

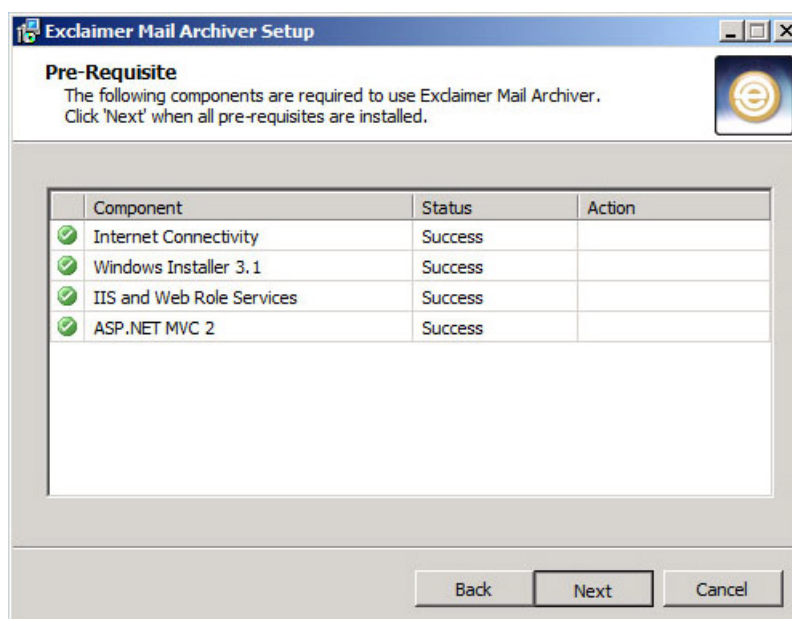
Mail Archiver Quick Start Guide



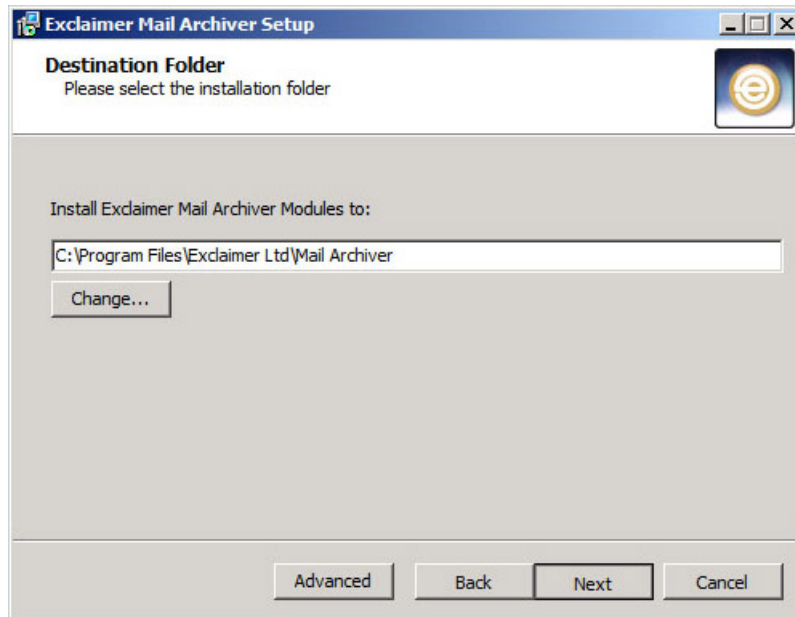
1. At download, you'll receive a file called 'Setup.exe' – open it.
2. Decide which components you want to install.



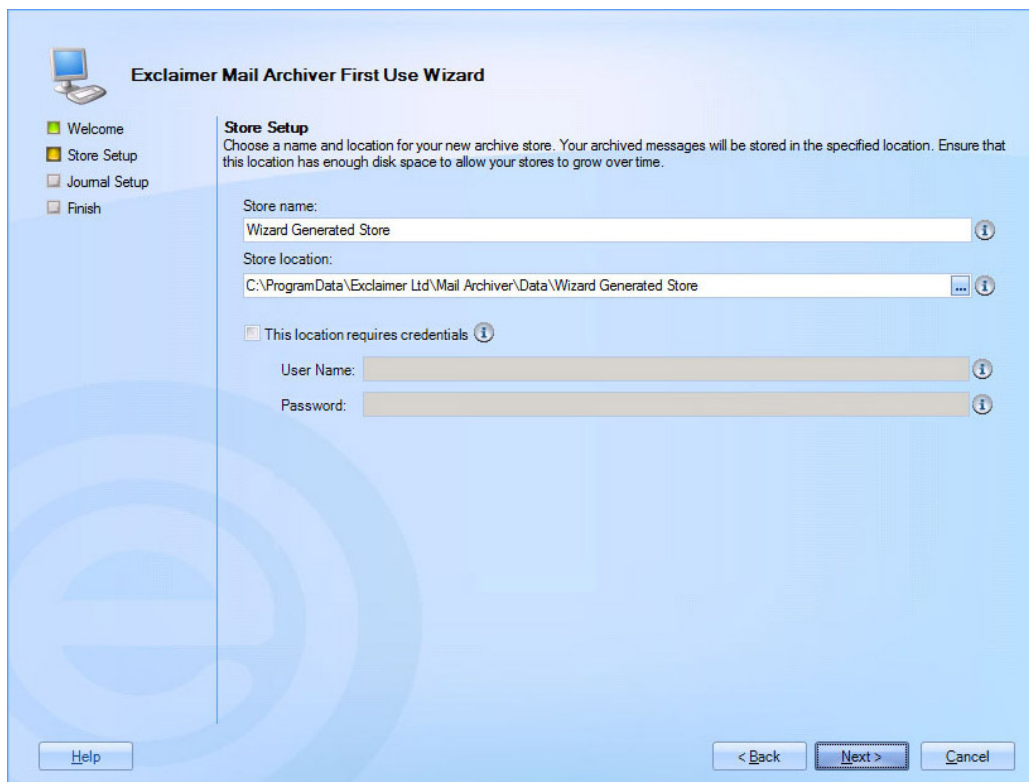
3. Accept the terms and conditions, then click 'Next'.
4. The installer will run a pre-requisite check to make sure you have some necessary components installed, if you don't it can download and install them for you. When all the pre-reqs are confirmed as present, click 'Next'.



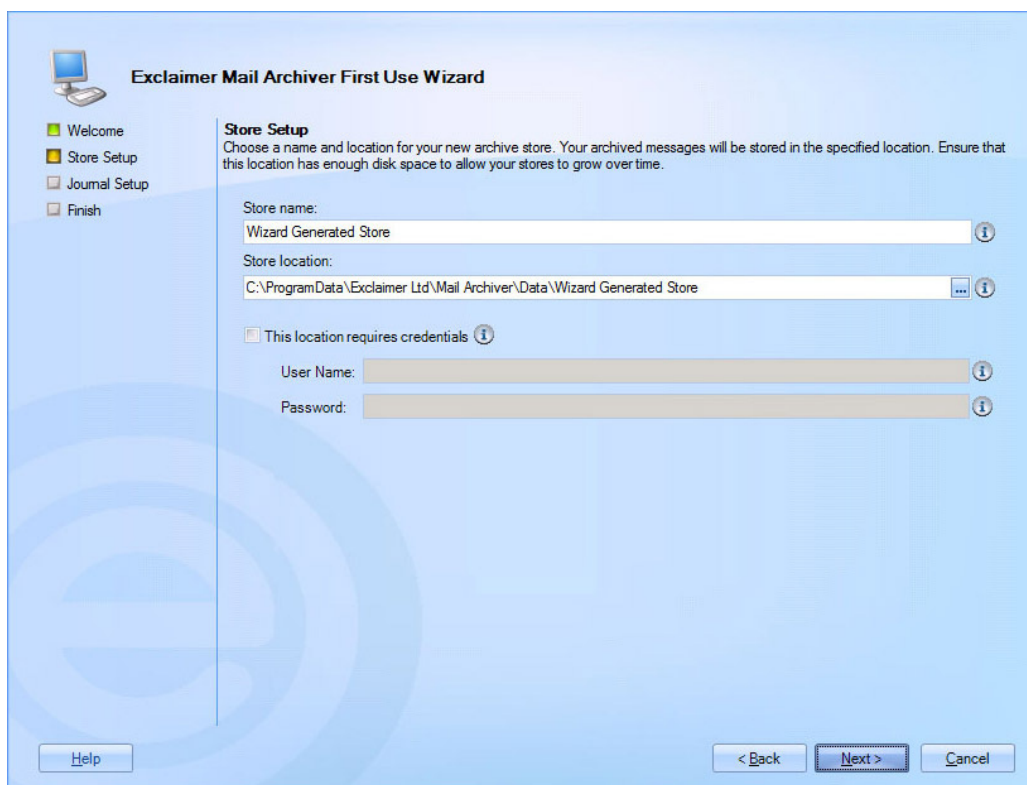
5. Confirm the location you want to install Exclaimer Mail Archiver to - by default it will go to Program Files. Click 'Next'.



6. Installation will now begin. When it's complete, click 'Finish' to launch the First Use Wizard.
7. The first screen explains what we will do during the wizard – create our first archive store and set up a journaling mailbox. Click 'Next'.
8. Here, we'll set up our first archive store. Because the archive is stored as files within folders, you can select any area that can accommodate files and folders – a NAS, your hard-drive, the cloud, etc. When you're ready, click 'Next'.

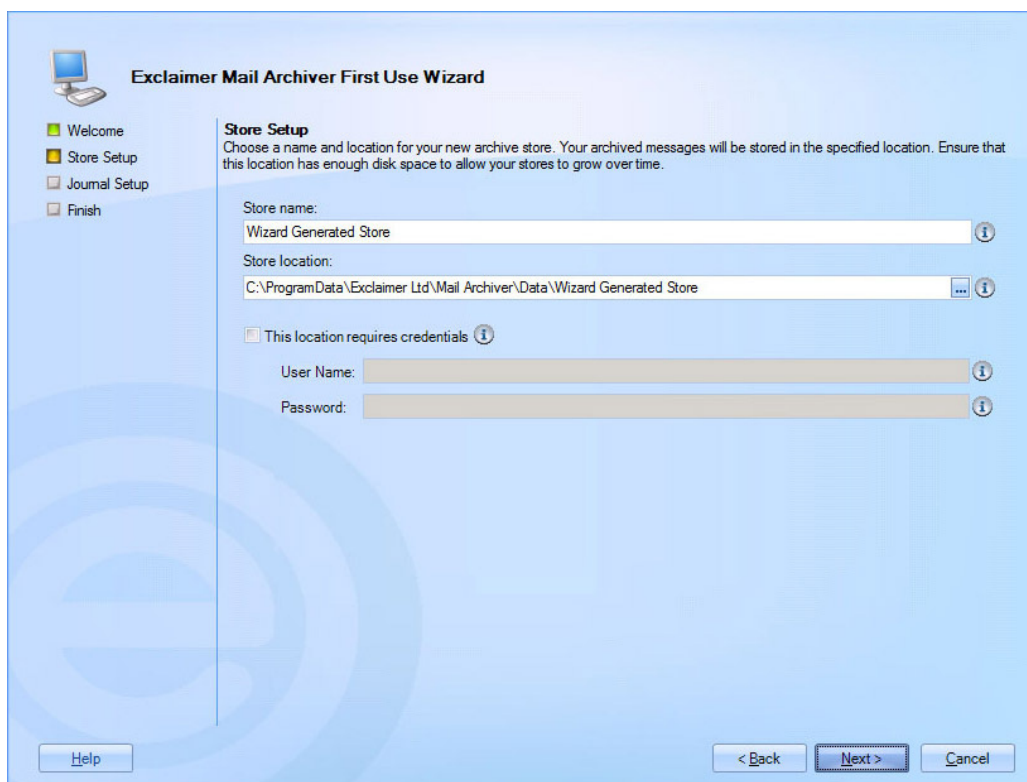


9. Then we'll set up our first journaling mailbox. If you have one already, you can select it in the above box. If you don't, we can create a new one with the username and password you enter on this screen. When you've selected or created your mailbox, click 'Next'.



The screenshot shows the 'Exclaimer Mail Archiver First Use Wizard' window. On the left, a navigation pane lists four steps: 'Welcome' (selected with a green square), 'Store Setup' (selected with a yellow square), 'Journal Setup' (deselected with a grey square), and 'Finish' (deselected with a grey square). The main area is titled 'Store Setup' and contains the following text: 'Choose a name and location for your new archive store. Your archived messages will be stored in the specified location. Ensure that this location has enough disk space to allow your stores to grow over time.' Below this text are two text boxes: 'Store name:' with the value 'Wizard Generated Store' and 'Store location:' with the value 'C:\ProgramData\Exclaimer Ltd\Mail Archiver\Data\Wizard Generated Store'. To the right of each text box is a small information icon (i). Below these text boxes is a checkbox labeled 'This location requires credentials' with an information icon (i). Under this checkbox are two more text boxes: 'User Name:' and 'Password:', both with information icons (i). At the bottom left is a 'Help' button. At the bottom right are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

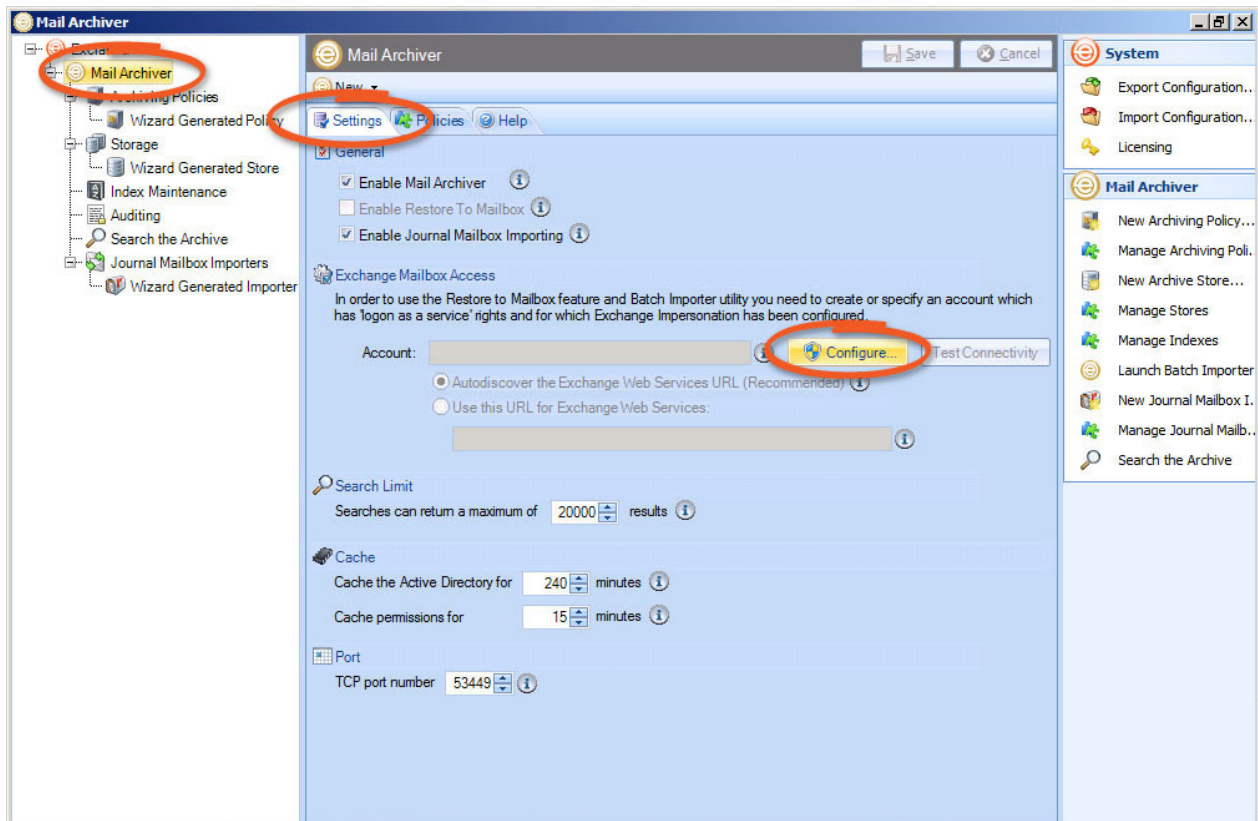
10. Wait a moment while a PowerShell script creates the new journaling mailbox and journaling rule, which will archive all emails to and from all users by default. Click 'Next'. If you aren't running the installer on an Exchange server, you'll have to run this PowerShell script manually on Exchange.
11. The wizard will then Autodiscover the Exchange Web Services URL – when that's complete, you can click 'Finish'. You've finished setting up Exclaimer Mail Archiver.



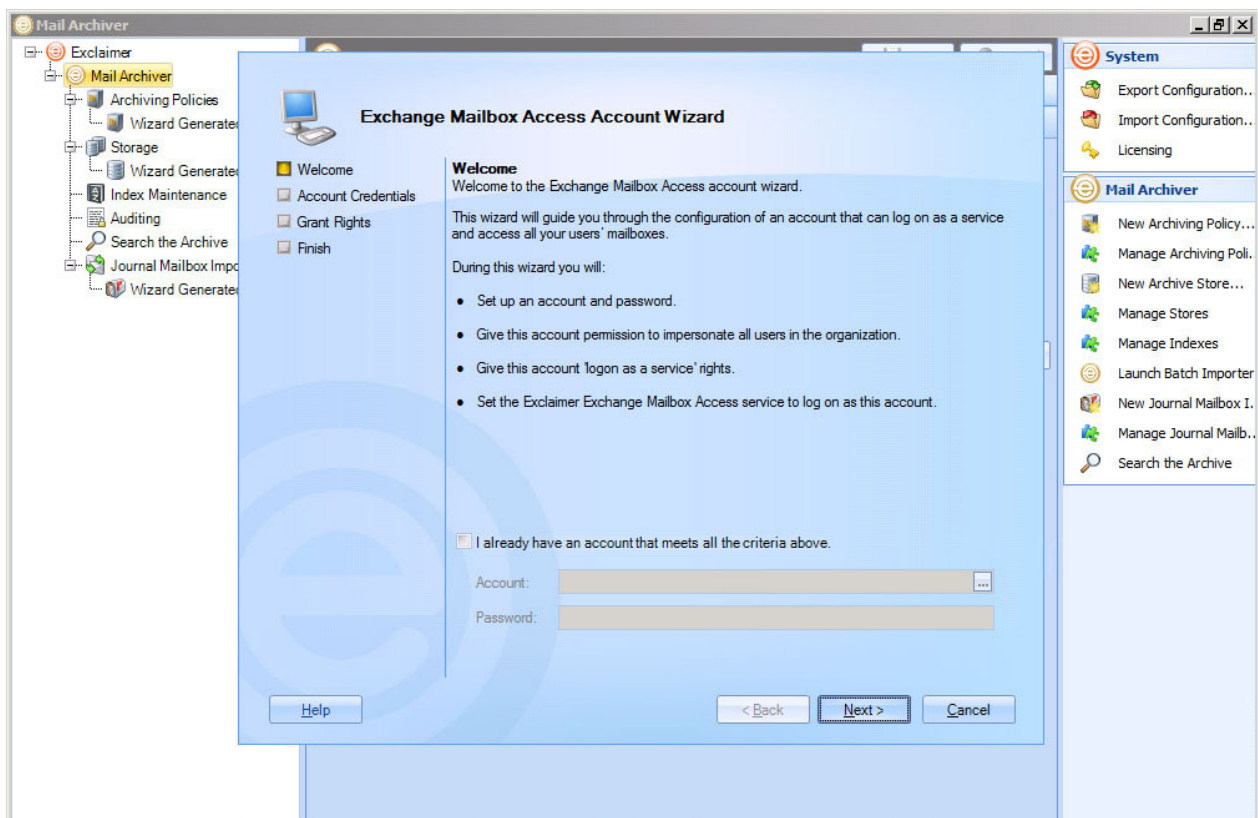
This screenshot is identical to the one above, showing the 'Exclaimer Mail Archiver First Use Wizard' window at the 'Store Setup' step. The 'Next >' button is highlighted, indicating the user is ready to proceed to the next step.

12. Now we're going to set up 'Restore to Mailbox' – so users can return any email they find in search back to their mailbox. Click the 'Mail Archiver' icon in the directory on the left.

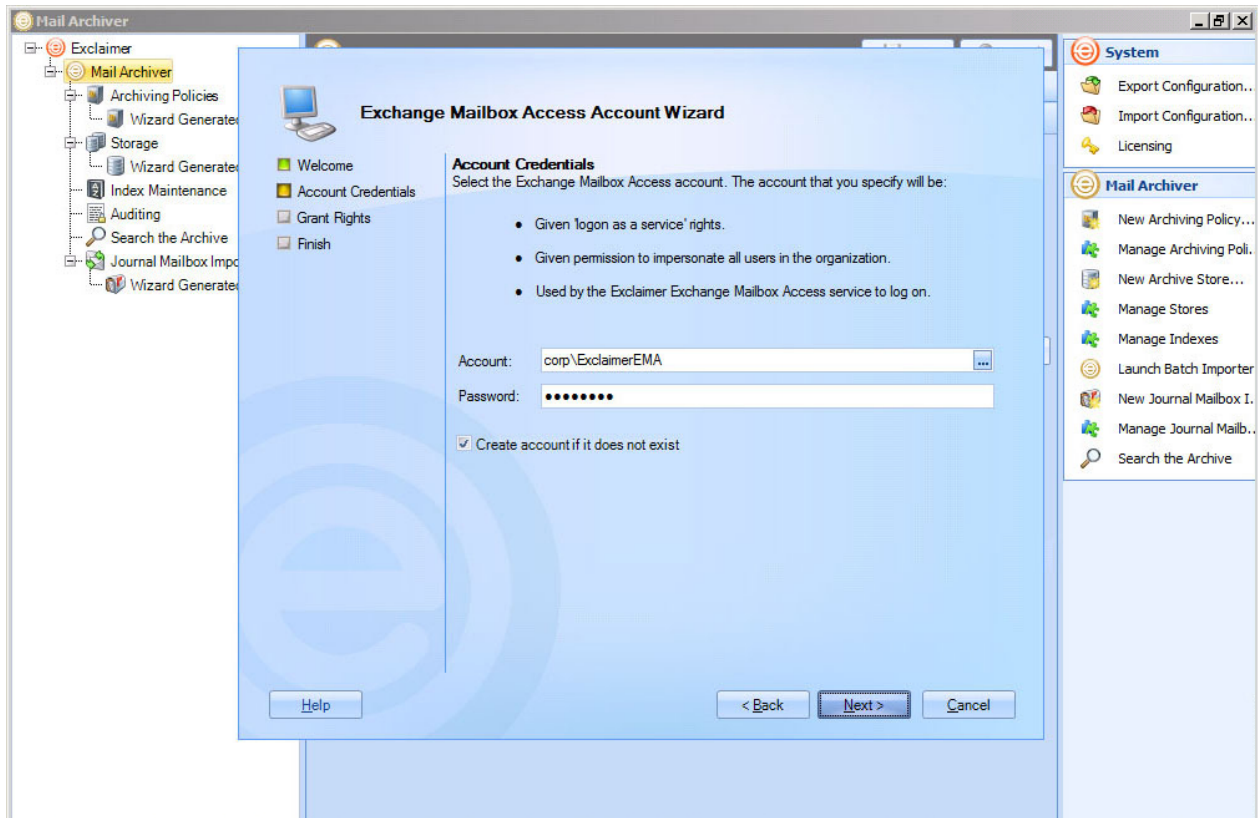
13. Click the 'Settings' tab, then click the 'Configure' button mid-way down the page.



14. We're going to create a mailbox account which can access the Archiver and bring email into the user's mailbox – so they can see it in Outlook. This account is also necessary for using Batch Importer and the 'forward message' feature in Web Search. If you already have an account that meets the criteria we mention on this screen ('log on as a service' rights, etc.), enter the username and password for it here. If not, click 'Next'.



15. A username is provided by default, though you can change this if desired. Enter a password for the new account and click 'Next'.



16. Two PowerShell scripts will run (or run them manually on your Exchange server, if you have installed the Archiver elsewhere): one to create the account, one to give appropriate permissions – when each is complete click 'Next'.

17. Click 'Finish' and then click the box beside 'Enable Restore to Mailbox' – then click the 'Save' button in the top-right corner of your screen.

