

Outlook True Archive - 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. This 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 1 st of the month six months previous. '/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 5 th November 1998 and the 11 th 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 processed . 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>"
- 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 creation 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.