

MsgSave5 Quick Guide

This guide is intended to give users a brief introduction to using MsgSave5.

For more detailed information please visit our website:

<http://www.msgsave.com/>

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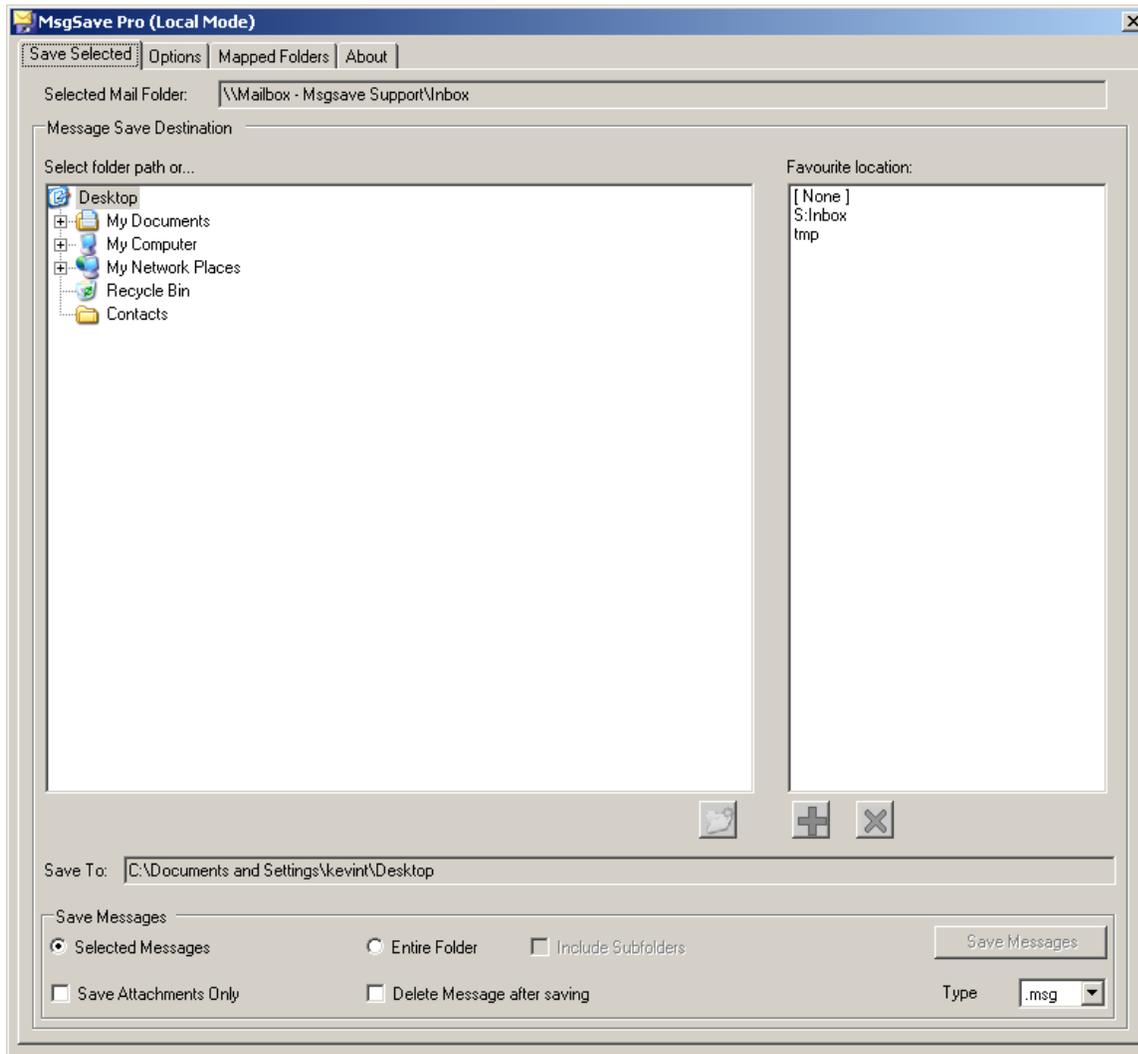
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Selecting a Destination to Save Messages



Use the Folder View to select the destination to save your messages.

Once you have selected a destination the path will appear in the 'Save To' box.

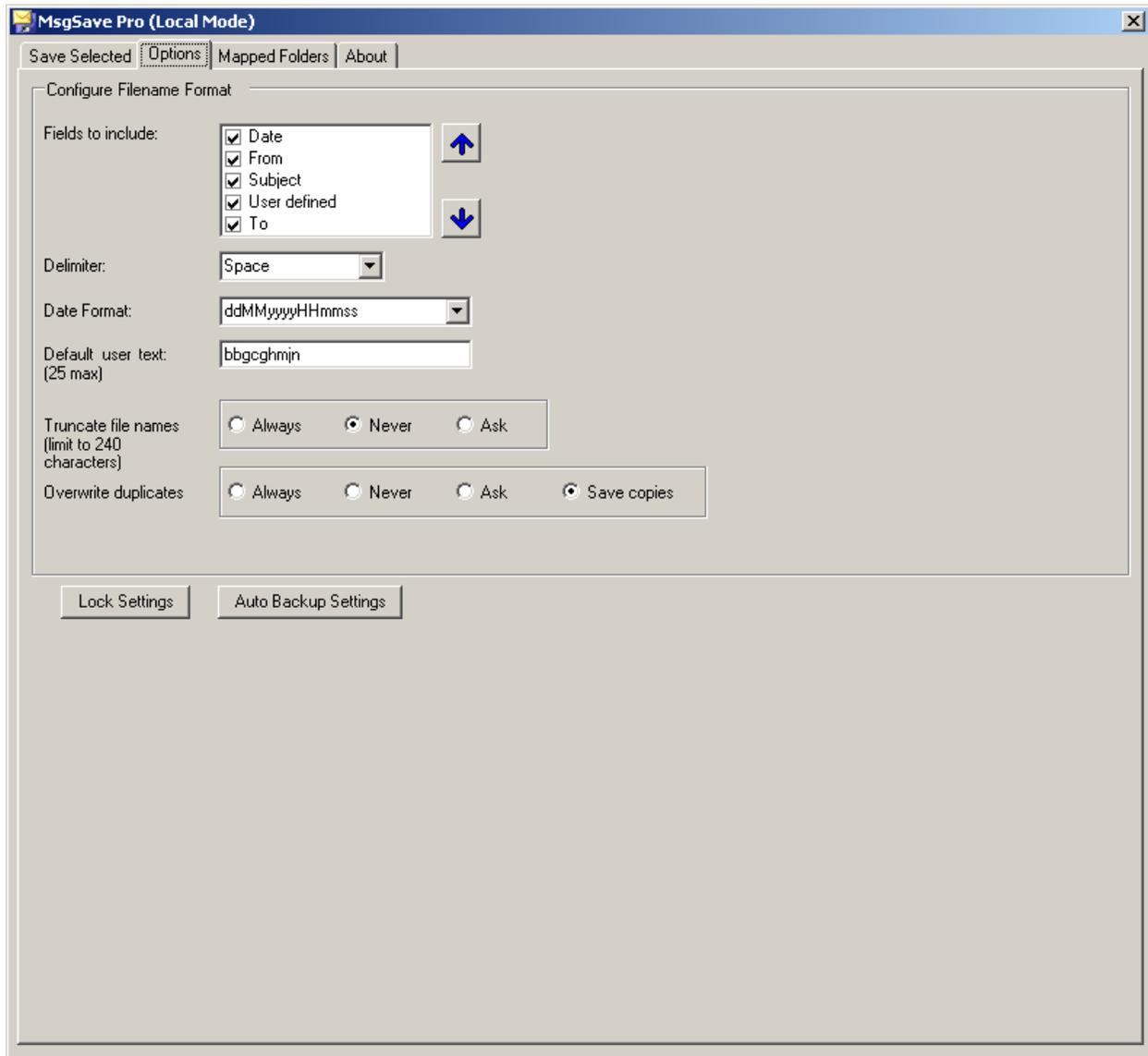
You may wish to keep a shortcut to this destination which can be accessed more easily.

Click on the  button and then enter a shortcut name. This will then appear in your Favourite location list. You can then choose one of these destinations simply by selecting it in the Favourite location list.

You can remove a favourite location by selecting it and then clicking the  button.

Before you save your selected messages you may wish to configure the file name settings and other options (see next section).

Options



Select the fields to include in file name generation by putting a tick in the box next to each field required.

The sequence of the fields used for the filename is top to bottom. If you wish to change the order, select the field and click the  or  button.

Once you have finished configuring these settings you can then return to the Save Selected tab to save your messages.

Configuring Auto Backup Settings (Pro and Remote Licenses only)

Auto Backup Settings:

Settings:

Local/Network Backup (Pro/Remote License Only)

Enable Auto Backup.

Inbox Folder:

Sent Items Folder:

FTP Backup (Remote License Only)

Enable Auto FTP Backup.

FTP Host: e.g ftp.Sarcophagus.co.uk

FTP Username:

FTP Password:

FTP Port: (Usually 21)

FTP Inbox Target Folder: e.g htdocs/email/inbox

FTP Sent Items Target Folder: e.g htdocs/email/sent

On the Options tab click on the 'Auto Backup Settings' button to display this dialog.

You can select a destination to automatically save all messages that come into your Inbox folder and those that are sent and copied into your Sent Items folder.

Simply choose a destination for each by clicking on the relevant Browse button.

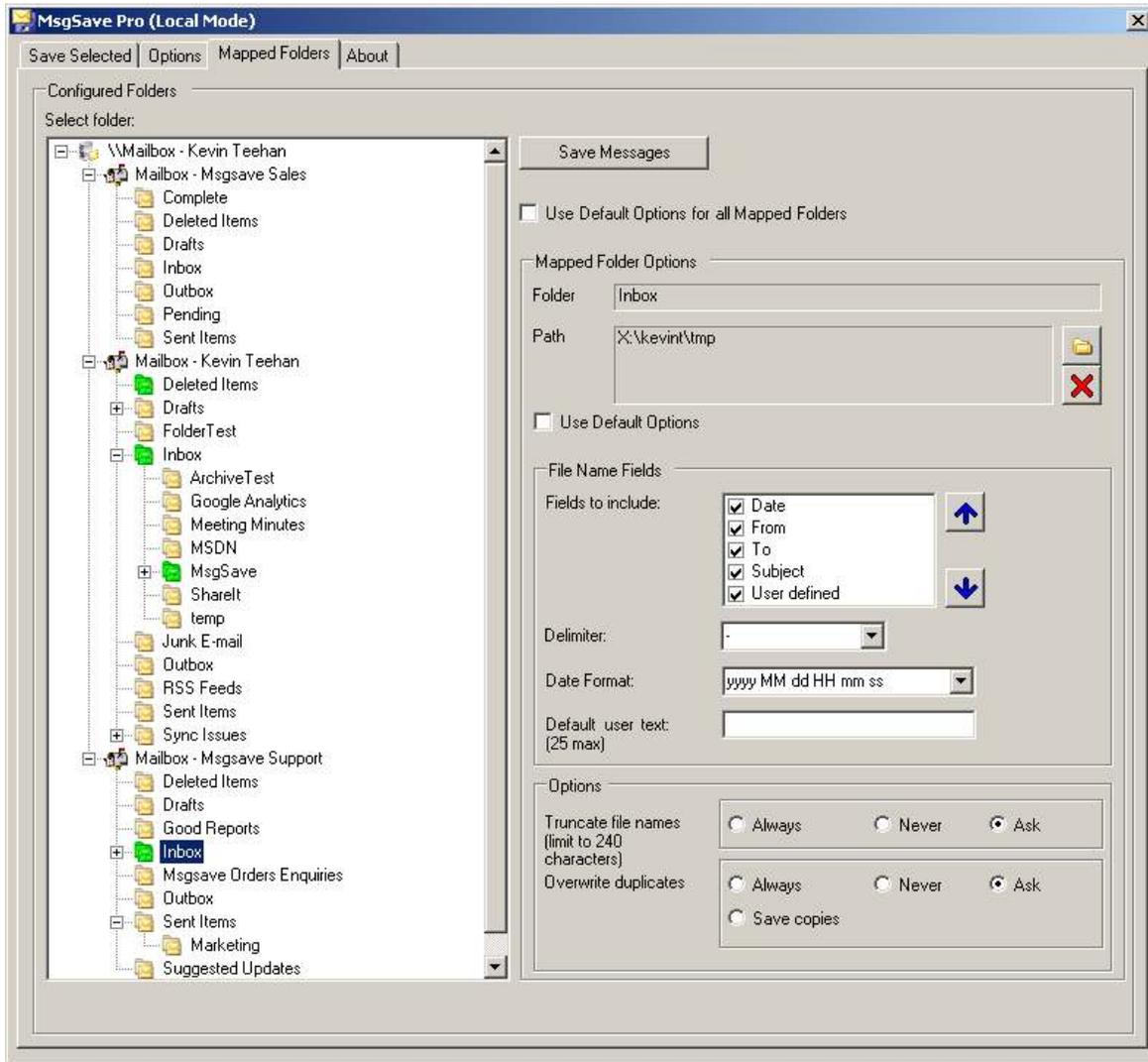
Make sure that the Enable Auto Backup checkbox is ticked to enable this feature and then click Save Changes.

FTP Backup (Remote License only)

Enter your FTP Host, Username and Password and enter the Target Folder.

Make sure that the Enable Auto FTP Backup checkbox is ticked to enable this feature and then click Save Changes.

Mapping Folders



To Map a mailbox folder to a destination folder select the mailbox folder and click on the  button. (If the folder was not previously mapped it will flash  to indicate that you need to set the destination folder before setting other options.) Then browse to the destination folder that you require and click 'OK'. If you wish to remove a mapping click on the  button.

Mapped folders appear as a green icon , unmapped folders appear as a yellow icon .

If a saved mapping destination has changed (ie: if it has been renamed or deleted) then the green folder icon will appear with a red exclamation mark over it .

The options are the same as those on the Options tab. You can have individual options for each folder or you can select to use the default options.