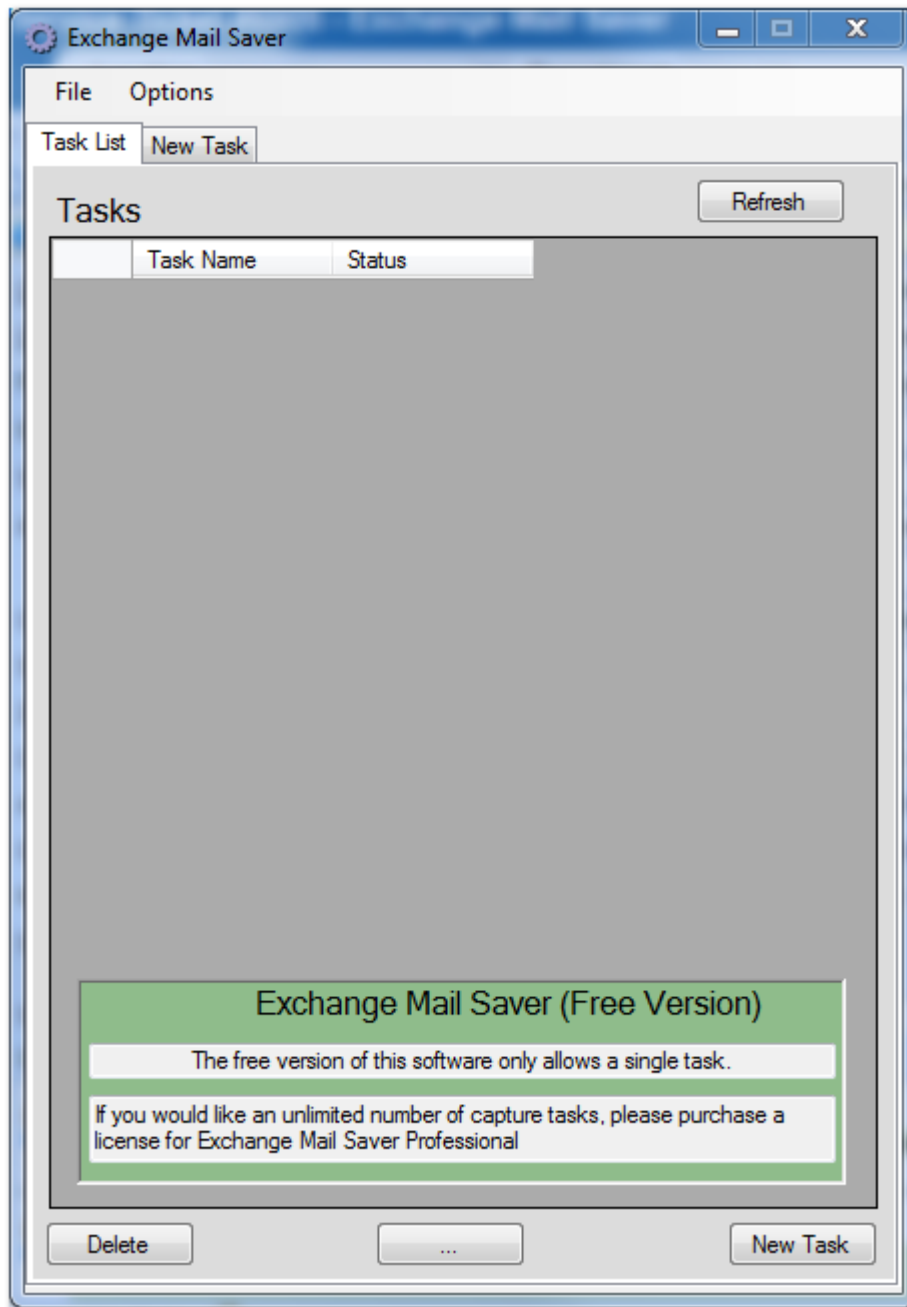
The image shows a Windows-style dialog box titled "LicensingForm". It features a standard title bar with minimize, maximize, and close buttons. The main content area includes a "Select Product:" label followed by a dropdown menu currently displaying "Exchange Mail Saver Professional". Below this is an "Activation" section containing a "License Key" text input field. Underneath the input field are three buttons: "Check License", "Deactivate Machine", and "Activate Machine". At the bottom of the dialog are two buttons: "Cancel" on the left and "Save" on the right.

When you first open the program, the options for licensing will appear. For now, only the free version is available.

Select "Free Version" from the "Select Product" dropdown menu and click Save.

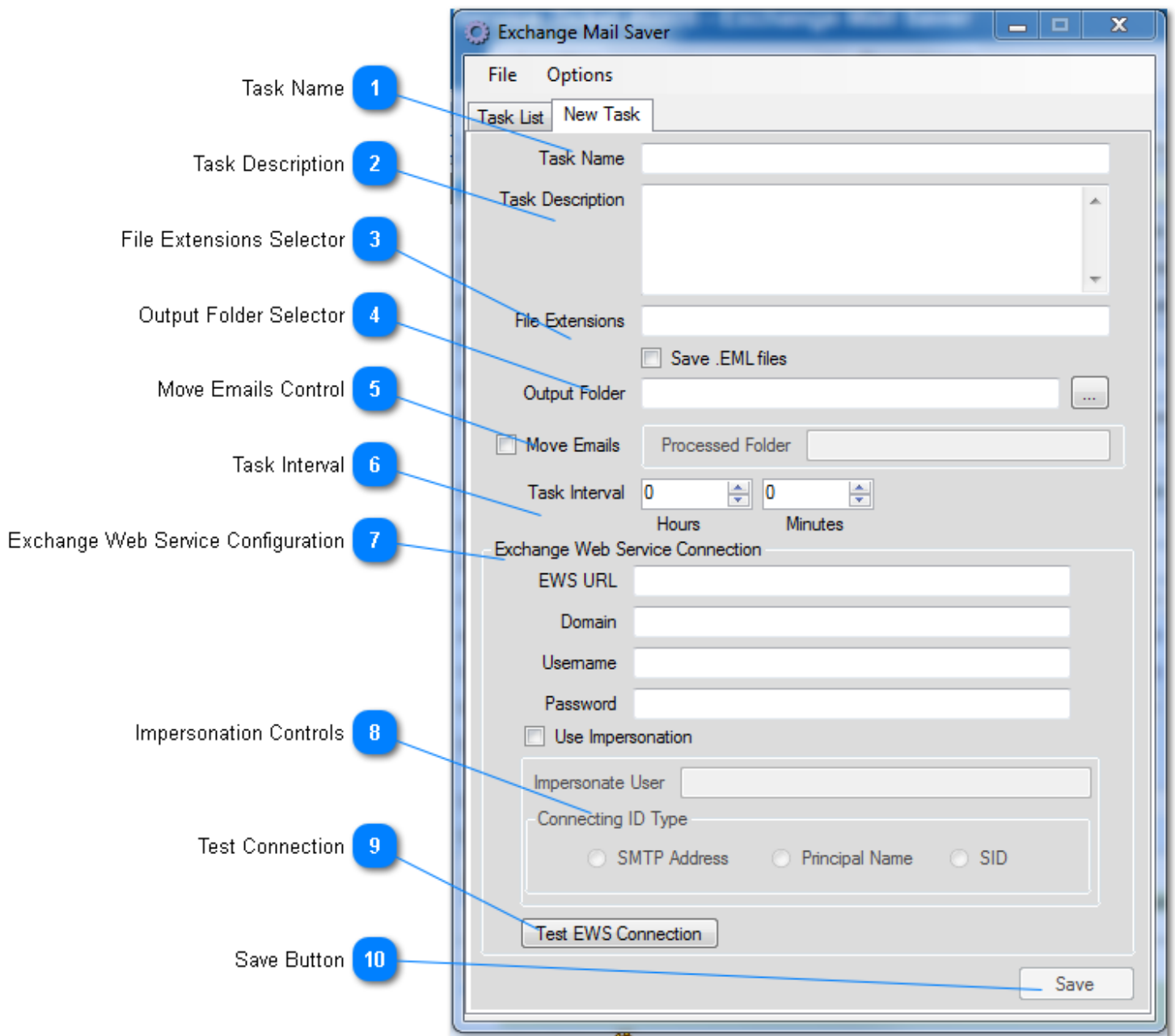
If you would like to order a license, please contact ems@bbds.biz for details.

Task List



The task list allows you to view and delete tasks. Double click on a task in this window to edit the task.

New Task



The New Task window allows editing or creating a new Exchange Mail task.

1 Task Name

A text box labeled 'Task Name' with a light gray background and a white border.


Use this space to enter a name for the task. This name will appear in the Task List.

2 Task Description

A text area labeled 'Task Description' with a light gray background and a white border, featuring a vertical scrollbar on the right side.

Use this space to enter a short description of the task here. This is optional.

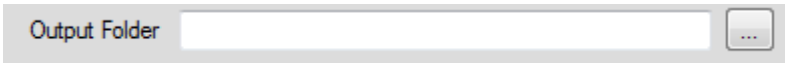
3 File Extensions Selector



By default, Exchange Mail Saver is not set to download any files unless specified. Enter a semicolon separated list of file types to be pulled back by EMS to specify what types of files should be downloaded (jpg; csv; psd; etc).

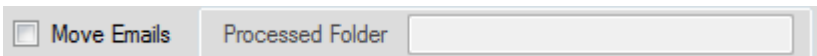
Use the "Save .EML files" check box to download email files.

4 Output Folder Selector



Use this space to specify the folder path for EMS to store downloads.

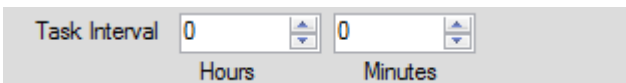
5 Move Emails Control



By default, EMS will download from unread emails from an email account's inbox only.

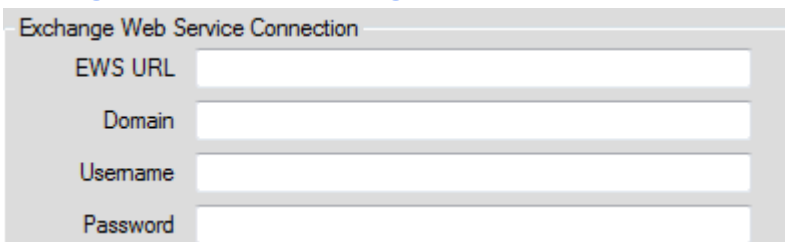
To move emails that have been read and downloaded via EMS from the inbox to another folder, check the "Move Emails" box and enter an Exchange folder.

6 Task Interval



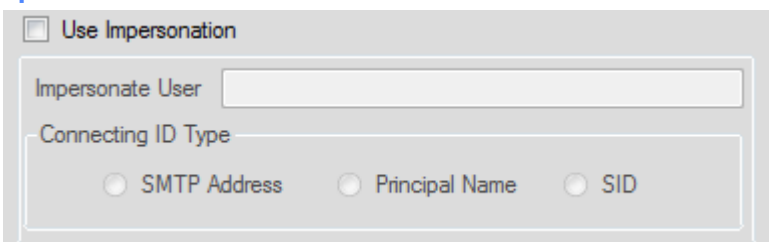
Use these controls to set how frequently EMS will check the email inbox.

7 Exchange Web Service Configuration



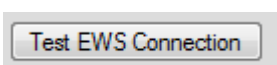
Use this space to configure the connection to your Exchange Mail Server.

8 Impersonation Controls



Use these controls to configure Impersonation. This should only be used by advanced users.

9 Test Connection



Use this button to verify the connection to Exchange. All errors must be addressed before saving the task.

10

Save Button



Use this button to save your task.