Outlook True Archive Main Screen

Select a source PST for archiving.

Select the destination PST into which your mail will be archived.

Click the 'Configure' button to access the advanced options.

Click the 'Help' button to open the OTA User Guide.

Fine tune the folders you want to archive.

In the Task section select the date range of the mails you wish to archive.

Use the fields in the Content Filter section to further refine which mails are included in the archive task.

Click on the 'More' button to access advanced filter options.
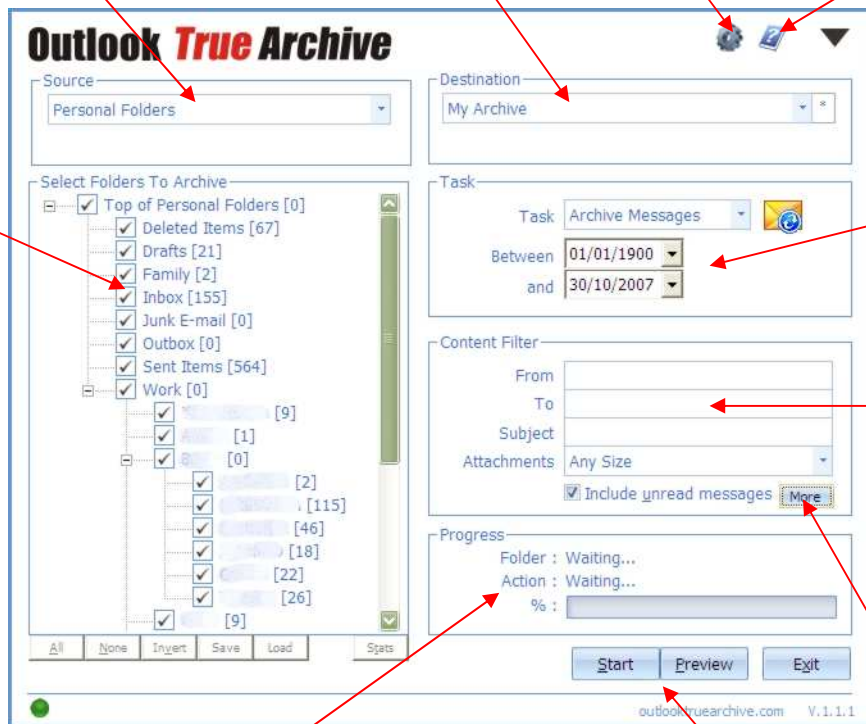
Track the progress of your archive task

Click "Start" to see the task summary and kick off the archive task or click "Preview" for a summary of what the task will do.

Performing a Basic Archive Task

See a tutorial on this topic on www.outlooktruearchive.com/tutorial

With OTA it's easy to perform a basic archive task. This will move all emails sent or received between two dates. All you need to do is select which folders to include and set the date range of the emails you wish to archive. The following step by step guide shows you how to perform a basic archive task.

1. Select the PST you wish to archive email from in the "Source" drop down box. By default OTA selects your Personal Folders PST.

2. Select the folders you wish to archive.

Tip: The buttons below the folder list allow you to select all/deselect all or invert the current selection.
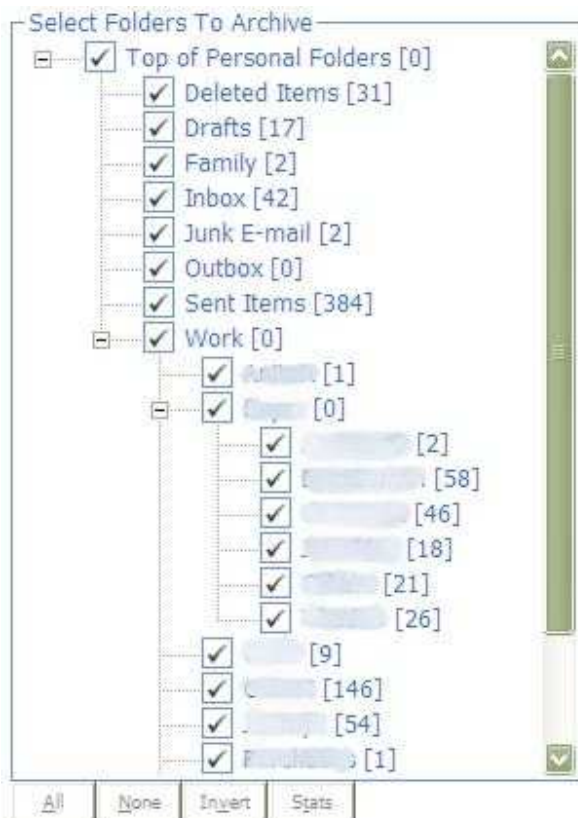
3. Select the PST into which you want to move your mail from the "Destination" drop down box. The list will display all the PST files currently registered with Microsoft Outlook

Tip: You can create a new PST file by clicking on the '*' button.

**4.** Select the 'Archive Messages' task. Next enter the date range of the emails you wish to move.

5. Click on the 'Preview' button to preview the results of the selected task. The dialogue which pops up shows a summary of the options you have chosen. Click 'Confirm' and OTA will calculate and display the results of the task.

To actually perform the task click on the 'Start' button. Check the summary details are correct and then click 'Confirm' to kick off the task.

The Results popup shows the total number and size of emails that were archived, and the time taken to perform the task.
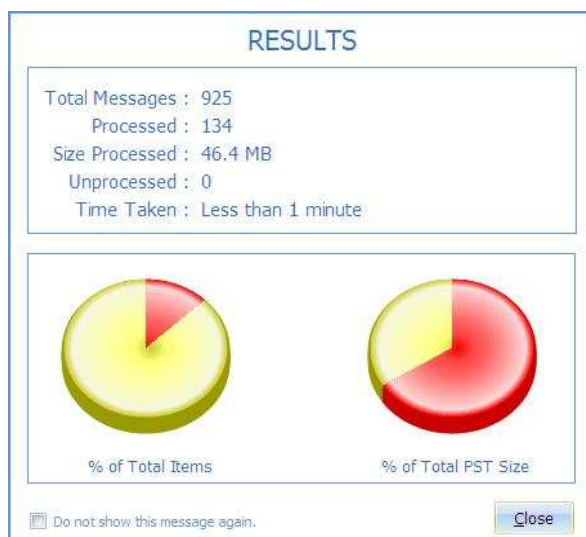
The two charts describe the number of items and the total size of the items archived compared to the size of your PST file. This is a good indicator of how much you've managed to reduce the size of your PST file. To reclaim this space you will need to compact your PST file in Microsoft Outlook.

Performing an Advanced Archive Task

With OTA it's easy to perform a more advanced archive task. Using the available filters you have several different ways of selecting which emails you wish to archive. The following steps show the options available when performing an advanced archive task.

1. Select the PST you wish to archive email from in the "Source" drop down box. By default OTA selects your Personal Folders PST.

2. Select the folders you wish to archive.

Tip: The buttons below the folder list allow you to select all/deselect all or invert the current selection.
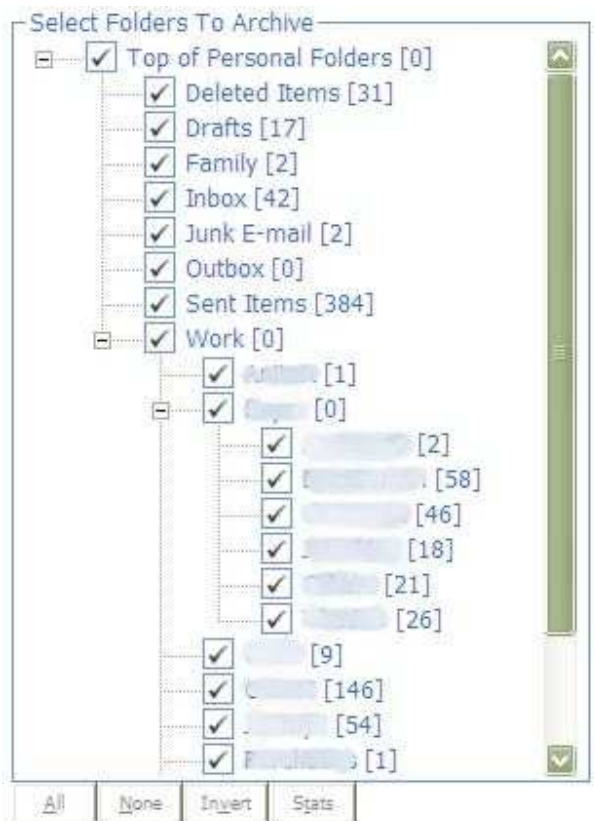
3. Select the PST into which you want to move your mail from the "Destination" drop down box. The list will display all the PST files currently registered with Microsoft Outlook

Tip: You can create a new PST file by clicking on the '*' button.

4. In the Task dropdown there are four different options you can select.
To simply move (archive) the messages to your destination, select "Archive Messages".
Select "Copy Messages" if you want to also keep a copy of the archived emails in your source PST.
To delete* the selected messages, select "Delete Messages" from the list.

Next enter the date range of the emails you wish to move.

5. In the Content Filter section you can narrow down which mails are to be included in your task.
The "To", "From" and "Subject" fields allow you to filter mails depending on the sender, recipient or content of the mails subject line. You can use wildcards in these fields - hover the mouse over the appropriate field for more details.
The "Attachments" dropdown allows you to filter for mails with attachments greater than a certain size. Click the Include Unread Messages box if you wish to include messages which have not yet been opened.

Click on the "More" button to open the "Other Filter Options" screen.

In the "Body Contains" field you can filter mails by specifying keywords to check for. Separate multiple keywords with commas – each mail that contains any of the specified keywords will be included in the archive task. Use the "Flag Status", "Sensitivity" and "Importance" dropdowns to filter for mails based on these criteria.
In the "Category" section you can filter for mails belonging to certain categories in Outlook. All of the default Outlook categories are listed and you can use the "Edit" button to add custom categories to match those you have created in Outlook. Use the 'Clear', 'Select All' and 'Invert' buttons to adjust your selections. To include uncategorised items in your task ensure the '(no category)' box is ticked.

Tip: To *exclude* certain categories, first select those categories for exclusion and then click 'Invert'.

Tip: When any filters have been applied via the "Other Filter Options" dialogue the "More" button will have an asterisk beside it.

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6. Click on the 'Preview' button to preview the results of the selected task. The dialogue which pops up shows a summary of the options you have chosen. Click 'Confirm' and OTA will calculate and display the results of the task.

To actually perform the task click on the 'Start' button. Check the summary details are correct and then click 'Confirm' to kick off the task.

Creating a new PST file with Outlook True Archive

OTA allows you to create PST files "on the fly"

1. In the Destination section click on the '*' button to the right of the drop-down arrow.

2. In the Filename field specify filename and location of the new PST.

In the "Description" field enter a friendly description of what the PST will contain e.g. '2006 emails' or 'Payroll 2007'.

Click on 'Create' to confirm or 'Cancel' to exit the create Archive dialogue.

See a tutorial on this topic on www.outlooktruearchive.com/tutorial

Frequently Asked Questions

How can I create a new PST (and what is it)?
Click on the '*' button beside the list of destination archives. A .PST file is a store for your mail and other items created by Outlook. The identical file format is used by Outlook True Archive to hold the emails, calendar items, etc. you have selected to archive.

Where does Outlook True Archive store my archived mails?
Outlook True Archive will archive your emails in the archive file in the 'Destination' section of the main Outlook True Archive screen.

How can I access my archived mails?
If you archive your emails to a PST file you can easily open them in Outlook in the same way as your non-archived mails

I have archived my mails but I do not see a way to select them in Outlook.
In Outlook, select "View" and ensure "Navigation Pane" is selected.

How can I tell OTA to always backup email more than 1 year old?
Click on the "Configure" button. Select the appropriate period for the "Archive mail older than" setting. Each time you start OTA it will automatically calculate the appropriate end date for the period you set.

Why isn't my unread mail being archived?
Make sure you have selected "Include unread messages" in the "Content Filter" area before starting the task."

Does OTA preserve the folder structure of Outlook?
Yes. OTA will try to recreate your folder structure in the destination PST.

Can I make a copy of my email rather than archive it?
Yes. Select "Copy Messages" in the Task dropdown.

Can I archive mail based on a keyword search?
Yes. Click on the "More" button in the "Content Filter" area and enter the keywords in the "Body Contains" field.

Can I just archive mail that has large attachments?
Yes. In the "Content Filter" area select an appropriate attachment size for the "Attachments" setting.

How do I just archive mails with high importance?
Yes. In the "Content Filter" area click the "More" button and in the "Importance" dropdown select "High".

Will OTA ignore folders that I have marked as "Do not archive" in Outlook?
No. OTA cannot currently determine which folders you may have excluded from archiving in Outlook. Instead deselect the appropriate folders in the folder tree and make sure that OTA is set to remember your selections.

Will OTA remember the folders I have selected?
Yes. By default OTA automatically selects all folders within a PST for backup. You can change this by clicking the "Configure" button and selecting the appropriate setting for "Folder selection"

Can I export my mail in EML format?
Yes. First make sure that EML is selected as the export format. To do this click the "Configure" button and then select the "Folder Export" tab. Make sure "EML" is selected for the "Export format" setting and then close the Configuration dialogue. Select "[Disk Folder]" as the destination archive, then select the folder on your disk in which to save the EML files.

If I export messages to a disk folder will attachments be preserved?
Yes, if you export in EML or MSG format, then attachments will be preserved.

How does OTA handle timestamps when exporting to disk?
When you archive mail to disk, the Creation Date and Last Modified Date in Windows Explorer are set as follows:
- Mail sent by you – the time the message was sent
- Mail received by you – the time the message was received
- Draft mail – the time the message was first composed

Outlook reports mail timestamps rounded to the nearest minute, while the operating system reports timestamps to the second. As a result you may see a reported difference between timestamps in Outlook and the operating system. However this reported difference will be no greater than one minute.

Can I use Outlook True Archive to archive items in my OST file?
Outlook True Archive may be used to archive, copy and delete items in your OST file. However it must be noted that using Outlook True Archive to perform date/timestamp changes on items in your OST file is not currently supported.

Can I use Outlook True Archive to archive items in my Exchange mailbox?

Outlook True Archive may be used to archive, copy and delete items in your Exchange mailbox. However you cannot use Outlook True Archive to perform date/timestamp changes on items in your Exchange mailbox.

What are the different Archive tasks?

In the Task dropdown menu there are four different options you can select:

- Archive Messages will simply move the messages to the destination location you have selected.
- Copy Messages will create a copy of the selected messages in the destination location whilst keeping the original copy in your source PST.
- Delete Messages will remove the selected mails from your PST file. For more options on deleting mails, click on the 'Configure' button, select the 'Advanced' tab and click on the 'Delete Task' drop down menu.
- Update Timestamp will change the "Last Modified" timestamp of the selected mails to the current time and date. This is an advanced task and should only be performed if you are sure that you need to change the timestamp. For more information see "Microsoft Outlook and the Last Modified timestamp"

Command Line Switches

OTA can operate unattended via command line switches. You may find it useful to run OTA from your favourite Windows Scheduler so that archive tasks are performed at regular intervals. The following command line parameters are understood:

T	The task to perform. Use A for Archive, C for Copy, D for Delete.
SA	The source archive. Specify the name of a PST as it appears in the "Source" dropdown list of the OTA screen. Enclose in quotation marks e.g. /SA:"Personal Folders"
SF	Specifies the source folder if you are archiving from a folder instead of from a PST file. Folder path should be enclosed in quotation marks eg. /SF:"C:\MyMail\MyArchiveFolder"
DA	The destination archive. Specify the name of a PST as it appears in the "Destination" dropdown list of the OTA screen. Enclose in quotation marks e.g. /DA:"My Archive"
DF	The destination folder when exporting to a disk folder. Enclose in quotation marks e.g. /DF:"C:\My Documents\Exported Mail"
AP	The archive period (you must use this switch when running OTA in unattended mode). The archive period can be specified in two ways: To archive items up to a date relative to the current date, specify a number followed by 'd','m', 'w' or 'y'. For example '/AP:7d' would archive all items dated up to 7 days ago. And '/AP:6m' would archive all items dated before the current date six months ago. '/AP:2y' would archive all items dated before the current date 2 years ago. To specify an absolute date range use the format '/AP:yyyymmdd-yyyymmddA'. For example '/AP:19981105-20050611A' would archive all items between the 5th November 1998 and the 11th June 2005. Make sure to include the 'A' after the second date.
UR	Include unread messages or not. Use Y for Yes, N for No
FS	subject. Enclose in quotes e.g. /FS:"*invoices 2007*"
FF	From email address. e.g. /FF:"*@microsoft.com"
FT	To email address
SEL	The selection file which specifies the folders **which are not to be** process**ed**. If you do not specify a selection file, all folders will be processed. **Please note:** The folder list inside the selection file is an exclusion list. Therefore any folder **not** listed in the SEL file will be **included** in the task operation. **This is especially important to note when performing a Delete task in OTA**.
FO	Specifies folders to include in the task operation - all other folders will be ignored. Format is /FO:**"[FolderName]"** To specify multiple folders, separate each folder name with a comma eg. /FO:**"Inbox,TestFolder,Tasks"** To include subfolders the complete path to the folder should be specified, eg. :/FO:**"Inbox,Sent Items,MyFolder\TestSubFolder1,MyFolder\TestSubfolder2"**
EXF	Export format when exporting mail to disk. Valid values are MSG, EML, HTML, EHTML, TNEF, TEXT. Default format is MSG

EXP	Naming pattern for export files. Enclose value in quotes. Default is "%ct% - %su%". Please note: when using this switch in a batch file you must use double percentage signs eg. "%%ct%% - %%su%%" or tilde eg "~ct~ - ~su~"
DM	Delete Mode. Use D for Delete, M for move to Deleted Items folder, E for permanent delete in Exchange.
Preview	preview the task.
Auto	Perform an automated task. You must use this switch in order to run OTA in unattended mode.
TI	Specifies the title of the popup which opens during an automated task. Format is /TI:"<Task Title>"
TP	Sets the task priority while running an unattended task. Format is /TP:[l|n|h] corresponding to Low, Normal or High priority. For example /TP:h will give the archive task high priority.
/cancancel	This switch enables the 'Cancel' button in the popup window during an automated task. Please note that the task will end gracefully but no 'rollback' takes place.
FFS	Enables filtering dependant on the colour of the Follow Up flag assigned to an Outlook item. Options are:

	FFS:CP	Items marked Complete
	FFS:NC	No colour flag set
	FFS:NF	No flags set
	FFS:RED	Red flag
	FFS:BLU	Blue flag
	FFS:GRN	Green flag
	FFS:ORG	Orange flag
	FFS:PUR	Purple flag
	FFS:YEL	Yellow flag

PFN	Specifies which Outlook email profile to use when performing an automated task. If the switch is not used OTA performs the task on the default Outlook email profile. Format is /PFN:"ProfileName"
PFP	Specifies the password to access the profile specified by the PFN switch. If no password is assigned to the profile this switch is not required.

Examples:

```
/Auto /T:A /AP:6m /SA:"Personal Folders" /DA:"My Archive" /Unread:Y
/SEL:"C:\Folders.SEL"
```
Performs an Archive task, moving mail older than 6 months from the "Personal Folders" PST to the "My Archive" PST. The folders.sel file determines which folders are actually processed.

```
/Auto /T:C /AP:1y /SA:"Personal Folders" /DF:"C:\temp" /Unread:Y /EXF:MSG
```
Exports a copy of mail older than 1 year to the folder C:\Temp. The messages will be exported in MSG format. Filenames will be based on the time and subject of each message. All folders in the source PST are processed.

Environment variables may be used with the SA, SF, DA and DF switches. For example, a source mailbox could be defined by /SA:"Mailbox - %username%" where username is defined as the current user's name.

Microsoft Outlook and the Last Modified timestamp

When Microsoft Outlook is performing an archive it determines the age of a mail message from its Sent / Received times or from its "Last Modified" timestamp, whichever is later. The following actions will change the message's "Last Modified" timestamp:

Forwarding.
Replying.
Replying to All.
Editing and Saving.
Moving or Copying*

Because of this behaviour, mail that you might expect to be archived by Outlook may be ignored. For example if you drag a two year old message from one folder to another Outlook will ignore the message because its "Last Modified" timestamp will be more recent that the date/time the message was originally received.

If you wish to continue using Outlook's built in archive features you can use OTA to reset the "Last Modified" timestamp to the original date/time a message was sent or received. To do this select "Update Timestamp" from the Task dropdown field.

NOTE*: In order to update the "Last Modified" timestamp OTA must reset your computers real time clock (RTC). When an update task has completed it is important that you check your computers date and time have been restored correctly.*

* Copying or moving the message to another message folder does not always change the Last Modified timestamp; if the destination folder is a Personal Folders file (.pst), the timestamp does not change. If the destination folder is an Exchange Server Mailbox or an Offline Folders file (.ost), the timestamp does change. For Microsoft's take on this issue please see the knowledge base article KB197981 at http://support.microsoft.com

Product Activation

What is Product Activation?

Product Activation is a software feature that scans a computer, computes a fingerprint for its hardware, and links a specific product such as Outlook True Archive with the fingerprint.

What information is passed during the Activation Process?

The information transmitted does not include any personal information, nor does it include any information about the software or documents that reside on the computer. Only your Outlook True Archive serial number and the hardware fingerprint are transmitted.

What happens if I change the hardware in the computer?

Minor changes to the computer's configuration will not affect the activation. Major changes to the computer's configuration may require reactivation of the software. If you are about to make major hardware changes to your computer you should first uninstall Outlook True Archive. This will automatically deactivate your license. Once you have completed the hardware changes simply reinstall Outlook True Archive and re-enter your license details as follows:

- Run Outlook True Archive
- Click on the "Configuration" button
- Click on the "License" tab
- Enter your "Registered name" and "License key"
- Click "Okay". Outlook True Archive will then activate the software

See a tutorial on this topic on www.outlooktruearchive.com/tutorial

How many times can I re-install Outlook True Archive?

You can reinstall Outlook True Archive up to four times. For version 1.4.0 and higher Outlook True Archive will automatically deactivate your license when you uninstall the application.

How do I transfer Outlook True Archive to a new computer?

- Make a note of your "Registered name" and "License key" which you can find on the "License" tab of the "Configuration dialog.
- Uninstall Outlook True Archive on the old computer
- Install Outlook True Archive on the new computer
- Run Outlook True Archive
- Click on the "Configuration" button
- Click on the "License" tab
- Enter your "Registered name" and "License key"
- Click "Okay". Outlook True Archive will then activate the software