Outlook Email Archive
Version 2.3.6
Manual

Index

System Requirement

The system requirement for Outlook Email Archive is:

Macintosh with MacOs from 8.5 up to 9.2.1
Microsoft Outlook Express from 5.0 to 5.02

Many thanks to Douglas and Martin for help in the manual.

Quick Start

Welcome to Outlook Email Archive (OEA), the simplest and quickest way to archive your email messages.

Launch Microsoft Outlook Express.

Launch OEA (Outlook Email Archive). A main window appears:

Click on the top-left icon.

The folders and subfolders of your Microsoft Outlook program will be loaded in the popup menu in the same sequence and positions as they are in your application. At this point select the folder that you want to archive. Into the last textbox, "Destination folder for Archive" drag the main folder that will be used for the final destination of your archive.

You can also click on the left icon and the standard dialog box for choosing a folder will appear.

At this point click "Process" and OEA will start the archiving process and show you the progress of the operation.

Preface

Outlook Email Archive can archive your email in three different ways:

Archive email and/or attachments in the Finder.

1 - Archive Emails + attachments
2 - Only Emails
3 - Only attachments

Export or append email in a text file that can be read by a text editor or a word-processing program.

4 - Export new text file
5 - Append to text file

Export or append email in tab-text format that can be imported, for example, in FileMaker Pro. For this export function a free template is enclosed in the "Extra" folder in the Outlook Email Archive folder.

6 - Export new tab-text file
7 - Append to tab-text file

Settings **1,2,3** produce produce a Finder-structured-folders archive where emails and/or attachments are grouped by day (see next pages for more details).
Settings **4 and 5** produce a long "paper trail" file that can be viewed with a robust text editor like BBEdit or Text-Edit Plus (SimpleText can read a maximum file size of 32 KB)
Settings **6 and 7** produce a tab-text file that can be imported into computer database programs, including one of the best known database programs for the Macintosh platform, Filemaker Pro.

With the first three kinds of archives OEA can recognize if one email has been exported. In the Log there is the line "Skipped emails (already archived)."
When using other kinds of archives, OEA always exports all emails found. The best solution is to delete email from Outlook Express after it is archived using the appropriate command in OEA.

Using Outlook Email Archive

After you launch OEA the main window appears.
On the top you can find the Outlook icon. Click on it to load the structure of folders and subfolders of Outlook into the popup menu "Source Folder".
The user can include all subfolders by clicking the checkbox "include Subfolders".
The checkbox "All Structure" is for archiving the complete Outlook Express structure.

In the Destination box, the user can select the main folder or file (depending on which Preferences have been chosen).

About "Include Subfolders" and "All Structure"

Depending on which of the three types of archive the user selects, the folder and its contents may be treated differently. If the user selects the type of archive that produces "Finder structured" folders, and if the user selects one Outlook Express folder without subfolders, then the contents of this Outlook Express folder will be saved directly into the output folder destination.

However, when the chosen folder contains subfolders or when "All Structure" is selected, the complete Outlook Express structure (including the main folder chosen) will be saved into the output folder destination.

Remember this for a correct output destination structure if you choose settings 1, 2 or 3.

Delete Archived Emails

Choosing Delete Archived Emails from File menu (only for registered copy) will open a window where it is possible to start the process that moves all previously archived emails to the Outlook folder "Deleted Items".
The messages are retrieved from the last archived session.
Once the session was been archived, if you want to be able to use this feature, we strongly reccomand to **don't quit** from OEA.
When emails are in the Outlook Express folder "Deleted items" the user can choose to delete them manually or to activate from Outlook Express the schedule command "Empty Deleted Items Folder" on quit.
In the latter case consider that Outlook Express can take a long time (up to two or three minutes) to delete emails from the internal Microsoft database (this depends on the number of emails in the "Deleted items" folder).

Preferences

Before using Outlook Email Archive (OEA), chose Preferences from File Menu.

The are four tabs: General, Folders, Tab Text and Filters.

Type of Archive (General Preferences)

The first three choices (Emails + attachments - Only emails - Only Attachments) produce a "Finder Archive", a structure of folders and subfolders where the emails are stored by day of the year and time of the day. For browsing this kind of archive I use and recommend to using Sherlock (refer to page 12 for more information).

In this example the structure of folders and subfolders of Microsoft Outlook Express is shown.
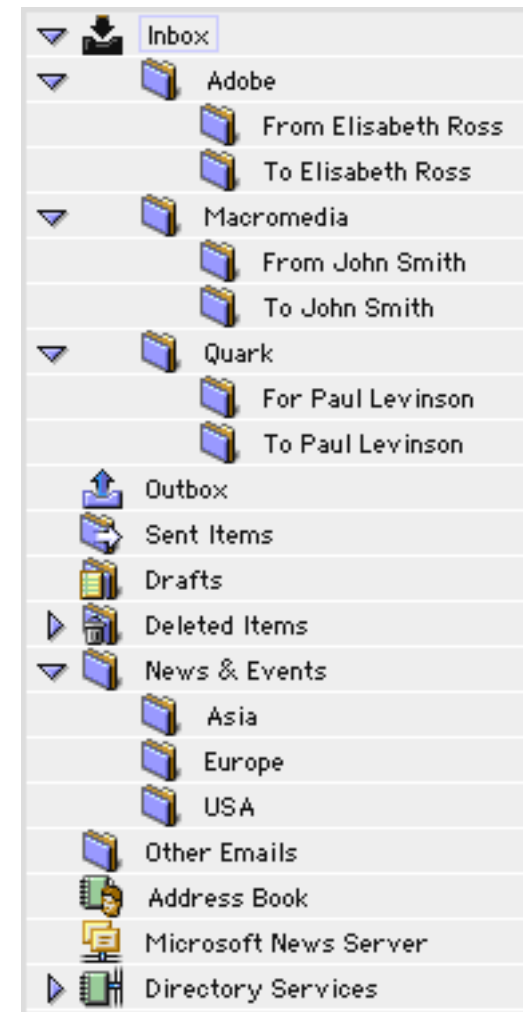
When first using Outlook Email Archive I suggest creating the same structure of folders and subfolders in the "Finder" that are in Microsoft Outlook. (but this structure can be created automatically if you set "All Structure"). Later simply drag and drop the destination folder from the Finder to the "Destination folder for Archive" textbox in OEA's main palette. (See page 4 for more info…)

The resulting Finder archive will be like the one in the following example:
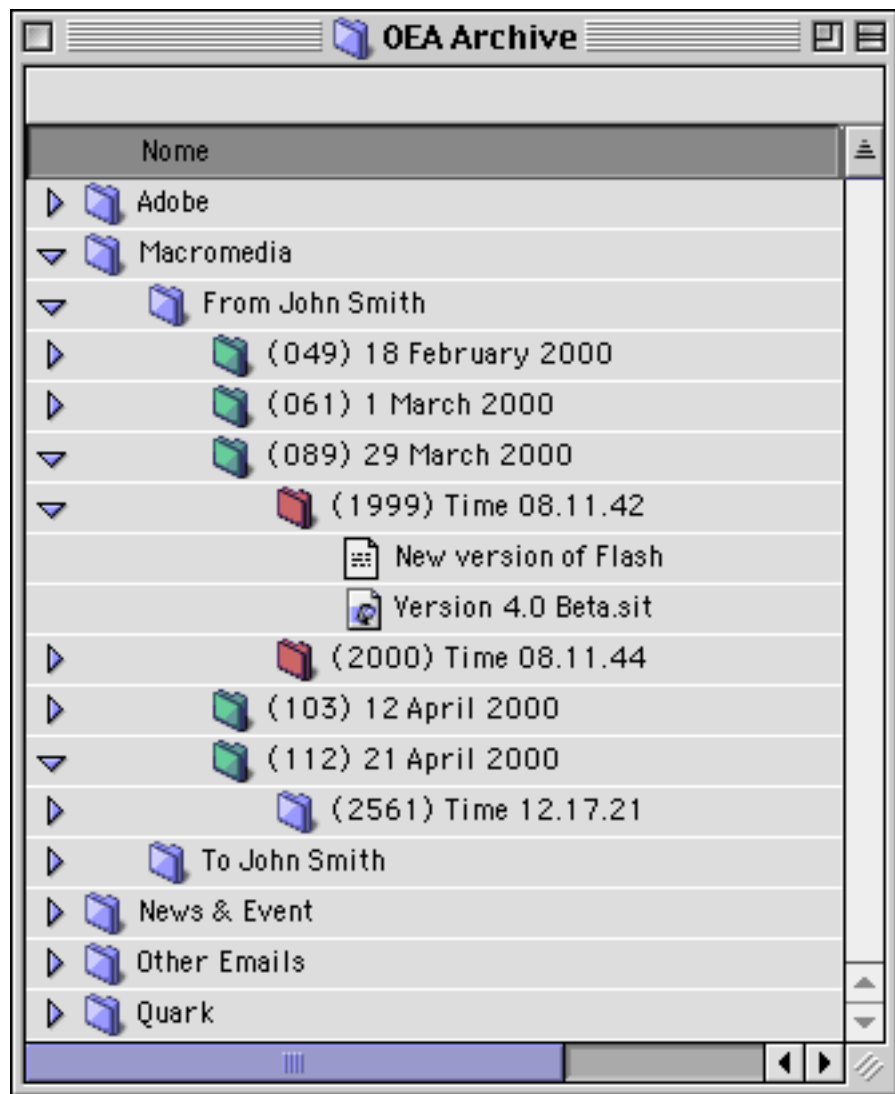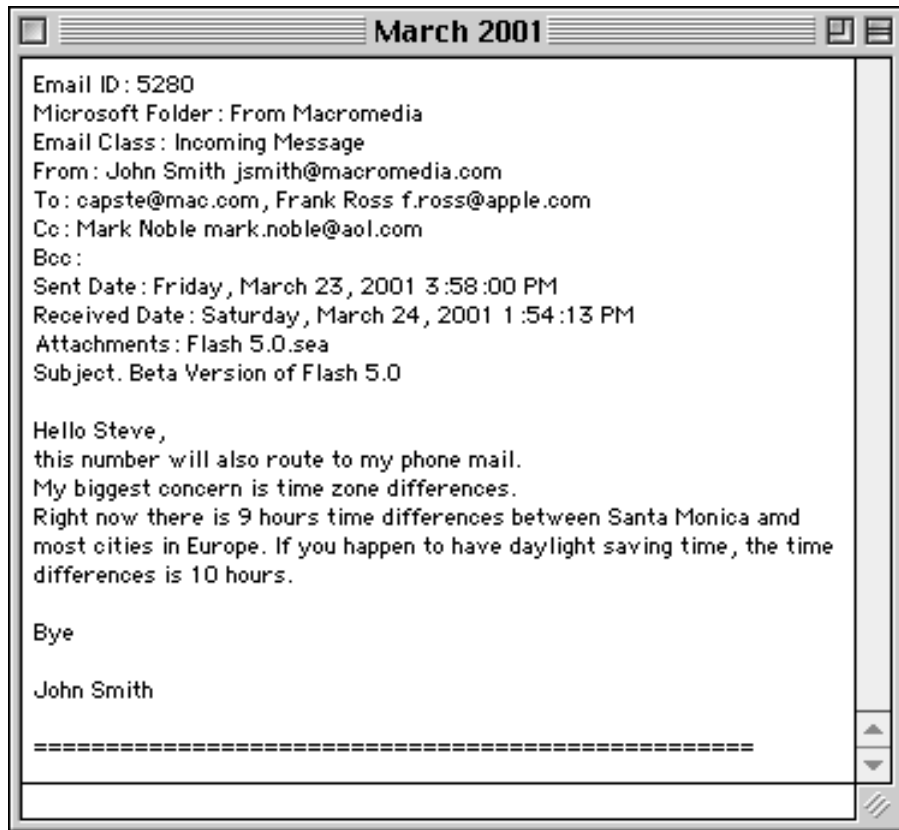

All emails are grouped by day. In the example, the number (089) before the date 29 March 2000 indicates the progressive number of the day of the year (from 1 to 365 or 366); inside this folder, you will find all emails received that day with the "Outlook ID Message" and the email (received or sent) time. At this level OEA saves the email + attachments.
The other two choices from the popup menu are for archiving only emails or only attachments.

Emails are saved with the creator chosen. Attachments are saved in the original format (Stuffit, Compact Pro, native files…).

For browsing your email archive you can use Apple Sherlock Technology and search inside the selected folder previously indexed for search in the contents (refer to page 12 for more information).

Export new text file - Append to text file…

When the command "Export new text file" is selected, a blank destination file is created (click on the icon file on main OEA window) and then filled with the entire contents of the email messages:
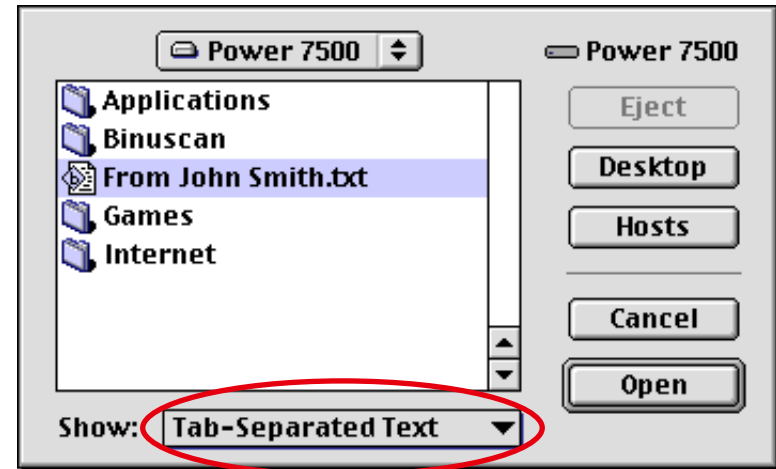
```
┌──────────────────────── March 2001 ────────────────────┐
│ Email ID : 5280                                          │
│ Microsoft Folder : From Macromedia                       │
│ Email Class : Incoming Message                           │
│ From : John Smith jsmith@macromedia.com                  │
│ To : capste@mac.com, Frank Ross f.ross@apple.com         │
│ Cc : Mark Noble mark.noble@aol.com                       │
│ Bcc :                                                    │
│ Sent Date : Friday, March 23, 2001 3:58:00 PM            │
│ Received Date : Saturday, March 24, 2001 1:54:13 PM      │
│ Attachments : Flash 5.0.sea                              │
│ Subject. Beta Version of Flash 5.0                       │
│                                                          │
│ Hello Steve,                                             │
│ this number will also route to my phone mail.            │
│ My biggest concern is time zone differences.             │
│ Right now there is 9 hours time differences between Santa Monica amd │
│ most cities in Europe. If you happen to have daylight saving time, the time │
│ differences is 10 hours.                                 │
│                                                          │
│ Bye                                                      │
│                                                          │
│ John Smith                                               │
│                                                          │
│ =================================================        │
└──────────────────────────────────────────────────────────┘
```

When the command "Append to text file…" is chosen, OEA appends the email messages to the end of messages in an existing file.

Export new tab-text file - append to tab-text file

The command Export tab-text file is for generating a text file useful for importing data into a database like, for example, FileMaker Pro.
A free template for FileMaker Pro 5 is included (in the folder "Extra") and is "open." Users can change or modify the scripting and layout.
Before importing data into FileMaker it is important to select from the popup menu of FileMaker Pro the command "Tab-Separated Text" as in the following example:

```
┌────────────────────────────────────────────┐
│  [ ⊖ Power 7500 ⬍ ]          ⊜ Power 7500   │
│  ┌─────────────────────────┐                │
│  │ 📁 Applications         │   [  Eject  ]   │
│  │ 📁 Binuscan             │                 │
│  │ 📄 From John Smith.txt  │   [ Desktop ]   │
│  │ 📁 Games                │                 │
│  │ 📁 Internet             │   [  Hosts  ]   │
│  │                         │                 │
│  │                         │   [ Cancel  ]   │
│  │                         │                 │
│  │                         │   [  Open   ]   │
│  Show: [ Tab-Separated Text  ▼ ]            │
└────────────────────────────────────────────┘
```

The following fields are exported:
Email ID: internal reference email ID of Microsoft DB
Microsoft Folder: name of the folder or sub-folder where email is located.
Email Class: class of message (incoming message or outgoing message)
From: the sender of email (display name and email).
To: list of addresses (display name and email separated by commas).
Cc: list of addresses (display name and email separated by commas).
Bcc: list of addresses (display name and email separated by commas).
Sent Date: the sent date of email.
Sent Time: the sent time of email.
**Received Date:** the received date of email.
Received Time: the received time of email.
Attachments: the list of attachments (separated by commas).
Subject: the subject of email.
Body: the content of email.

When a new tab-text file is created, the first record is the list of the labels fields (even if the import into FM Pro is very simple this is a facility for matching the fields between the file and the FM Pro Archive).
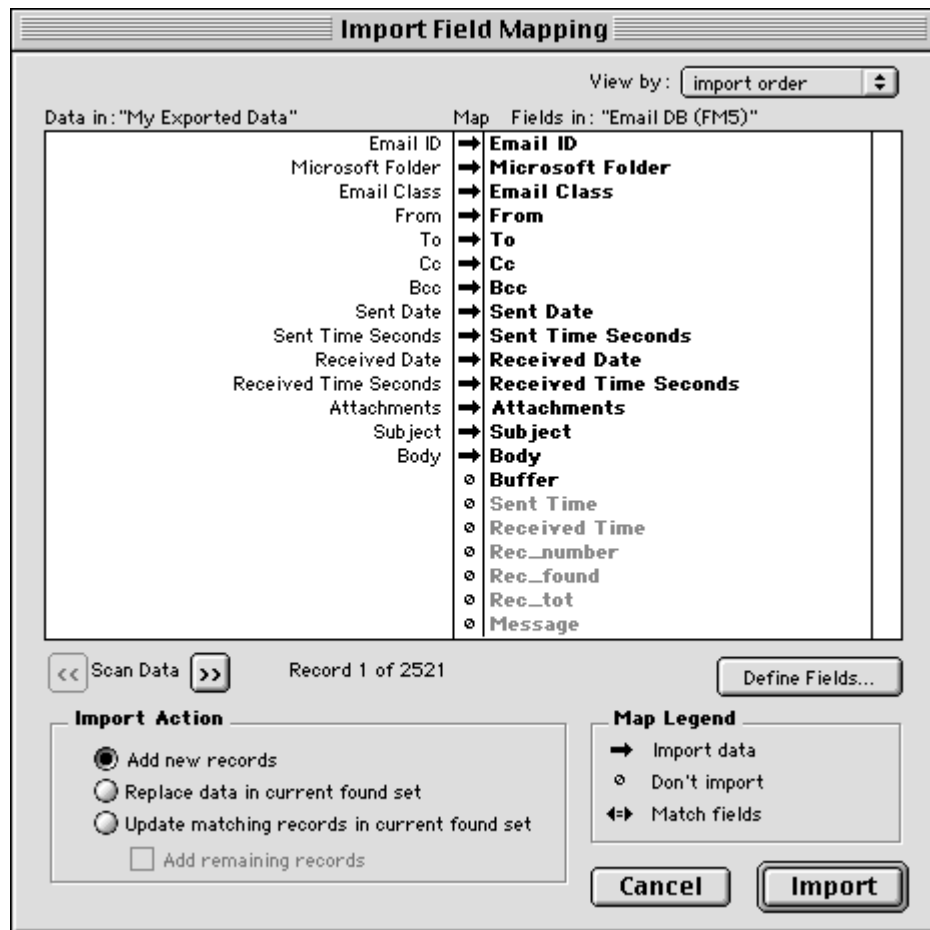

Important Note:

The length of FileMaker Pro text fields is limited to 64 KB.

Append to tab-text file…

When the command "Append to tab-text file…" is chosen, OEA appends the email messages to the end of the of file.

Importing data from existing FM Pro archives

Because new fields have been added (starting from OEA 1.5), users that want transfer data from a previous archive of Filemaker Pro to a new template "Email DB" must import the data following the example:
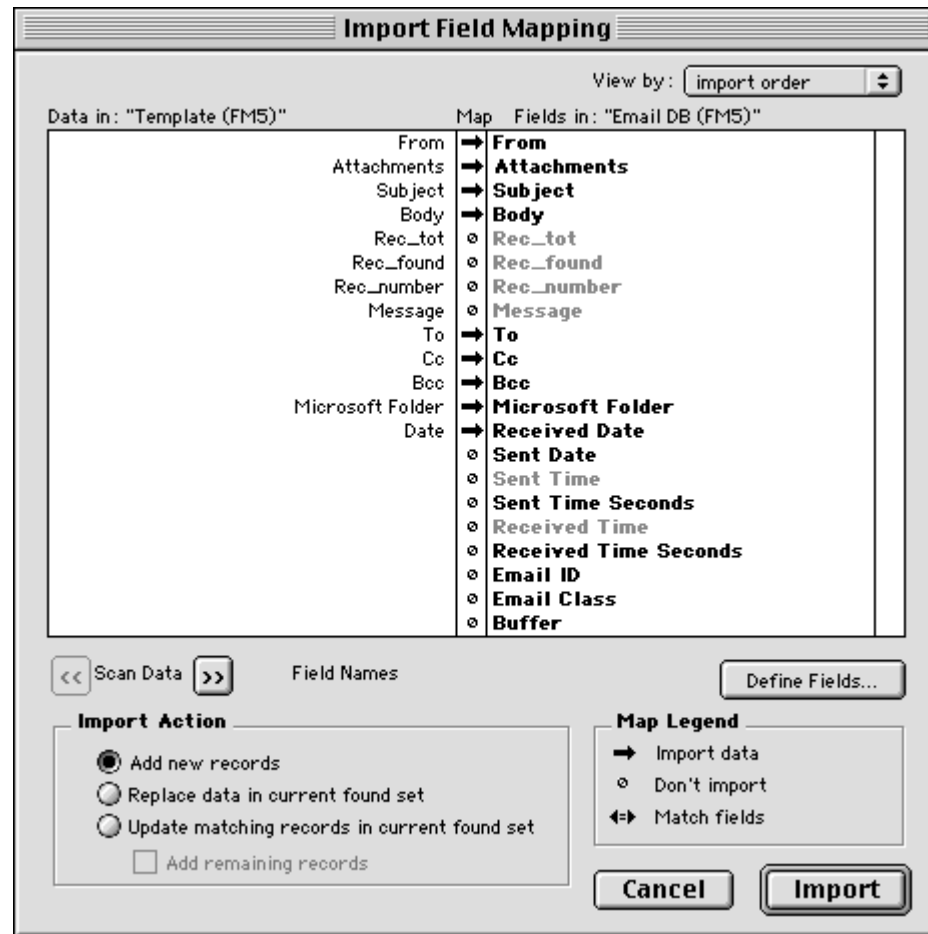
About FileMaker Pro Template

The templates inside the folder "Extra" can be used for archiving all emails exported with the function "Export tab-text file".
The templates are in FileMaker Pro, version 5.
Because FM Pro can manage dates in two different ways when the user enters data from the keyboard (as mm-dd-yyy or dd-mm-yyyy, according to the language and settings of your MacOs) it is necessary before using the template to follow these steps:

You need this **only the first time** to initialize correctly the FM Pro document.

1. Open the template in FileMaker Pro.
2. Choose from File menu the command "Save a Copy As…"
**3.** Rename the file and choose from the popup menu the option "clone (no records)"
This command changes the internal setting of the template concerning the entry of some values like "Date".
4. Close and open the new saved template.
5. Create a new record and type in the field "Date" the "Christmas of December 2000" date as you usually type in Filemaker Pro (according to the language and settings of your MacOs).
6. Press enter.
7. Because the field date is formatted to show the date as "dd Month yyyy," if you see 25 December 2000 (in your language), all is OK.
8. Delete this record and import the data exported from OEA (please check the exporting settings in the "Preferences" window.

Creator for saved files (General Preferences)

All text files saved (including Log, Log Errors and all emails) will be saved with the creator choosen.
The list of creator choices is as follows:
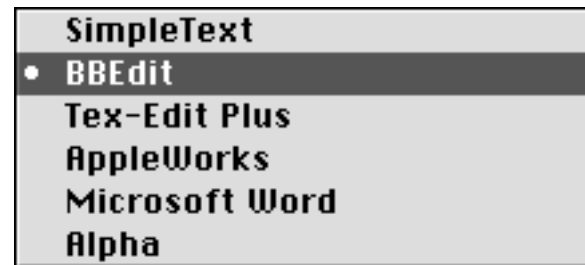
About Sent-Received date of Emails

Starting from version 2.3, OEA handles automatically the sent/received date of emails getting the class of email (incoming message or outgoing message).
This means that if one email is "incoming", OEA will use the Received date of email to generate the "Finder Structured Archive", otherwise OEA will use the send date (for outgoing messages).

When the user chooses to export all message as a "new text file" or to export the messages to a tab-text file, OEA writes both the sent and received dates and times on file.

Important Note:
If you import emails from Microsoft Outlook Express 4.5 to Outlook Express 5, the received dates are reset at the moment of the operation. To check on this "Microsoft Bug" you can include a "Received Date column" from the View menu in Microsoft Outlook Express.

Date format for Finder Archive (Folder Prefs)

Date format for Finder archive

Preferences — General / Folders / Tab Text / Filters

(342) 8 December 2001

Cancel   OK

You can set the date format for the folders (of day) created with the following types of archives:

Emails + attachments
Only Emails
Only attachments

by choosing from the popup menu one of the following five settings:

- (342) 8 December 2001
(342) 08 December 2001
(342) 08 Dec 2001
2001-12-08 (yyyy-mm-dd)
12-08-2001 (mm-dd-yyyy)

Date format for tab-text file (Tab Text Prefs)

Date format for tab text file

Preferences — General / Folders / Tab Text / Filters

Month-Day-Year

Cancel   OK

In the popup menu "Date format for tab-text file" choose the correct setting for your FileMaker Pro archive. Two settings are available:

✓ Month-Day-Year
Day-Month-Year

Month-Day-Year (USA format)
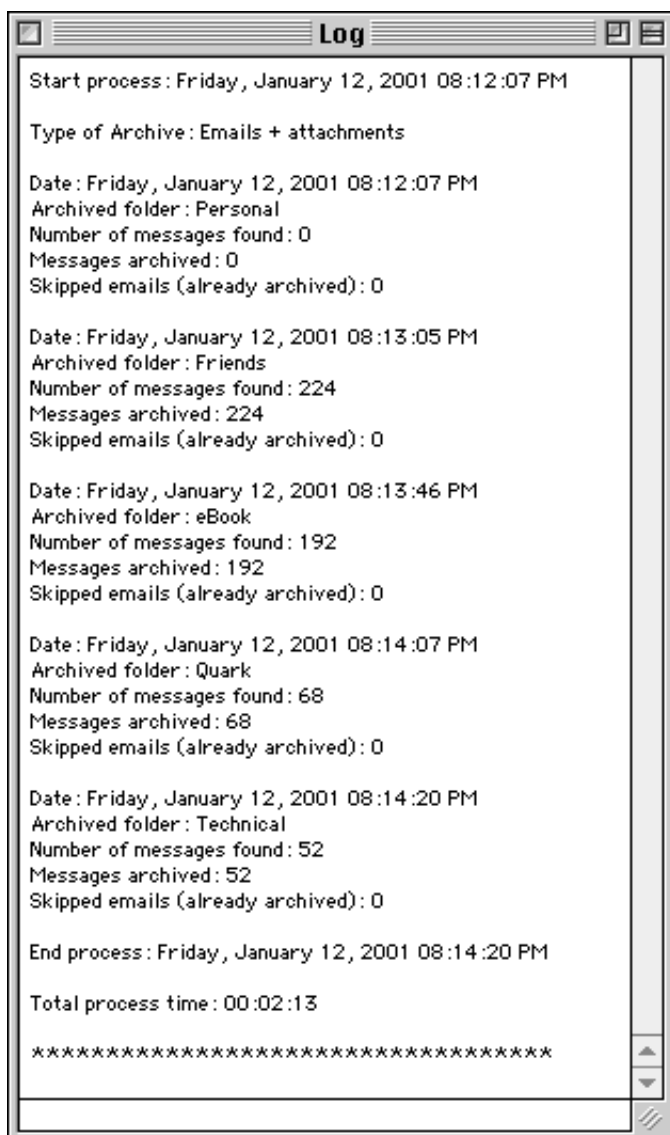Day-Month-Year (Euro - Rest of the World format)

Example:
Choosing the first setting (USA) results in the email date 14 May 2000, being written to tab-text file as 5-14-2000.
Choosing the second setting (Euro) results in the date being written as 14-5-2000.

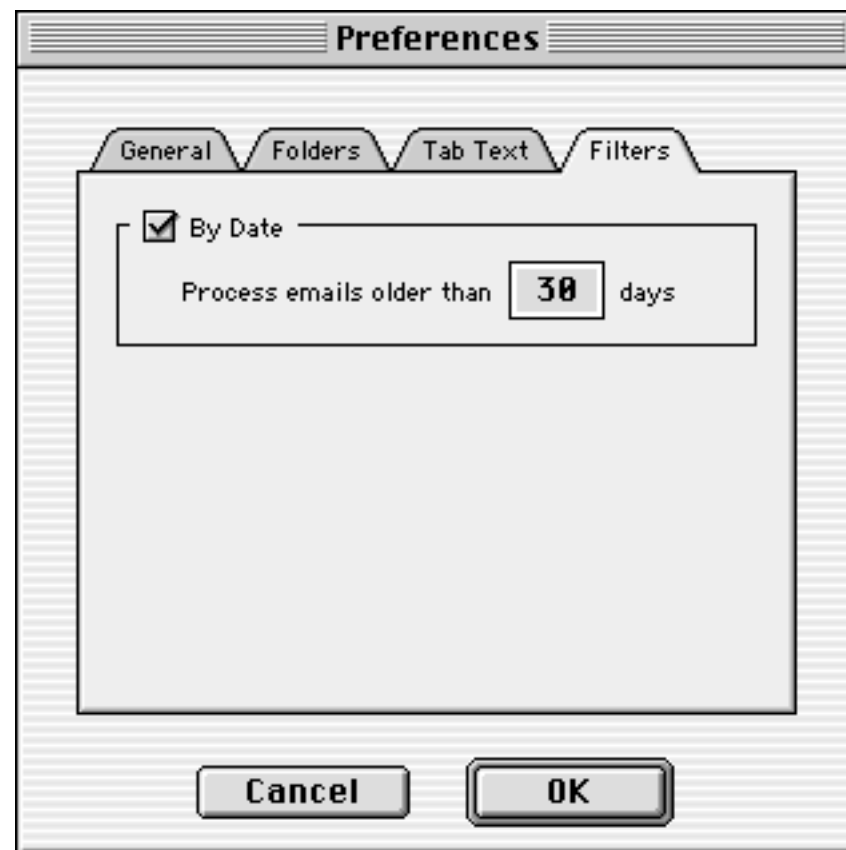**This is important for correct import of data into FileMaker Pro archives.**

Log

Every time Outlook Email Archive processes a folder, it writes a Log file. The Log file is a text file showing the user the history of tasks executed by OEA. It is possible to see the log by choosing "Show Log" from the File menu of Outlook Email Archive.

```
                    Log
Start process : Friday, January 12, 2001 08:12:07 PM

Type of Archive : Emails + attachments

Date : Friday, January 12, 2001 08:12:07 PM
Archived folder : Personal
Number of messages found : 0
Messages archived : 0
Skipped emails (already archived) : 0

Date : Friday, January 12, 2001 08:13:05 PM
Archived folder : Friends
Number of messages found : 224
Messages archived : 224
Skipped emails (already archived) : 0

Date : Friday, January 12, 2001 08:13:46 PM
Archived folder : eBook
Number of messages found : 192
Messages archived : 192
Skipped emails (already archived) : 0

Date : Friday, January 12, 2001 08:14:07 PM
Archived folder : Quark
Number of messages found : 68
Messages archived : 68
Skipped emails (already archived) : 0

Date : Friday, January 12, 2001 08:14:20 PM
Archived folder : Technical
Number of messages found : 52
Messages archived : 52
Skipped emails (already archived) : 0

End process : Friday, January 12, 2001 08:14:20 PM

Total process time : 00:02:13

************************************
```

Filters Preferences

When the checkbox "By Date" is selected OEA processes only emails older than the value specified in the textbox.
You can for example process all emails older than 30 days and in this way keep in the Outlook Express DB only the emails of the last 30 days.
To disable this feature and archive all emails in the selected folder/structure simply disable the check box and click OK.

```
                    Preferences
   General \/ Folders \/ Tab Text \/ Filters \

   ☑ By Date

      Process emails older than   30   days



                     Cancel        OK
```

Using Sherlock to browse archives

The internal Apple Search Engine called Sherlock, can perform search functions inside the contents of files. This means that it is possible (after indexing) to search every kind of information on archives with Finder-structured folders created with Outlook Email Archive.

I suggest storing your archive as a Disk image created with Apple Disk copy or on media like Jaz, Zip or on a dedicated partition on your Hard Disk. This is because the process of indexing is related to the entire disk and if you put your archive on your Hard Disk you need to index the entire disk.

Using contextual menu is also possible to index only selected folders (or main folder that contains all archive, without create separate archive on dedicated disk)

Searching for some emails (using the "find by content" feature) is very fast on the indexed disks. Sherlock stores the invisible index file inside the disk itself, thus when you copy the disk image file (or take your Jaz, Zip, PocketDrive), you will copy the index automatically and you will not have to re-index your data again.
In this way, your archive is independent and you can copy it to another Mac and perform every kind of searching… using Apple Sherlock.
Of course, you have to update your Sherlock index every time you perform a new "Archiving" from OEA but this is a very fast procedure (and this operation can be scheduled at predefined intervals).

After you have exported data from your Outlook with OEA using one of the first three kinds of archives you have created a Finder-structured-folders archive. I think this kind of archive is best for History archives. By History I mean that you don't need to have thousands of Outlook emails online, because when you want to search one specific email you can do this using the quickest possible way: **Sherlock**.

Index your archive by following the instructions in the Apple Help.

After having done this, you can ask to Sherlock to find every email that contains specific words. In my Examples I have created a query for searching every email that contains the words **Quark** and **ATM**.
Because Sherlock performs the search using the term OR between search words, the results are shown by relevances: long progress bars mean that Sherlock has found all the words requested. Short bars mean that emails contains not all words requested. You can perform many types of queries like:
Search all email sent from John Smith regarding Quark and ATM or Search all email sent from John Smith in December.

You can also perform the search only on some folders of your archive: simply drag onto the Sherlock window the folder (in my example Sent) where you want execute the searching (you can drag and drop more than one folder) and perform the search on every folder or volume (like disks) you want.

Sherlock Examples

Query with "Kodak" and "dcs" and "tiff" on entire disk "My Archive".

Query with "Quark" and "ATM" on folder "Sent Items" of disk "My Archive".

Result of query (long progress bars mean that Sherlock has found all the words requested).

Result of query (long progress bars mean that Sherlock has found all the words requested).

Tips for Microsoft Outlook

Microsoft Outlook creates a folder for each user profile.
All of these folders are placed inside the "Outlook Express 5.02:Identities" folder.
For instance, we have three users as well as three main folders: me, my wife and my son. Inside each folder is the same structure: all emails are stored in a single file named "Messages" and the Microsoft Database is stored in a file called "Database".

Creating new messages in Microsoft Outlook Express increases the size of these two files. When messages are deleted, Microsoft Outlook **DOES NOT** reduce the size of these two files.
To reduce this free and wasted space, you have to compact the two files using the following procedure:
Launch Microsoft Outlook Express holding down the option-key just before the splash screen appears and until you see the following dialog.
Click on the button "Rebuild".
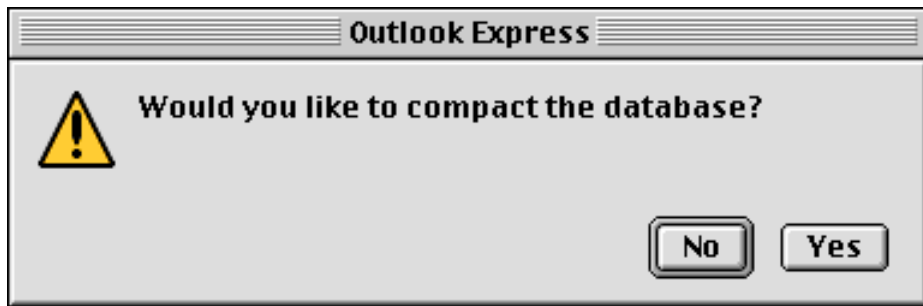
After some minutes, at the end of this task, you will see a dialog which notifies you that all the files have been compacted successfully.
Now, you can check to see how much smaller the files "Message" and "Database" are in the Finder.
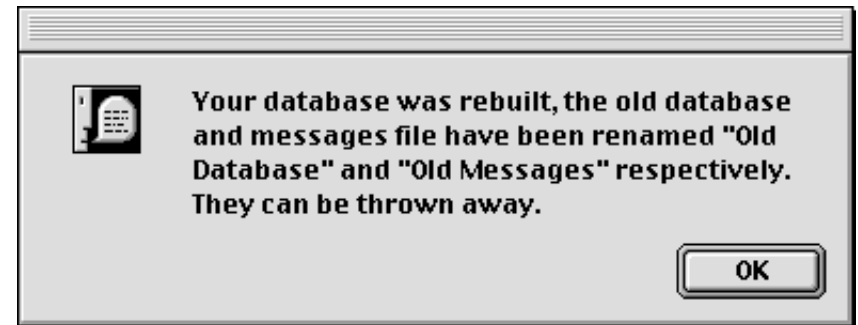
Be sure that you have enough space on your Hard Disk, because Microsoft Outlook Express used to duplicate and save the old and uncompacted files naming them "Old Message" and "Old Database" respectively.
So, at the end of this task you should trash these old files.

Tips for Outlook Email Archive

To obtain the best performance from OEA, we suggest you disable antivirus programs (like Virex) by switching them off from their Control Panel, and if you opened "FileMaker Pro", quit it (it used to make the machine too busy). The performances are increased also if you switch off Appletalk.

You can store the "OEA Finder Archive" in a Disk Image you created before using utilities like "Apple Disk Copy". Launch the "Apple Disk Copy" program and select from the "Image" menu the command "Create New Image". A dialog will appear. Choose a name and size for your new "Disk".
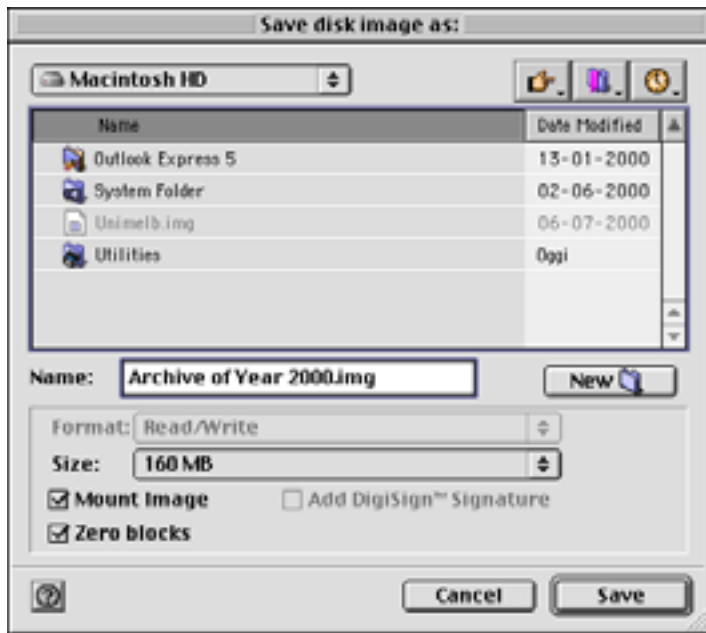
Concerning the size you should assign to your disk: you should know that the data extracted from Microsoft Outlook by OEA are non-encoded, therefore the OEA data will use less space on the disk than Microsoft Outlook did.

Click on the "Save" button and after a few seconds click on the "Erase" button. The disk will be created and shown on your desktop.

Switch to the OEA application and choose the new disk as the destination disk/folder.

Tips: **Using contextual menu is also possible to index only selected folders (or main folder that contains all archive, without create separate archive on dedicated disk).**
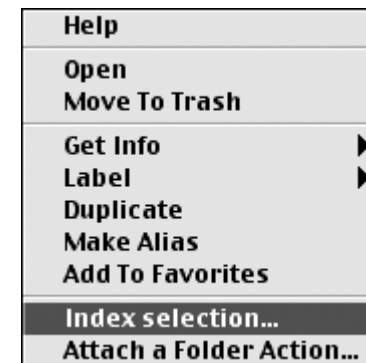
FAQ (Frequently Asked Questions)

Q: Will the registration be valid for updates of OEA?
A: Yes, the registration will be valid for all the future updates of OEA under MacOs (not Os X).

Q: I can't decompress the software downloaded.
A: You have to unstuff the file with Stuffit Expander 5.5 or higher.
Using previous versions of Stuffit Expander could cause bad unstuffing.
Download last version of Stuffit Expander from:
http://www.aladdinsys.com/downloads/trips/expmacsit.html

Q: Where should I fill the registration code?
A: You don't have to fill any registration field. Simply place the file "Registration Code" into the OEA folder. That's all. Then launch your OEA application and you will see your name on the splash screen.
Please keep in mind that you don't have to modify in any case the content of this file, nor its file name.

Q: I launch OEA but after the splash screen, the main window does not appear. Why?
A: This can occurs when using OS 9.1. Be sure that all extensions related to "Security Library" are enabled; otherwise OEA cannot work properly.

Q: Should I increase the memory assigned to OEA?
A: No, you don't need. Instead, in case of thousands of emails, increase the Outlook Express partition memory up to 20-25 MB.

Q: Is OEA compatible with OS X, or does OEA run under Classic mode in the OS X environment?
A: At the moment, OEA doesn't work in the OS X environment, even in Classic mode (OS 9.x). However, OEA can be used with the "normal" Mac OS in any version from 8.5 to 9.2.1.

Q: When I launch OEA a display dialog appears and asks me to locate Outlook Express.
A: Ensure that the name of your Microsoft Outlook application is exactly "Outlook Express". If the name has been changed for any reason, OEA will be unable to find Outlook Express.

If OEA continues to ask you for Outlook Express:
Launch Outlook Express FIRST and OEA after that.
If this doesn't solve the problem, and if you are using Mac OS 9.x, place an alias of "Outlook Express" in the Scripting Additions folder (the name of the alias must be exactly "Outlook Express"). If you use a version of Mac OS older than version 9, place the alias of "Outlook Express" in the OEA folder. In both cases the name of the alias must be exactly "Outlook Express".

History Version

2.3.5 - 2.3.6
Tested compatibility with new Mac Os 9.2.1.
The log now reports the number of emails skipped when the option to filter by date is selected in the preferences panel.
Improved checks for corrupted email during the archiving process.
Fixed some alert messages.
Fixes and changes in the PDF manual.

2.3 - 2.3 Beta
At the request of users OEA now detects the class of email (incoming or outgoing) and handles the received/sent date automatically.
The popup menu related to the received/sent date has been removed from the Preferences area.
OEA now writes additional fields when using text file or tab-text file.
The new fields are: Email ID, Email Class (incoming message or outgoing message) Sent and Received date, Sent and Received time.
When a new tab-text file is created, the first record is the list of the labels fields (even if the import into FM Pro is very simple this facilitates matching the fields between the file and the FM Pro archive).
The template of FileMaker Pro is now called Email DB, is available as "Freeware", and is completely modifiable; It is now available in OEA package only for FileMaker Pro 5.
Email DB has been restyled: new interface, new fields added and new features (to locate immediately all emails that contain some kind of information).
Like all previous versions of OEA, the "Registration Code" is valid for all future updates.
The manual has been extended.

2.2
The new feature "filter", found in the preference area, allows you to process email older than a certain date.
Trapped bug relating to the names of folders in Outlook Express structure longer than 31 characters.
Manual revised and FAQ page added.

2.1
Improved compatibility with OS 9.1. Added the feature to remove automatically all archived messages: the removed messages are moved to the Deleted Items folder of Outlook. Fixed bug that prevented correct startup of OEA on some versions of MacOS. (read the manual about requirement with MacOs 9.1).Trapped bug if folder names of Outlook contain ":" colon characters. Unregistered version can now manage 12 emails for each session. Manual has been modified and extended.

2.0
New interface.
Outlook Email Archive (OEA) is now compatible with the new MacOs 9.1
Is now possible to archive the subfolders or all structure in one session.
All the preferences are now saved.
Added support for saving files with the creator type for Alpha Text Editor.
The PDF manual has been revised. Sherlock section is better explained with screen shot and examples.

1.9.9
The emails are now saved with the "Creator Type" chosen.
Added the "Append to tab-text file" feature.

1.9.5
User can now define the name and location of file created with the functions "Export new text file" and "Export tab-text file".
The routine "Export tab-text file" now removes possible TAB characters from the fields From, To, Cc, Bcc, Attachments and Subject.
Minor internal optimization and changes.
Update of manual.pdf.

1.9
The routine "Export tab-text file" has been rewritten: now is 40% faster (especially with emails with multiple addresses).
The date is now exported (in the "Export tab-text file") as "real date" and not as "text" date.
In case of errors OEA will not stop the execution but instead will write a log file inside the OEA folder called "OEA Errors Log".
The file menu is now disabled during the archiving process.
The textbox "Destination file for Archive:" is now disabled during the archiving process.

The window "Report" has been redefined and now includes a count of the number of errors.

OEA now checks, before starting the archiving process, to determine if FileMaker Pro is open.

Numerous modifications have been made to the FileMaker Pro template "OEA Email DB" (now converted to FM Pro 5).

A free utility is enclosed in folder "Extra" for updating existing data (generated with OEA before version 1.9) concerning the "date" in FM Pro.

1.8

Added the "skip emails" feature. There are three new check-boxes in the Preferences area:

• Unread Emails • Flagged Emails • Edited Emails

The user can choose the destination folder/disk when archiving using "Export new text file" and "Export tab-text file".

The user can also archive the data using the MM-DD-YYYY date format (see the Preferences).

In the unregistered version the user can process 9 emails (instead of previous 6)

The manual.pdf has been updated with tips and suggestions for better use of OEA and optimization of Microsoft Outlook Express.

1.7

Added window "Log" where OEA reports all the tasks executed.

Added four kinds of settings for date format in the window "Preferences".

Added support for AppleWorks in the section "Creator Type".

1.6

Added support for exporting with the functions "Export new text file - Append to text file - Export tab-text" addresses related to "To", "Cc", Bcc".

Addresses are exported with display name and email address (e.g. John Smith jsmith@aol.com).

Multiple addresses are supported.

Enhanced info during export progress.

Rewritten "Get info" routine. Now the progress bar is shown.

Minor changes of report window.

Optimized code.

1.5 Beta

Added support for exporting emails in tab-text format for quick importing into FileMaker Pro (included is a free template).

OEA now supports export/append for long email messages (more than 32 Kb). Now the structure of folders and subfolders loaded from OEA in the popup menu is in the same sequence as Microsoft Outlook Express (including indentations).

Fixed the creator of Microsoft Word for export/append functions.

Fixed the received/sent date for export/append and export tab-text functions.

Added "Preferences" window.

More than 40% of the code rewritten and cleaned.

For unregistered version user can process six emails (instead of previous 3).

Minor changes of the user interface.

1.4

Compatible with the last version of Microsoft Outlook Express 5.02.

Added support for generating a export TXT file with a creator of one of the following applications (Teach Text, BBEdit, Tex-Edit Plus, MS Word); choose from OEA menu the command "Creator Type for Export" and click on icon.

During the archiving process all popup and textbox menus are now disabled.

Added the name or names of attachments in the "Export TXT file" process.

When the user chooses from the popup menu a folder, the number of emails are now shown in the left bottom corner of the OEA window.

Changed the display dialog about the export file.

Fixed a bug in the popup "Archive using" introduced in the 1.3 beta.

1.3 Beta

Added support for exporting all emails in one TXT file that can be viewed with a text editor like BBEdit or Tex-Edit Plus.

User can append emails to an existing file or create automatically a new one for each session.

Added support for exporting only attachments.

New Finder icon.

1.2

OEA now reads and supports the entire structure of folders and subfolders in Microsoft Outlook Express without limiting levels. User can now chose subfolder without switching between the programs.

Added popup menu for archiving emails based on received date or sent date.

Added popup for archiving email + attachment or email only. During the archiving process the number of emails exported are now shown (e.g. 100/650).

In report window OEA now shows the elapsed time for performing the operation.

Added message in report window when user deletes email (moves emails in folder Deleted Items).

The drag-over-destination-folder textbox now performs controls. Rewrote and optimized routines.

Improved speed.

1.1

New "Report" window that informs the user about: total number of emails found, emails archived, and emails skipped (because already archived).

Position of main window of OEA is now remembered at the next relaunch.

User can drag the destination folder over the icon or textbox of destination folder (drag & drop).

User can now interrupt the archiving process pressing command-shift-period.

OEA now check when the user presses button "archive" to see if Microsoft Outlook Express in open.

Fixed bug that causes OEA report an error if user doesn't select a destination folder. Added button "Delete Emails" for moving all emails from selected folder to folder "Deleted Items" in Microsoft OE.

Optimized code.

1.0

Initial Release.

About Registration and Pricing:

Outlook Email Archive has the following pricing:
single user license, $15 per user (US Dollars)

A Site License costs $200 and covers all locations for your organization within a 160 kilometer (100 miles) radius of your site.

About Registration:

Paying for the Outlook Email Archive is fairly simple.
There are two methods.
On the Web (quick, easy and secure payment on-line) and by "Register" application (off-line).

To register on the web:

Go to the web page **http://order.kagi.com/?V8B**

1 - Fill the form with your name, email, address, and how many copies you want.

2 - Click on the button "Continue" and it will appear the invoice form.

3 - Fill the fields regarding your Credit-Card datas and then click on the button "Purchase". That's all.

If your browser supports, you can switch on SSL secure payment form (it's the internet international standard secure form of payment).

Your invoice will be processed in 24 hours. Therefore, you will receive by me via Email a little text file "Registration Code" to put inside the folder "Outlook Email Archive"

To register off-line by the "Register" application:

Launch the "Register" application, enter your name, email address and number of single user licenses or other licenses you desire.

Save or copy or print the data from the Register program and send the data and payment to Kagi.

Kagi handles my payment processing.

See the end of this document for more specific payment information.

The fastest way (round 1-2 days) is to save the invoice to a text file, choosing "via email," and therefore send that text file via email as attachment to sales@kagi.com. You can also open the invoice text file with an editor (e.g. SimpleText) selects all the text, copy and paste into the email so as it is (without any changement). Don't forget to include your email address. We need to send to you the Registration Code by email.

Once your message is received by Kagi, you will receive (in round 1-2 days) by me via Email a little text file "Registration Code" to put inside the folder "Outlook Email Archive".

Detailed Payment Info:
If paying with Credit Card or First Virtual, you can email or fax the data to Kagi. Their email address is sales@kagi.com and their fax number is +1 510 652-6589. You can either Copy the data from Register and paste into the body of an email message, or you can Save the data to a file and you can attach that file to email message. There is no need to compress the data file; it's already pretty small. If you have a fax modem, just Print the data to the Kagi fax number.
Payments sent via email are processed within 1 to 2 days. You will receive an email acknowledgement when it is processed. Payments sent via fax take up to 10 days and if you provide a correct internet email address you will receive an email acknowledgement.

If you are paying with Cash or USD Cheque you should print the data using the Register application and send it to the address shown on the form, which is:

Kagi
1442-A Walnut Street #392-V8B
Berkeley, California 94709-1405
USA
You can pay with a wide variety of cash from different countries but at present if you pay via cheque, it must be a cheque drawn in US Dollars. Kagi cannot accept cheques in other currencies.

If you have a purchasing department, you can enter all the data into the Register program and then select "Invoice" as your payment method.
Print three copies of the form and send it to your accounts payable people. You might want to highlight the line that mentions that they must include a copy of the form with their payment.
Kagi cannot invoice your company, you need to act on my behalf and generate the invoice and handle all the paperwork on your end.
Please do not fax or email payment forms that indicate Cash, Check or Invoice as the payment method. As far as we know, there is still no

technology to transfer physical objects via fax or email and without the payment, the form cannot be processed.

Payments send via postal mail take time to reach Kagi and then up to 10 days for processing. Again, if you include a correct email address, you will hear from Kagi when the form is processed.

For any information about the software of for notify me bugs or enhancement:
Email: capste@kagi.com
Web Site: http://digilander.iol.it/capste/
For further information about the payment:
Kagi - Email: sales@kagi.com Web Site: http://www.kagi.com