

Users Help Manual



Lepide Exchange Manager

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1. Introduction to Lepide Exchange Manager

This section lets you get acquainted with various sections covered in this user manual which further helps you in using the software, Lepide Exchange Server in a better way. You can also understand the purpose of developing such software that helps various small to large organizations to manage their email messaging systems. This user guide also contains software key features along with the system requirements for proper installation and use of the software.

1.1 Brief about this User Guide

Welcome to the user guide of Lepide Exchange Manager which is a proficient, competent and result- oriented software. To provide systematic information to the administrators and end users this user guide has been developed so that users can effectively use the software. So we recommend you to carefully go through the user guide before launching the software. The user guide contains the following main sections:

Introduction: The introduction part of this user guide illustrates the overview of the software, its key features and abbreviations. This section also provides sufficient information about the system requirements for successful installation and execution of the software.

Install and Uninstall: This section delivers the information to properly install and uninstall the software, Lepide Exchange Manager.

Launching the Software: It states the complete procedure to start Lepide Exchange Manager software.

Understanding the User Interface: It contains the details of the user interface of Lepide Exchange Manager to let the users use the software easily. In this section, you get to know about various options present in this software for effectively using Lepide Exchange Manager.

Getting started with Lepide Exchange Manager: This section carries the information about the various operations and tasks the software performs. It also guides the users to understand and execute the operations accordingly.

Download Purchase and Register: Provides information about downloading, purchasing, and registering the Lepide Exchange Manager software. Besides, this section also contains information regarding technical support.

Legal Notices: Provides information about copyright notices, trademarks, disclaimer, and license agreement related to the Lepide Exchange Manager.

1.2 List of Abbreviations

Certain abbreviations have been used throughout this user manual. Please go through the list of abbreviations mentioned below before proceeding to read this user manual. Abbreviations used are:

LEM: Lepide Exchange Manager

EDB: Embedded Database

PST: Personal Storage Table

OST: Offline Storage Table

1.3 Detailed description of Lepide Exchange Manager

Lepide Exchange Manager is an Exchange Management Software which has been designed with comprehensive features to meet multiple objectives such as Recovering data from multiple EDBs and consolidation of the same, Exploring PSTs and OSTs to perform various operations such as Copy, Export, Search etc, Extracting valuable information from your organization's Exchange Server data and a host of other features. The software has been conceptualized keeping in mind ease of use coupled with wide ranging features. It is because of this philosophy and the positive references of the users that the software has seen numerous installations the world over. The software is easy to install and a must-have utility for those having their messaging environment based on Exchange Server.

Major functionalities of the software are given below:

Recovering: The Software can recover all sorts of Exchange Server data such as Messages, Attachments, Calendar, Tasks, and Notes etc. at elementary level or in bulk from EDB.

Browsing: The software has an Outlook like layout that helps in easy browsing and navigating through the messages. It has a six-panel user-friendly interface which allows easy browsing options for technical and business users alike.

Searching: This software has provisions for easy searching of data from multiple sources and subsequent exporting for offline or remote access. The diverse search options available can pinpoint a particular elemental data accurately, thus presenting a precise search result.

Exporting: Entire back-up data or that from a Live mail box can be exported with a few clicks of button to meet organizational requirements pertaining to Legal, HR or any other issues. So, whether your information was stored in Stores, Servers, User Mailboxes, Individual items or Attachments, you can export it for offline or remote access.

Reporting: Reporting feature of the software allows information discovery from existing data sources of your organization. You can generate reports on various parameters such as Attachments, Messages etc.

Some of the major benefits of the software are as follows:

1. Provides Centralized control over different Exchange Server in Network.

2. Reduce Downtime and Export data in various formats to allow offline and remote access by multiple stakeholders.
3. It allows you to cut down the cost and time required to recover the server.
4. You can easily search for information required by various departments within the organization.
5. Fulfill Message regulatory requirements and IT security policies.
6. Reduce resource and cost consumption in small migrations.

1.4 Key Features

LEM is loaded with rich features which make this software outstanding and complete. The key features of the software are:

1. Manages Live Mailbox and PST in the Exchange.
2. Search options to find duplicate items.
3. Easy backup of Mailboxes by copying them to PST or Live Exchange Mailboxes.
4. Centralized Exchange Access and management.
5. Efficient searching through diverse find options.
6. Easy Reporting generation options.
7. Decrease mailbox size by reducing unnecessary mails.
8. Copy or Move messages and other data from one mailbox or PST to another mailbox or PST.
9. Copy Messages from orphan EDB files to PST or other exchange mailboxes.
10. Import Messages from hard discs to Mailboxes.
11. Export messages from mailboxes to hard discs in different formats.
12. Create new mailboxes and transfer mails to them from existing PST, Live Mailboxes or EDB files.
13. Supports both 32 bit and 64 bit Outlook versions.
14. Supports Exchange 2000, Exchange 2003, Exchange 2007 and Exchange 2010.

1.5 System Requirements

Before you start installing Lepide Exchange Manager software, make sure that your computer meets the following system requirements:

Basic System Requirements:

- Pentium Class Processors
- 128 MB RAM
- 100 MB free space for software installation

One of the following operating systems (32/64-bit version):

- Windows® XP Professional
- Windows Server 2000
- Windows Server® 2003
- Windows Server® 2008 Standard
- Windows Server 2008 Data Center
- Windows Server 2008 Enterprise
- Windows Vista® Business
- Windows Vista Ultimate
- Windows Vista Enterprise
- Windows 7 Professional

- Windows 7 Enterprise
- Windows 7 Ultimate

The following virtual environments are supported:

- VMware® Server 1.0x, 2.x
- VMware® Workstation v6.0x for Windows
- Microsoft® Virtual PC 2007
- VMware® ESX 4.0, ESXi

The Following Exchange server supported with Outlook version:

- For Microsoft® Exchange Server 2000 and Microsoft® Exchange Server 2003 (Microsoft Outlook 2000 or higher version of outlook is required).
- For Microsoft® Exchange Server 2007(Microsoft Outlook 2003, Outlook 2007, or Outlook 2010 is required.)
- For Microsoft® Exchange Server 2010(Microsoft Outlook 2003 or Outlook 2007 or outlook 2010 is required)

2. Install and Uninstall

After being familiar with the software overview, key features, and system requirements, you can move ahead to install the software. In this section, you acquire information about the process to install the Lepide Exchange Manager software.

2.1 Install the Software

Before you start installing LEM, make sure that the software installer file is available on your computer. If the file is not available then you can download the file from our Website - <http://www.lepide.com>


Once you have downloaded the installer file, execute the following steps to install the software:

1. Double-click the Lepide Exchange Manager's installer or Setup.exe file.
2. Follow the on-screen instructions. When the installation process completes "Completing the Lepide Exchange Manager Wizard" message appears on the software installation window.
3. Click the **Finish** button to launch the software.

2.2 Uninstall the Software

There can be a situation when you need to uninstall the LADMR software. The software can be uninstalled from your system in following two ways:

- Uninstall through Windows Start Menu
- Uninstall through Control Panel

 Before you start uninstalling the LADMR software make sure that the software is not running.

2.2.1 Uninstall through Windows Start Menu

Execute the following steps to uninstall LADMR through Windows Start menu:

1. Click **Start > All Programs > Lepide Exchange Manager > Uninstall Lepide Exchange Manager**. A confirmation message appears to let you affirm the un-installation process.
2. Click the **Yes** button to uninstall the software.
3. Click the **OK** button to finish the un-installation process.

LEM is successfully uninstalled from your computer system.

2.2.2 Uninstall through Control Panel

Execute the following steps to uninstall LEM through Control Panel:

1. Click **Start** -> **Control Panel**. **Control Panel** window appears.
2. Double-click the **Add or Remove Programs** icon. A list of the programs installed on your computer appears.
3. Select Lepide Exchange Manager and click the **Remove** button. A confirmation message before un-installing the software appears on the screen.
4. Click the **Yes** button to un-install the software.
5. Click the **OK** button to complete the un-installation process.

LEM is successfully uninstalled from your computer system.

3. Launching the Software, LEM

Now, when you have successfully installed the Lepide Exchange Manager software, let us see the process to start the software. Execute the following steps to launch the software through Windows Start menu:

1. Click **Start > All Programs**.
2. Select **Lepide Exchange Manager > Lepide Exchange Manager**.

4. Understanding the User Interface

User Interface of this software has been designed to be highly intuitive and requires minimal training to operate. The look and feel of it can be configured to meet individual preferences. The Interface has six-panel layout that presents easy recovery, export and saving of data.

The Interface is divided into two sections- **Source** and **Destination**, each of which has three panels.

Source: This section has three panels:

1. **Folder List:** Displays the folders of mailbox that have been added to the source in application.
2. **Message List:** Displays list of Messages within a Folder as per the selection made in the Folder List.
3. **Preview:** This panel displays preview of the Message selected in the Message List.

Destination: This section has three panels:

1. **Folder List:** Displays the folders of mailbox that have been added to the Destination in application.
2. **Message List:** Displays list of Messages within a Folder as per the selection made in the Folder List.
3. **Preview:** This panel displays preview of the Message selected in the Message List.

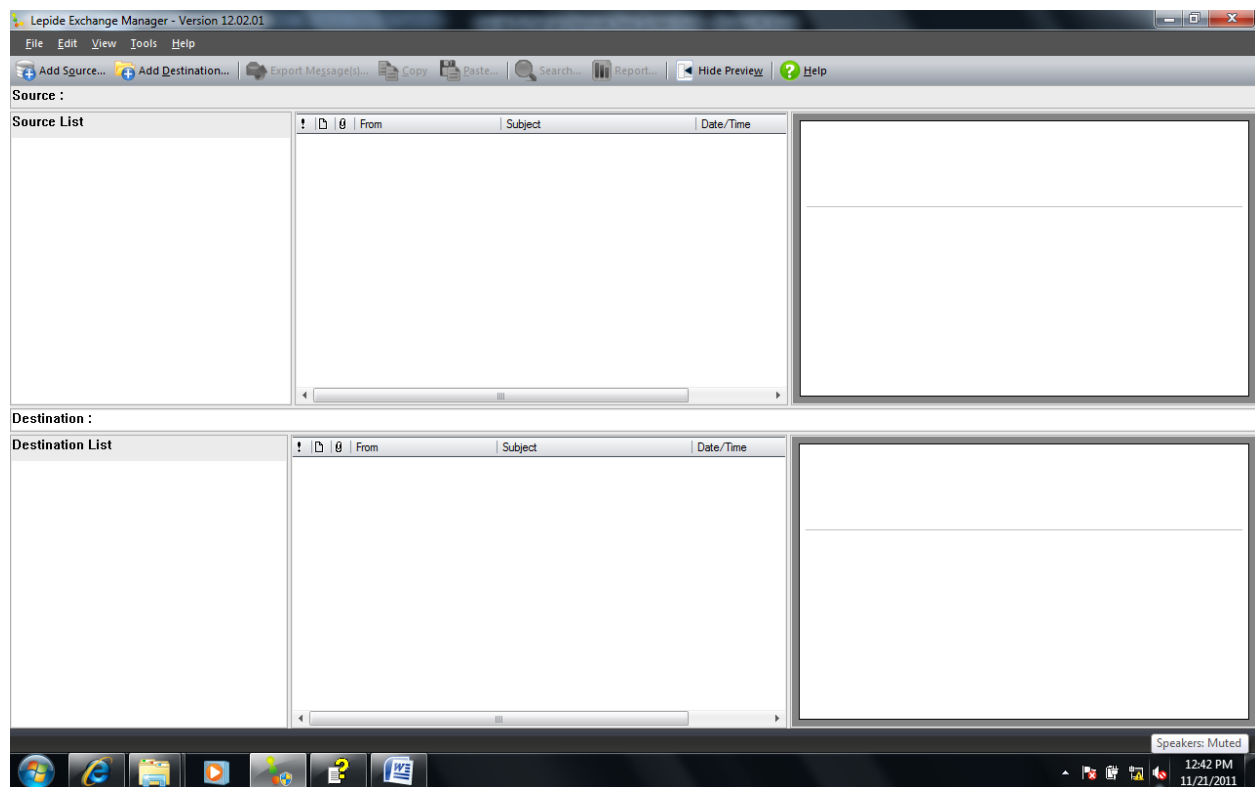


Figure 4.1: User interface of LEM

4.1 Menu Bar

It is the top most bar of the application interface. It has five menu options:

- File Menu
- Edit Menu
- View Menu
- Tool Menu
- Help Menu

4.2 Tool Bar

The toolbar comprises several buttons that can be used to quickly perform operations that can otherwise be performed by using the menu bar.

5. Getting started with Lepide Exchange Manager

Once you have installed the software and gone through the GUI, it's time to execute the operations and manage Exchange Server. The operations are undertaken in Source Folder, Destination Folder, Source Message, Destination Message, Source Preview Panel and Destination Preview Panel.

5.1 Operations performed in Source Folder

Using Lepide Exchange Manager, you can perform the following operations in Source Folder.

5.1.1 Adding source to the application

There are three ways to initiate the Add Source process:

1. **Click** on the **Add Source** Option under **File** Menu
2. **Click** on the **Add Source** option on the **Tool Bar**.
3. **Right Click** in the Source Panel and select **Add Source** option from popup.

Add Source Dialog Box opens up. It has five options.

- Offline EDB File
- Offline OST File
- Outlook PST File
- Live Exchange Single Mailbox
- Live Exchange Multiple Mailbox

5.1.1.1 Offline EDB File

1. **Select** Add Offline EDB File option.
2. **Click** on the Next button.

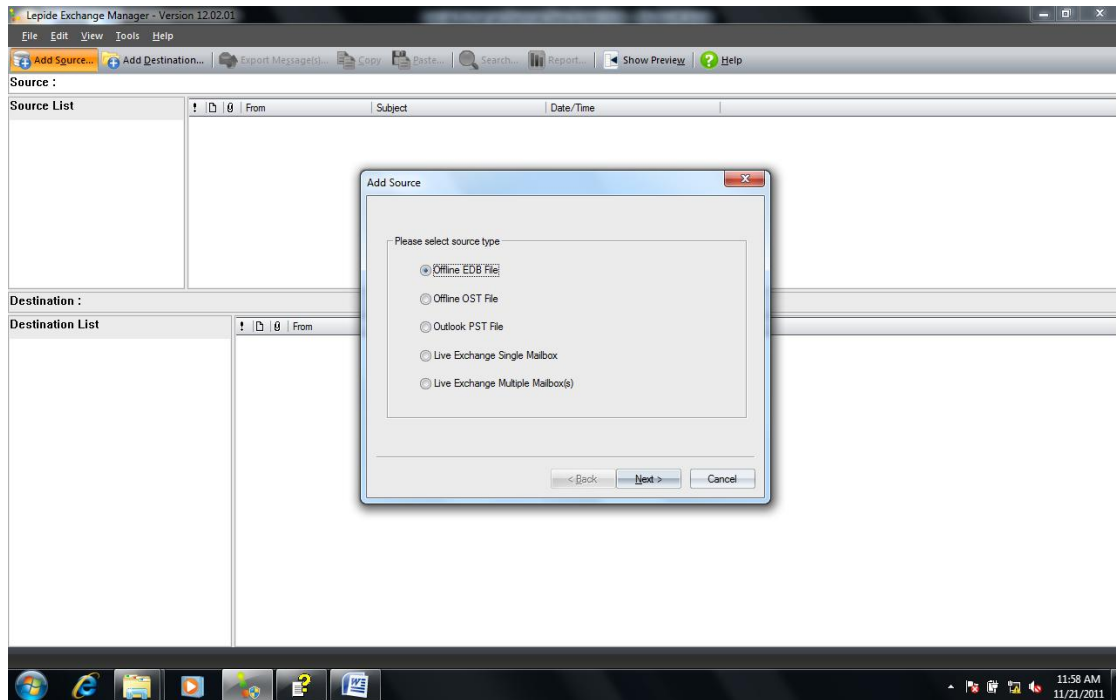


Figure 5.1: Opening Offline EDB file

3. **Browse** to select the EDB file. STM file path and Temp file path are autofilled if they exist. Then Click on the **Next** Button.

Refer the section given below for **Get From Field from Message Table** checkbox.

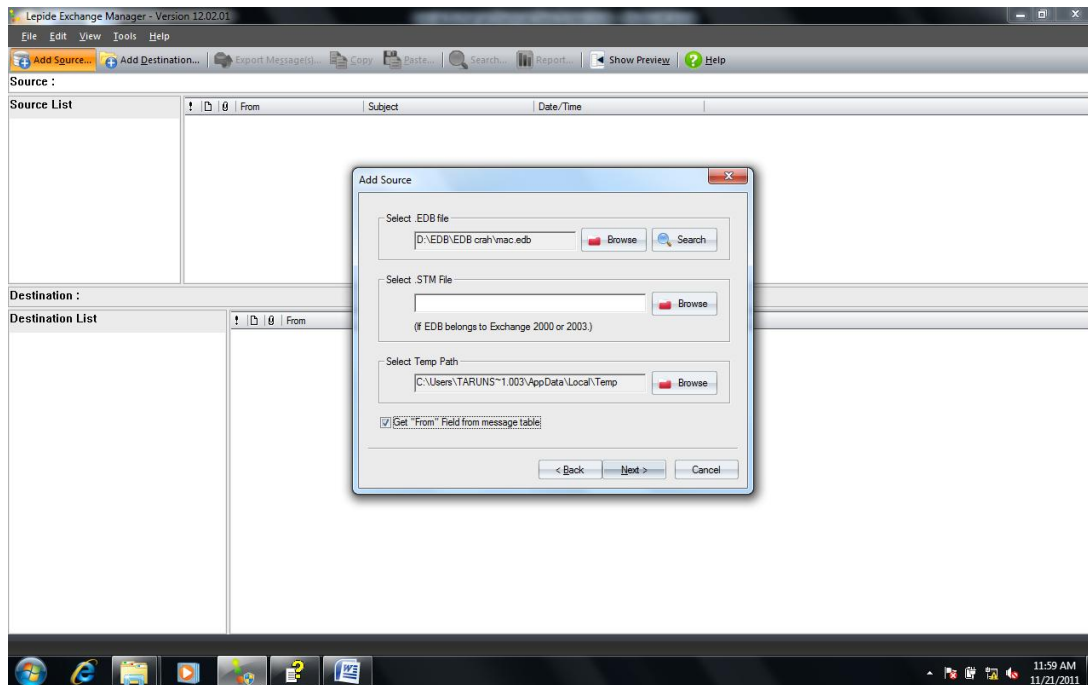


Figure 5.2: Selecting EDB file

4. **Click** on the **Finish** button to complete the process.

If the location of the EDB file is not known then **Search** option can be used to locate the file.

Using Search Option:

1. **Click** on the Search button on **Add Source** Dialog Box.
2. **Click** on Browse to specify the Location where you want to search the EDB file in **Search EDB file** Pop Up.
3. **Click** on the Search button on the **Search EDB file** Pop Up.

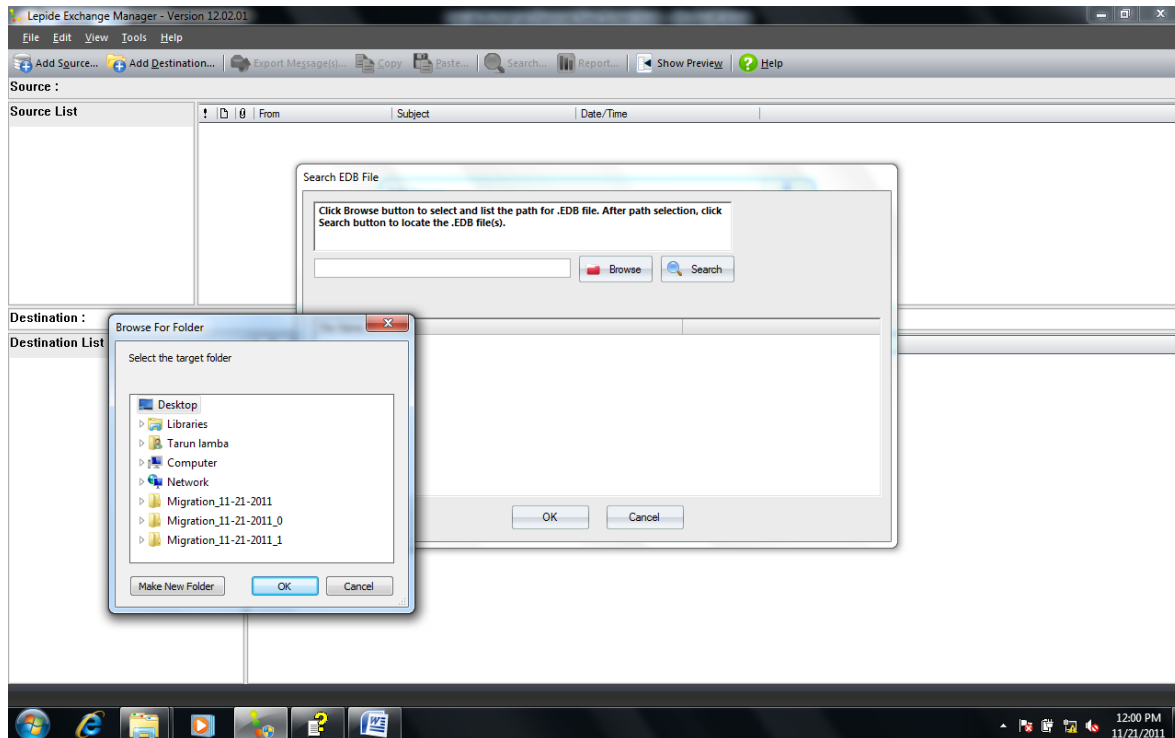


Figure 5.3: Searching EDB file

Once the Search gets completed, all the EDB files in the specified location get listed.

4. **Select** the desired File and click on the **Ok** button.

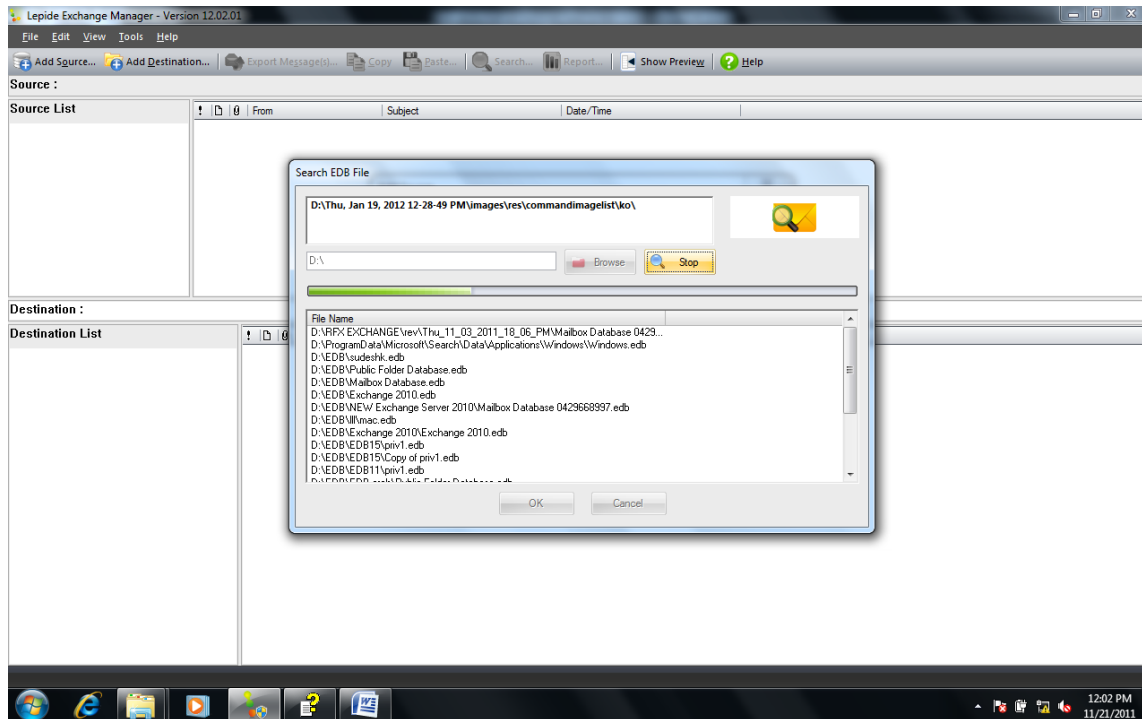


Figure 5.4: Displaying completion of search process

5.1.1.2 Offline OST File

1. **Select Add Offline OST File** option on the Add Source pop up and click on the **Next** button.

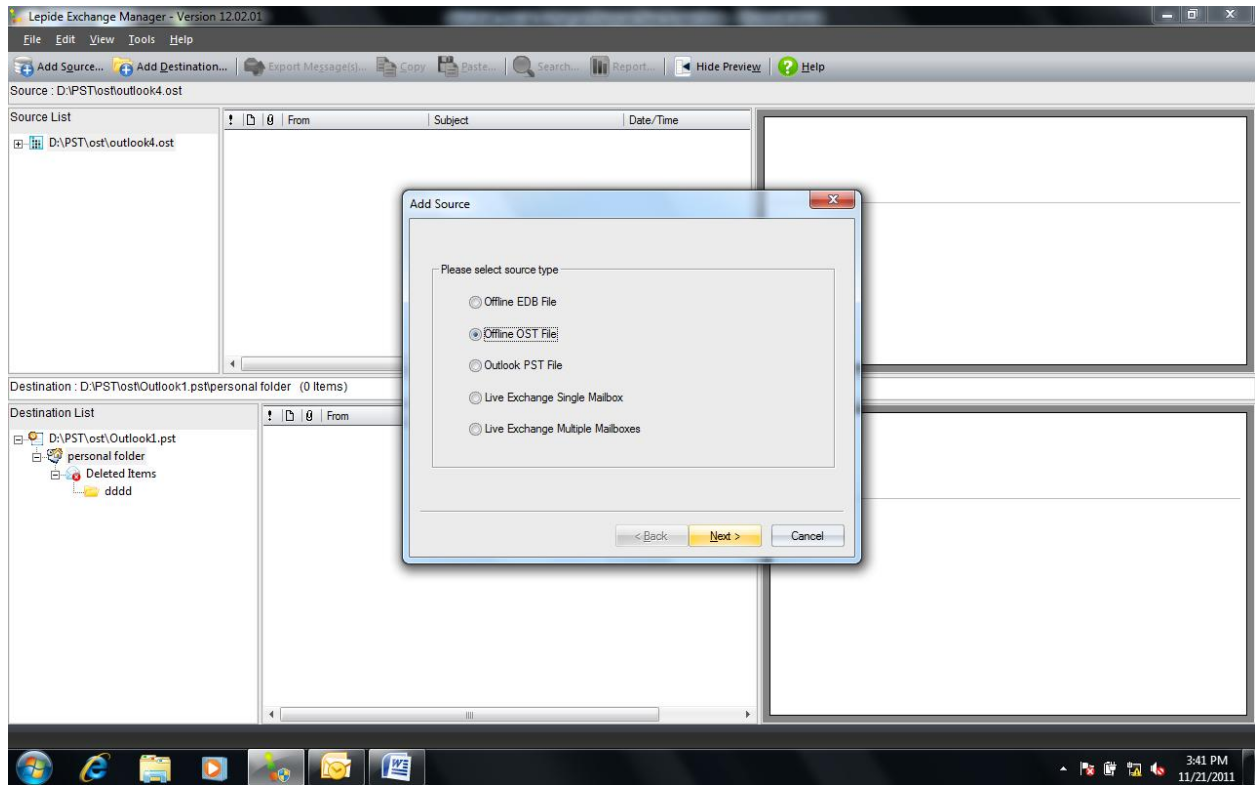


Figure 5.5: Selecting OST file

On the **Add Source** Dialog Box, Click on the **Add** button to Browse and Select OST files.

2. **Click** on the **Next** button after you have selected the OST files you need.

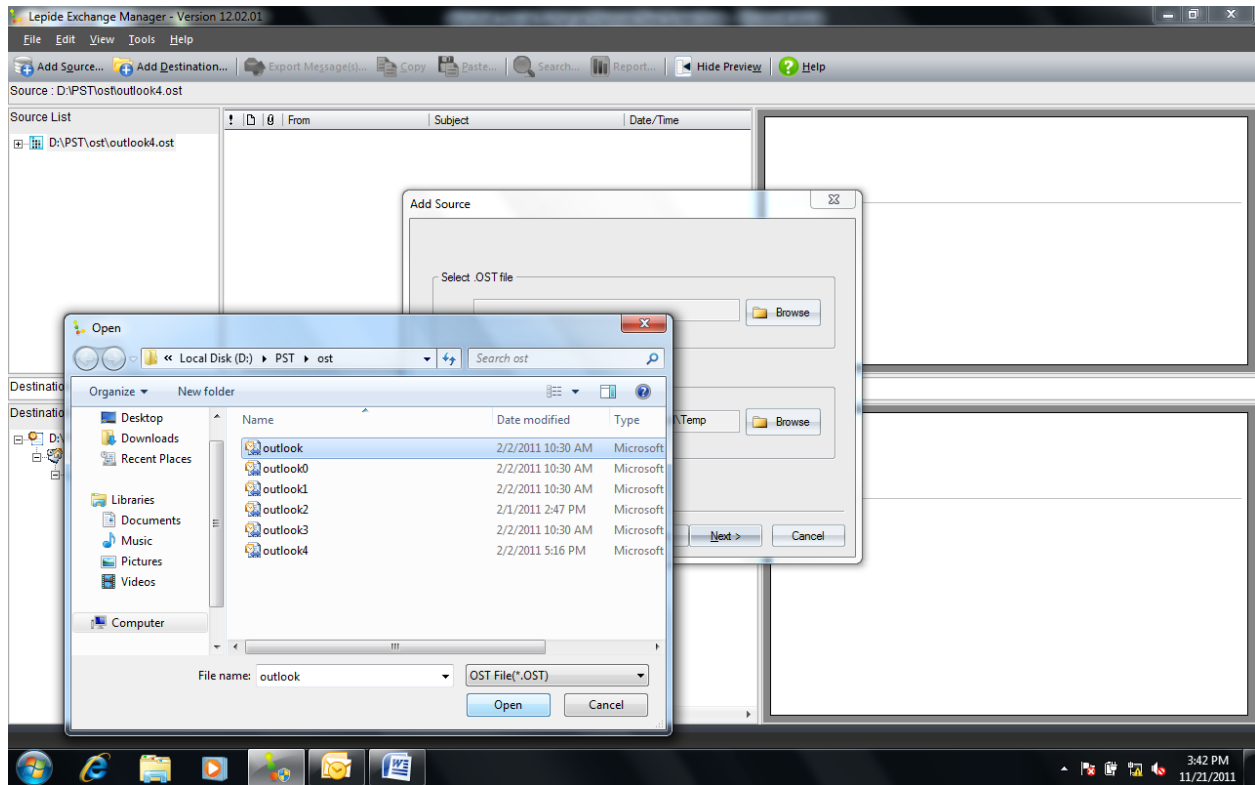


Figure 5.6: Opening the OST file

If the OST file is password protected then Application will ask you to provide the Password.

3. **Click** on the Finish button to complete the process.

This process will add OST file as Source.

5.1.1.3 Outlook PST File

1. **Select Add Outlook PST File** option on the Add Source pop up and click on the **Next** button.

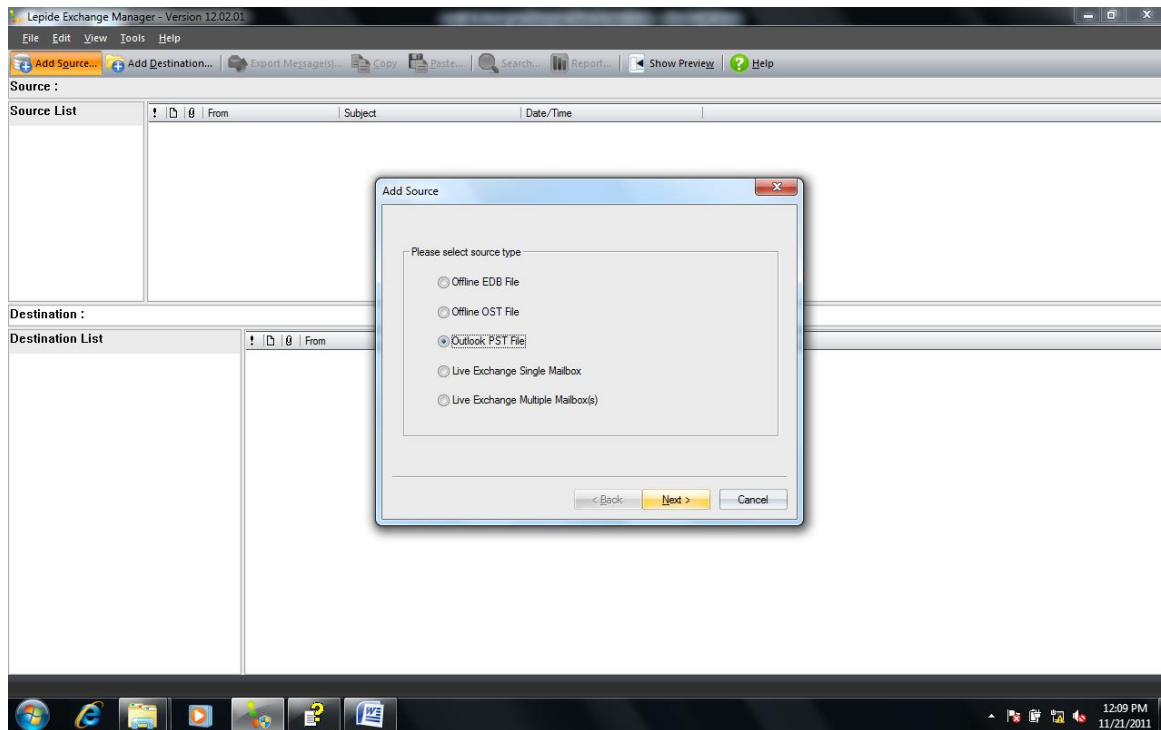


Figure 5.7: Selecting PST file

On the **Add Source** Dialog Box, Click on the **Add** button to Browse and Select PST files. Multiple PST files can also be added in one go.

2. **Click** on the **Next** button if you have selected all the PST files you need.

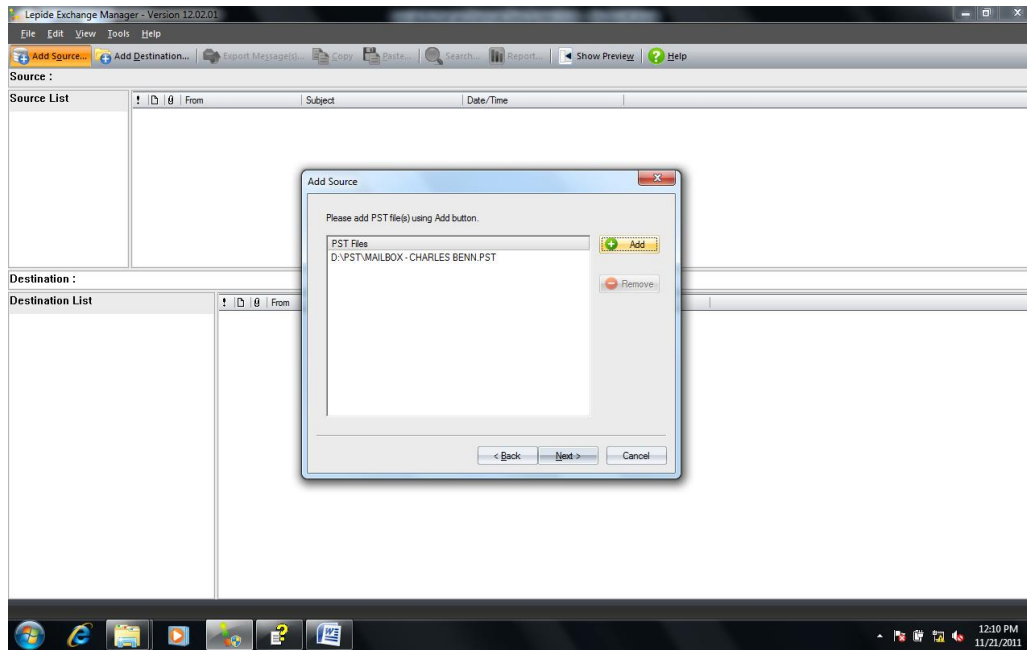


Figure 5.8: Adding the PST file

If the PST file is password protected then Application will ask you to provide the Password.

3. **Specify** the Password and click on the **Ok** button.

This process will add PST file as Source.

5.1.1.4 Live Exchange Single Mailbox

You need to perform the following steps to add Live Exchange Single Mailbox in the Source.

1. **Select** the **Live Exchange Single Mailbox** option from the Add Source Pop Up and click on the Next button.

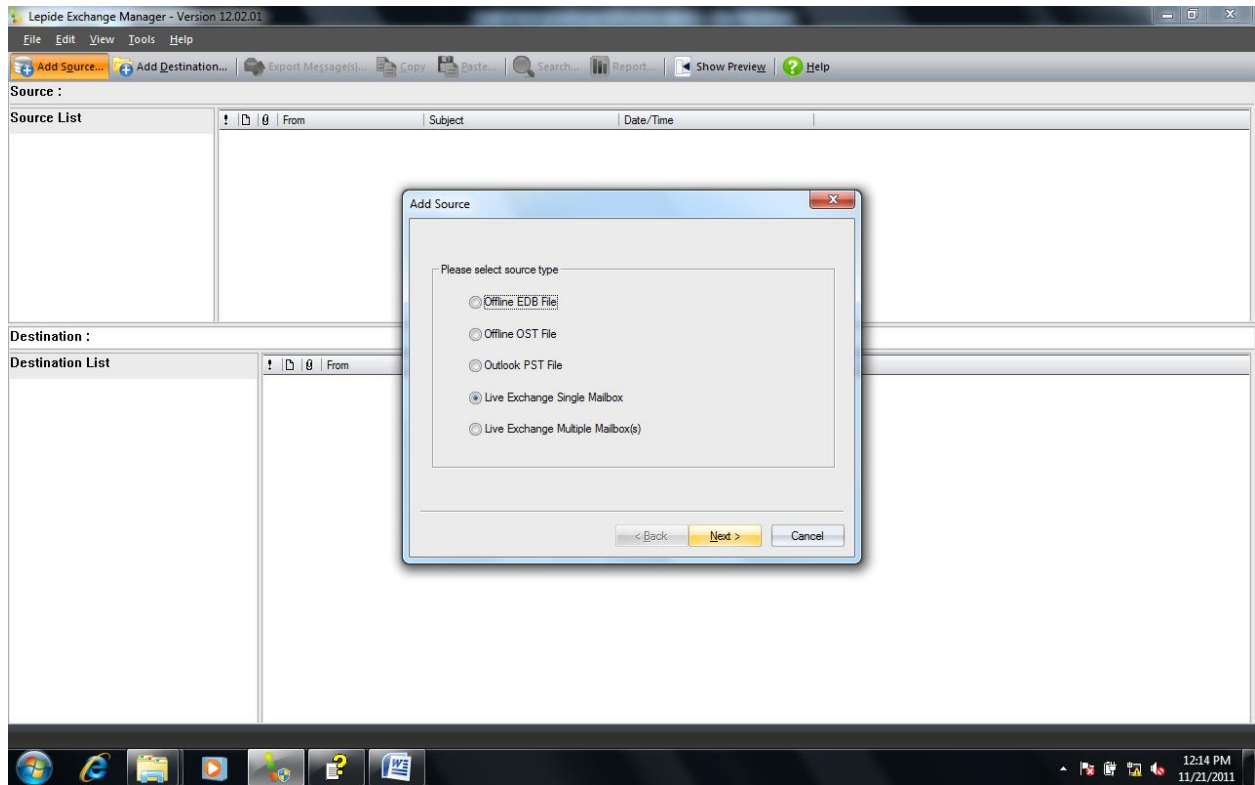


Figure 5.9: Selecting the Live Exchange Single Mailbox

2. **Specify** the **User Name** of the Mailbox and **Server Name** for the Live Exchange that you are connecting to. **Click** on the Next button.

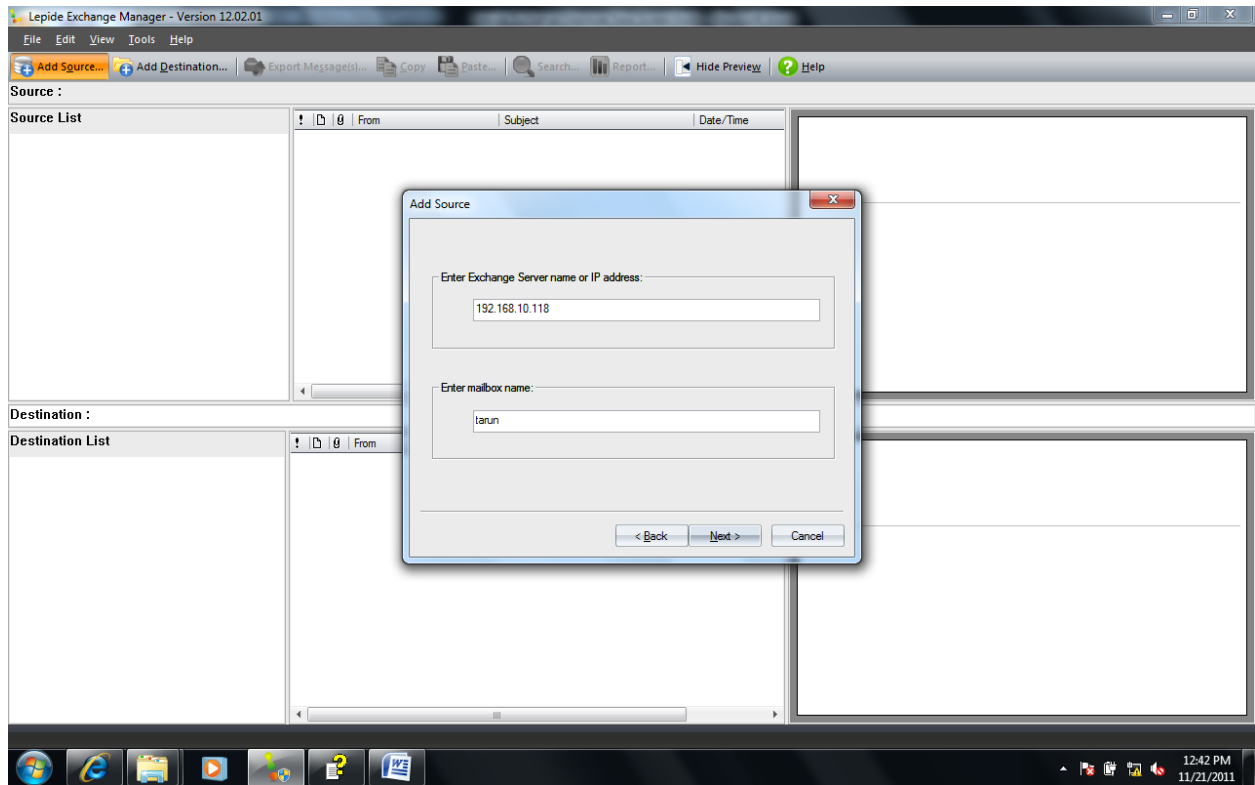


Figure 5.10: Displaying the process of connecting application to Exchange single mailbox

This will connect the Application to Live Exchange Single Mailbox

5.1.1.5 Live Exchange Multiple Mailbox

You need to perform the following steps to add Live Exchange Multiple Mailbox in the Source.

1. **Select** Live Exchange Multiple mailbox and Click on the Next button.
2. **Specify User Name** and **Server Name** of the Live Exchange that you are trying to connect.

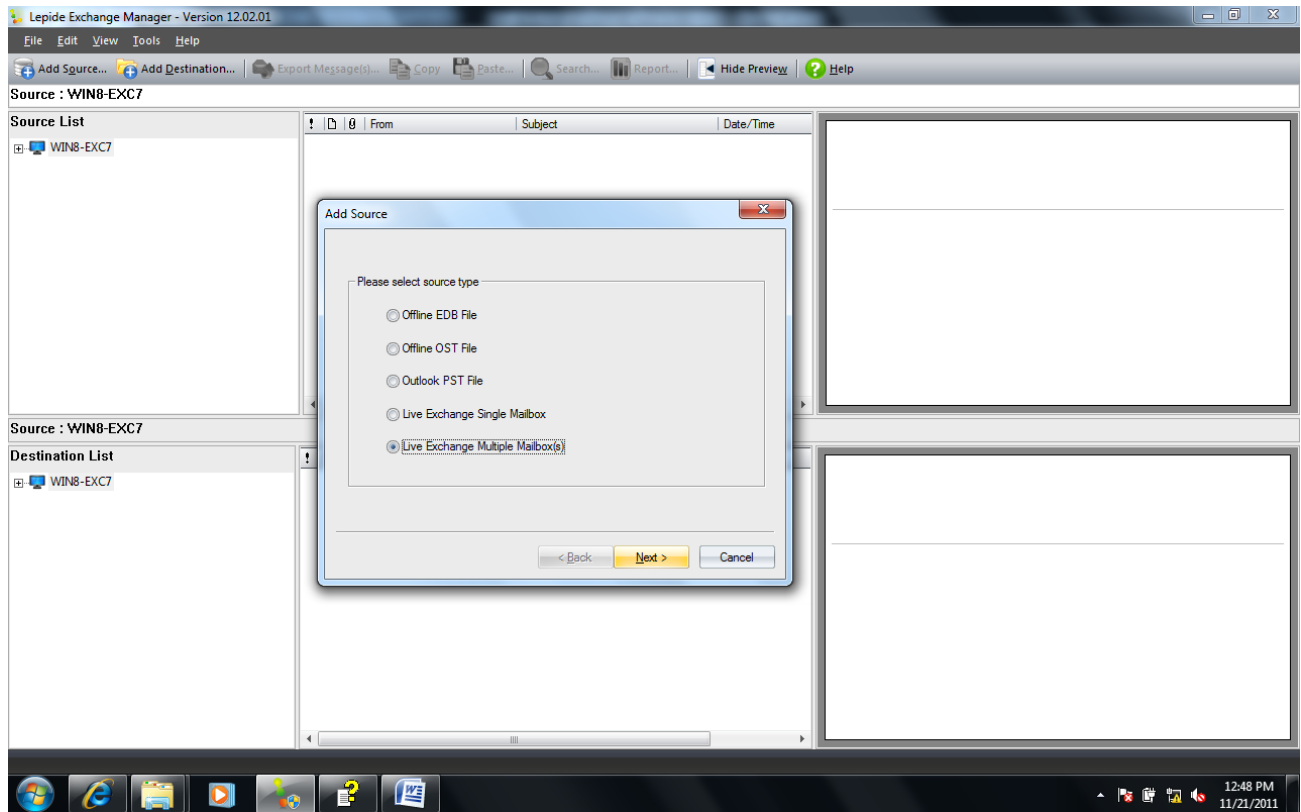


Figure 5.11: Selecting Live Exchange Multiple Mailbox

3. **Select** the Mailboxes that you want to add from the list displayed and Click on the **Next**.

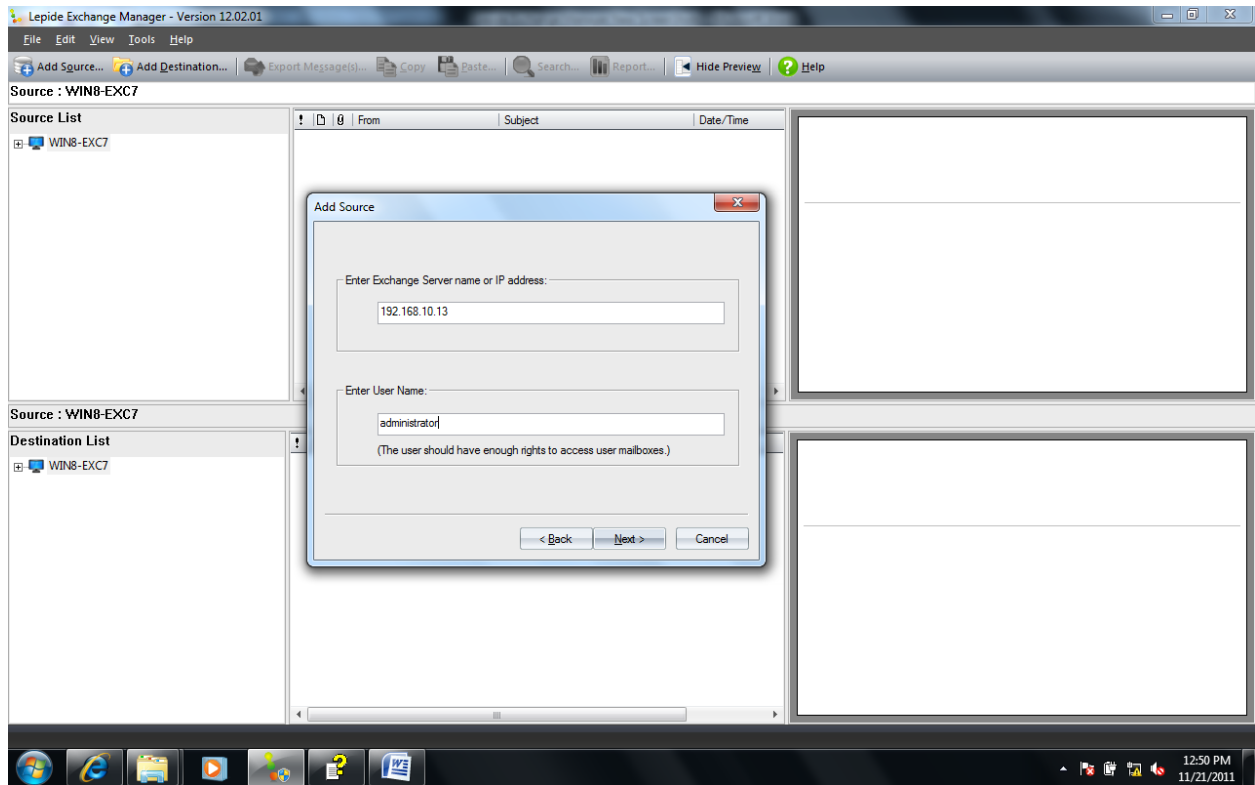


Figure 5.12: Connecting the application to the Exchange Multiple mailbox

The following figure shows Live Exchange source with multiple **Mailboxes** under it:

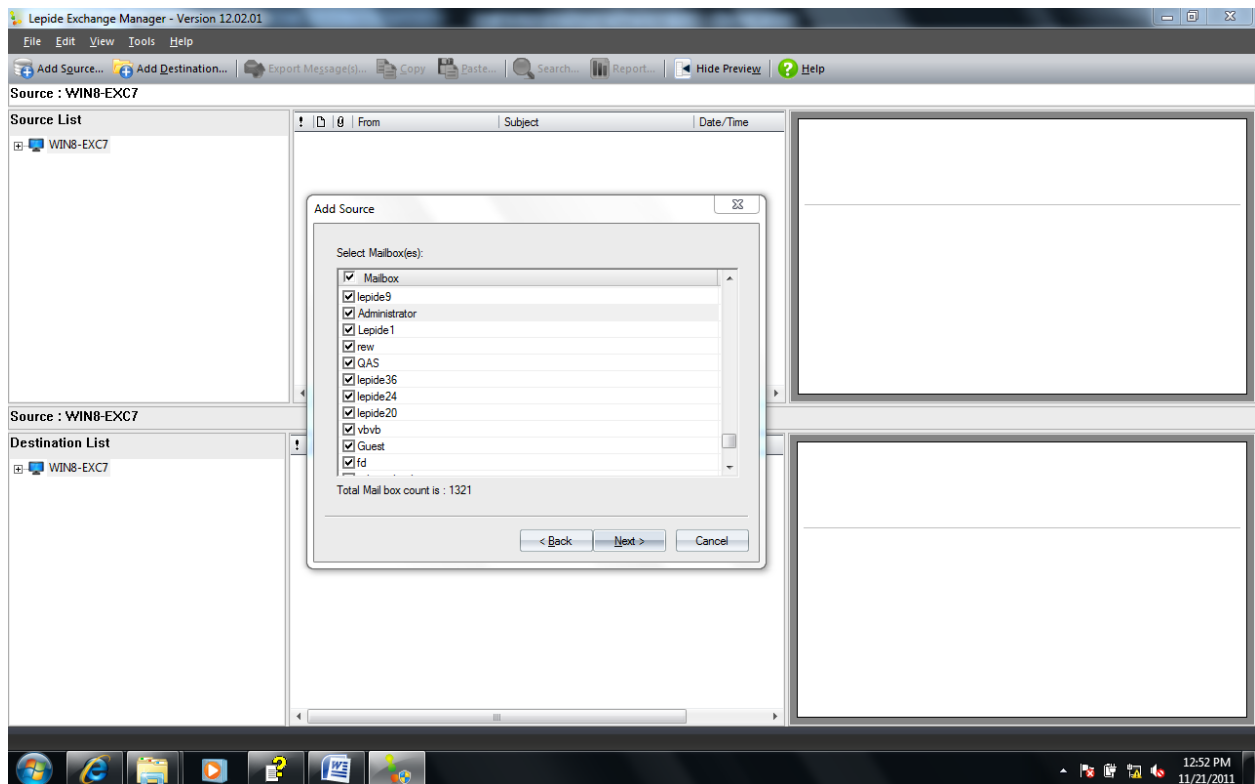


Figure 5.13: Showing the Live Exchange Source with multiple mailboxes

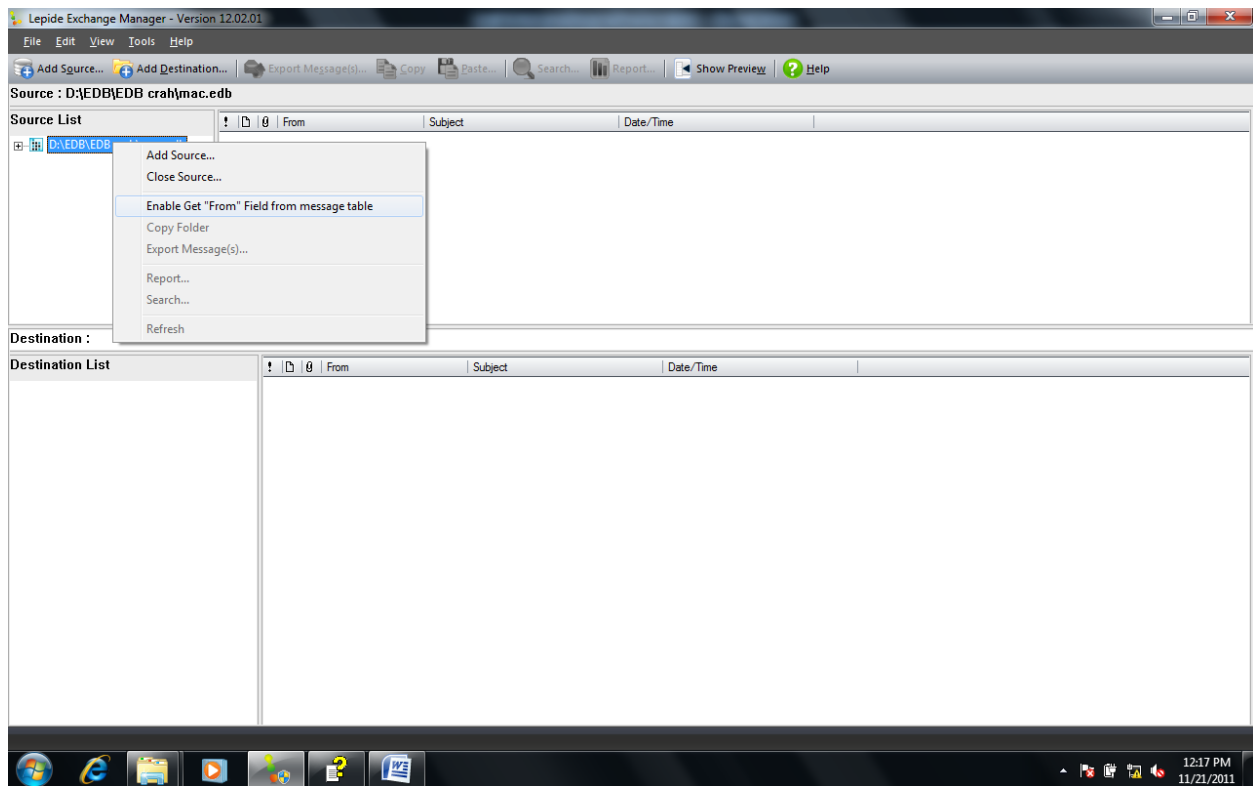
5.1.2 Enabling “Get From Field from Message Table”

To perform recovery of the “From” field from Message table, “**Enable Get “From” Field from Message table**” option can be selected at the time of adding the source. Apart from this you can also enable it once the source has been added. Follow these steps to enable this option once the source has been added:

1. **Right Click** on the Source for which you want to enable this option.
2. **Select “Enable Get From Field from the Message Table”** from the Pop Up.

To disable this option, follow these steps:

1. **Right Click** on the Source for which you want to disable this option.
2. **Select “Disable Get From Field from the Message Table”** from the Pop Up.

**Figure 5.14: Disable or Enable Get From Field from the Message Table**

5.1.3 Export Messages from Folder List

Application allows exporting Messages from the Source to the specified Location on the local hard disk. This feature can be used for offline and remote access of the Messages. In the Source Folder List, **Export** feature can be used to Export Messages in **MSG** and **EML** format.

To export item, follow these steps:

1. **Select** the item that you want to export and click on the **Export** option on the Tool Bar.
2. **Specify** the Format that you want to use for exporting the Message. You can either export the message in **MSG** format or in **EML** format.

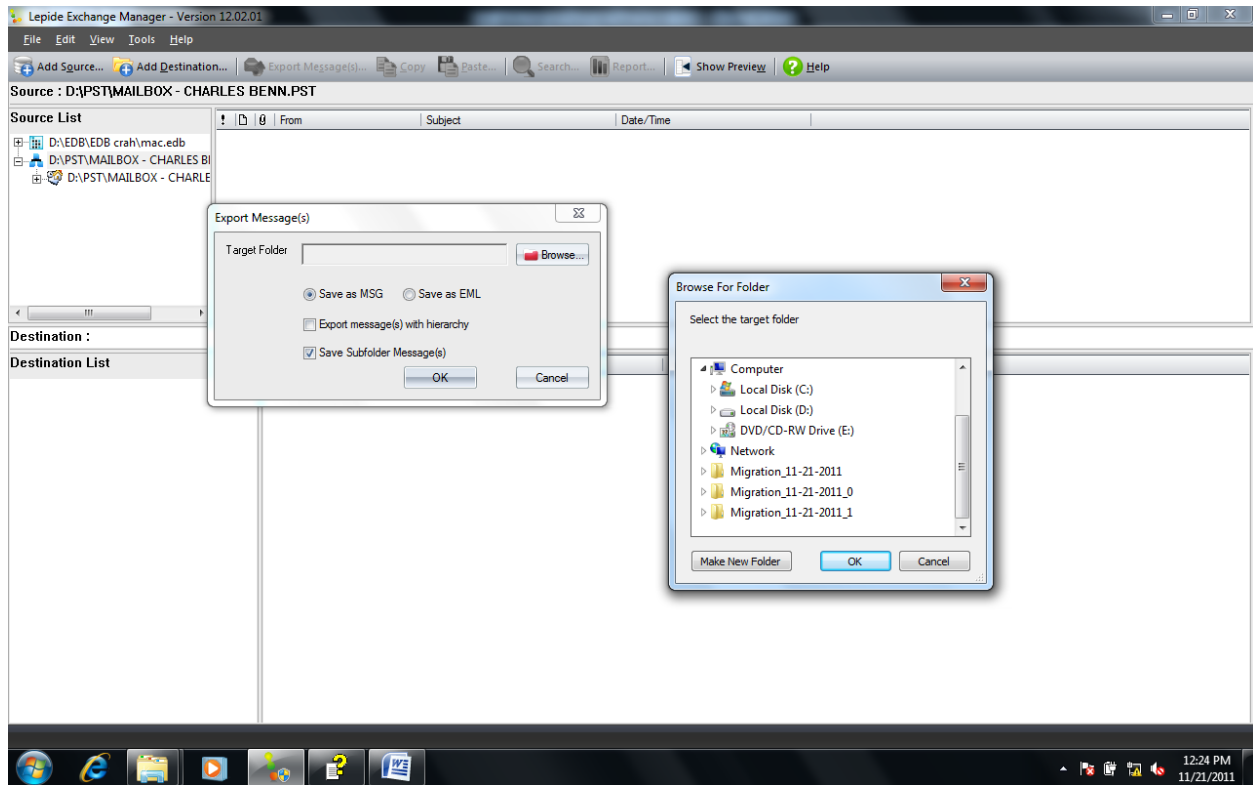


Figure 5.15: Exporting messages from folder list

3. **Specify** the location where you want to export the message.
4. **Click** on the **Ok** to complete the process.

5.1.4 Reporting

Lepide Exchange Manager allows you to generate report based on various parameters such as Attachments, Messages and Dates.

In order to generate reports from a particular mailbox, you need to perform the following steps:

1. **Select** the Mailbox for which you want to generate the Report and **Click** on the **Report** option on the **Tool Bar**.

The **Report** Dialog Box Opens Up.

2. **Specify** the Folder(s) for which you want to generate the Report. **Click** on the **Generate Report** button.

On the **Report** Dialog Box, you can specify different **Report Types** that you want.

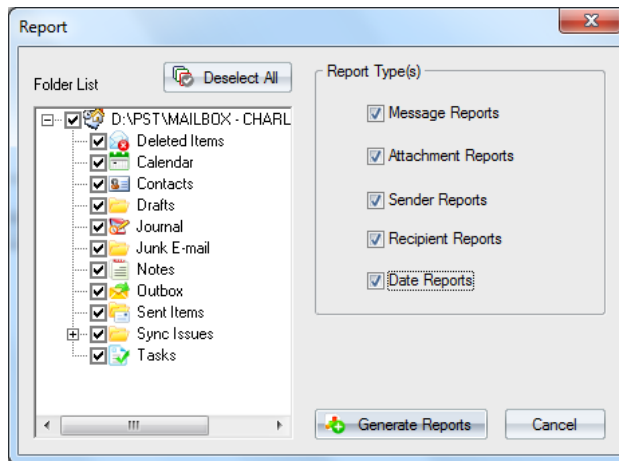
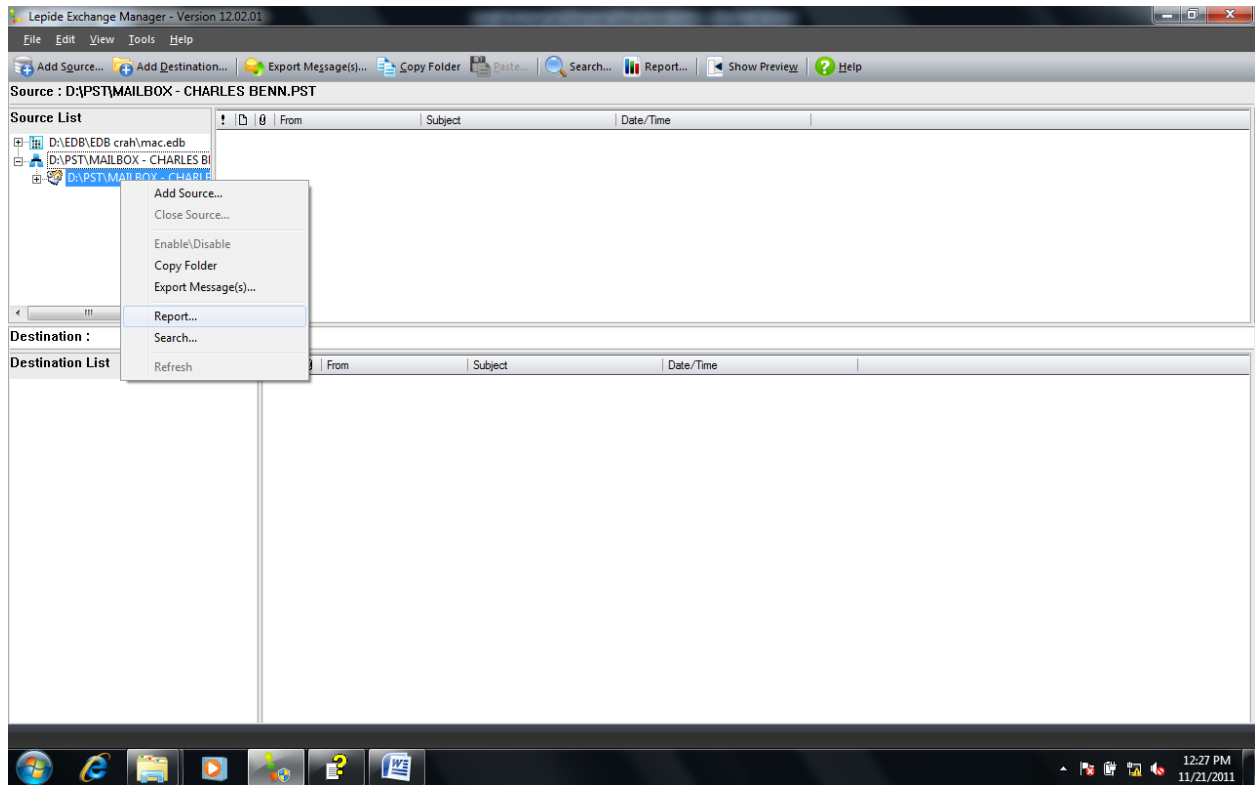


Figure 5.16: Displaying the types of reports to be generated

After clicking on the **Generate Report** button, the report is generated and displayed in a new window.

Report

Message	Attachment	Sender	Recipient	Date						
Message Count	Read Count	Unread Count	Message Size	Average Message...	Attachment Count	Attachment Size	Average Attach...	Internal Receive...	SMTP Received...	Other Received...
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST										
0	0	0	0 Bytes	0 Bytes	0	0 Bytes	0 Bytes	0	0	0
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Calendar										
3	3	0	5,274 Bytes	1,758 Bytes	0	0 Bytes	0 Bytes	0	0	3
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Contacts										
4	4	0	6,602 Bytes	1,650 Bytes	0	0 Bytes	0 Bytes	0	0	4
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Deleted Items										
812	175	637	9,083,696 Bytes	11,186 Bytes	78	7,402,586 Bytes	94,904 Bytes	0	0	812
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Drafts										
11	10	1	1,744,030 Bytes	158,548 Bytes	26	1,707,432 Bytes	65,670 Bytes	0	0	11
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Journal										
0	0	0	0 Bytes	0 Bytes	0	0 Bytes	0 Bytes	0	0	0
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Junk E-mail										
52	7	45	149,410 Bytes	2,873 Bytes	3	37,614 Bytes	12,538 Bytes	0	0	52
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Notes										
0	0	0	0 Bytes	0 Bytes	0	0 Bytes	0 Bytes	0	0	0
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Outbox										
1	1	0	92,472 Bytes	92,472 Bytes	11	73,789 Bytes	6,708 Bytes	0	0	1
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Sent Items										
271	271	0	42,933,697 Bytes	158,426 Bytes	467	42,507,958 Bytes	91,023 Bytes	0	0	271
Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Sync Issues										
0	0	0	0 Bytes	0 Bytes	0	0 Bytes	0 Bytes	0	0	0

Report(s) generated successfully. Click Save button to save report for future use.

SaveClose

C:\Users\tarun.SERVER8.003\Desktop\Report.html - Windows Internet Explorer

C:\Users\tarun.SERVER8.003\Desktop\Report.html

bing

Web Slice Gallery

C:\Users\tarun.SERVER8.003\Desktop\Report.html

Page Safety Tools

Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Deleted Items

S.No	Message Count	Read Count	Unread Count	Message Size	Average Message Size	Attachment Count	Attachment Size	Average Attachment Size	Internal Received Message	SMTP Received Message	Other Received Message
1	812	175	637	9,083,696 Bytes	11,186 Bytes	78	7,402,586 Bytes	94,904 Bytes	0	0	812

Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Calendar

S.No	Message Count	Read Count	Unread Count	Message Size	Average Message Size	Attachment Count	Attachment Size	Average Attachment Size	Internal Received Message	SMTP Received Message	Other Received Message
1	3	3	0	5,274 Bytes	1,758 Bytes	0	0 Bytes	0 Bytes	0	0	3

Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Contacts

S.No	Message Count	Read Count	Unread Count	Message Size	Average Message Size	Attachment Count	Attachment Size	Average Attachment Size	Internal Received Message	SMTP Received Message	Other Received Message
1	4	4	0	6,602 Bytes	1,650 Bytes	0	0 Bytes	0 Bytes	0	0	4

Folder Name: D:\PST\MAILBOX - CHARLES BENN.PST\Drafts

S.No	Message Count	Read Count	Unread Count	Message Size	Average Message Size	Attachment Count	Attachment Size	Average Attachment Size	Internal Received Message	SMTP Received Message	Other Received Message
1	11	10	1	1,744,030 Bytes	158,548 Bytes	26	1,707,432 Bytes	65,670 Bytes	0	0	11

Done

Computer | Protected Mode: Off

100%

Figure 5.17: Displaying the generated reports

5.1.5 Search Messages

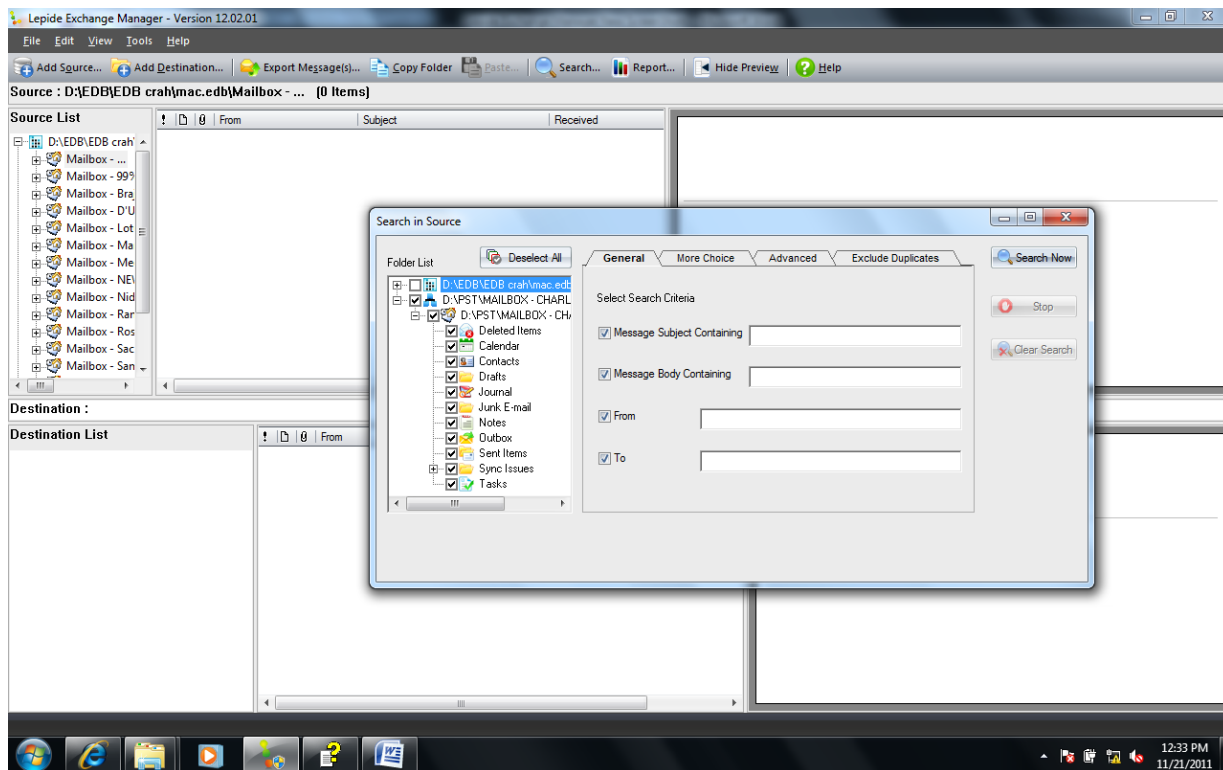
The Search Option allows you to search for any particular message(s) in the Source. This Option is active only in the Source Folder. You can use this option to search multiple Source items such as PST, EDB and Live Exchange Server at one go.

Just follow the steps given below to search items in the source folder:

1. **Select** the Source(s) that you want to search and **Click** on the **Search** Option on the **Tool Bar**.

Search in Source Dialog Box opens up. In **Search in Source** Dialog Box, you can select multiple sources at on go.

2. **Next** you need to specify different search criteria given under **four Tabs** of the **Search in Source** Dialog Box.



3. **Click** on the **Search Now** to begin the search process.

Figure 5.18: Initiating the search process

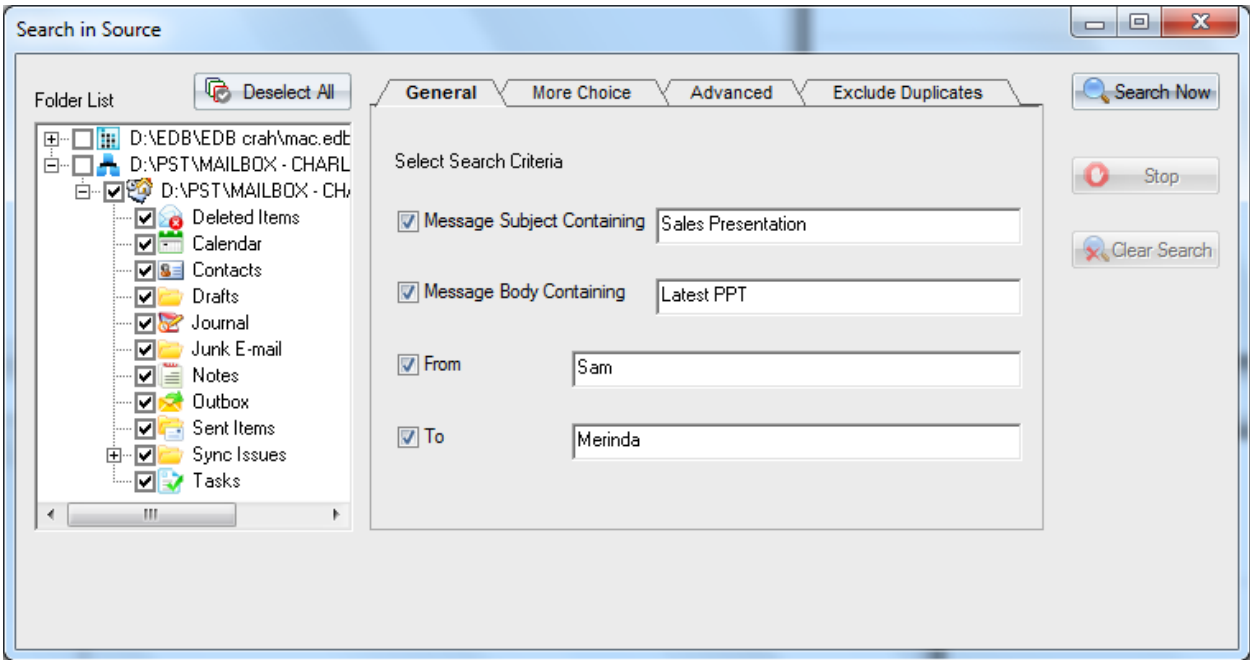
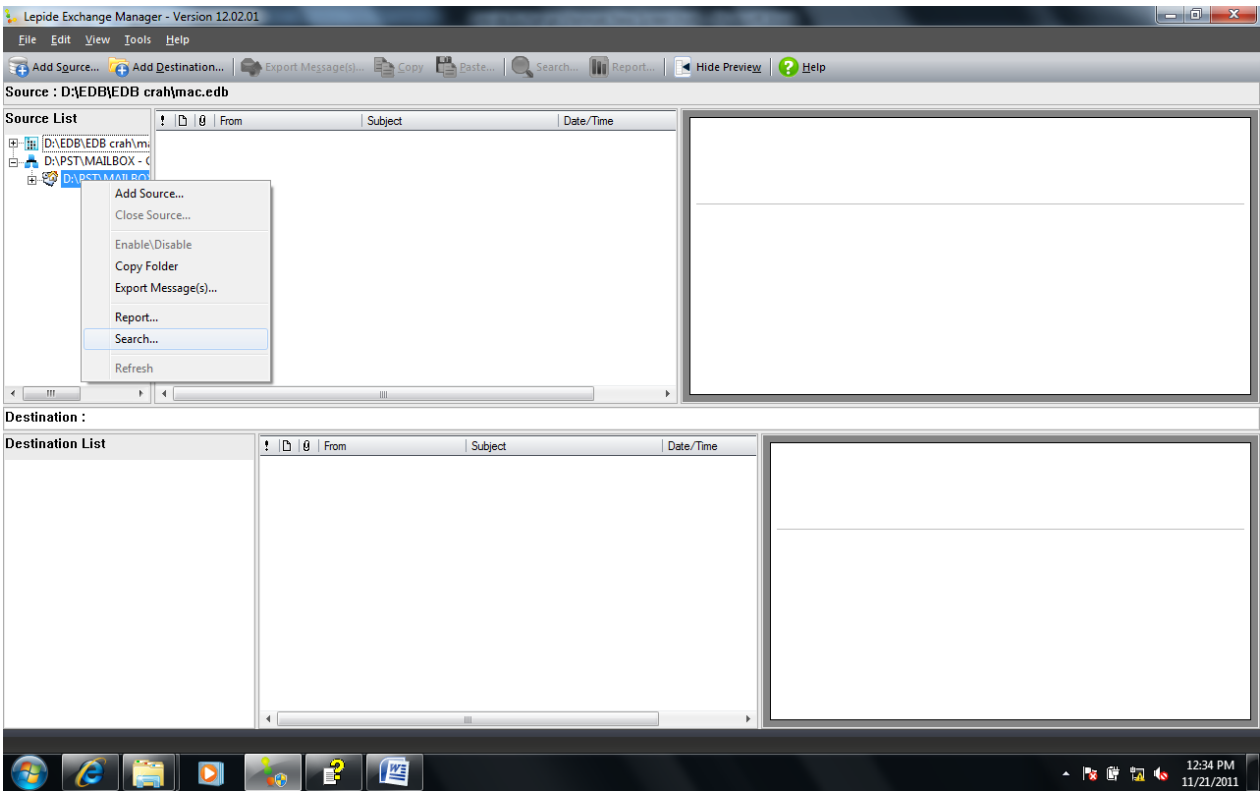


Figure 5.19: Displaying the general search options

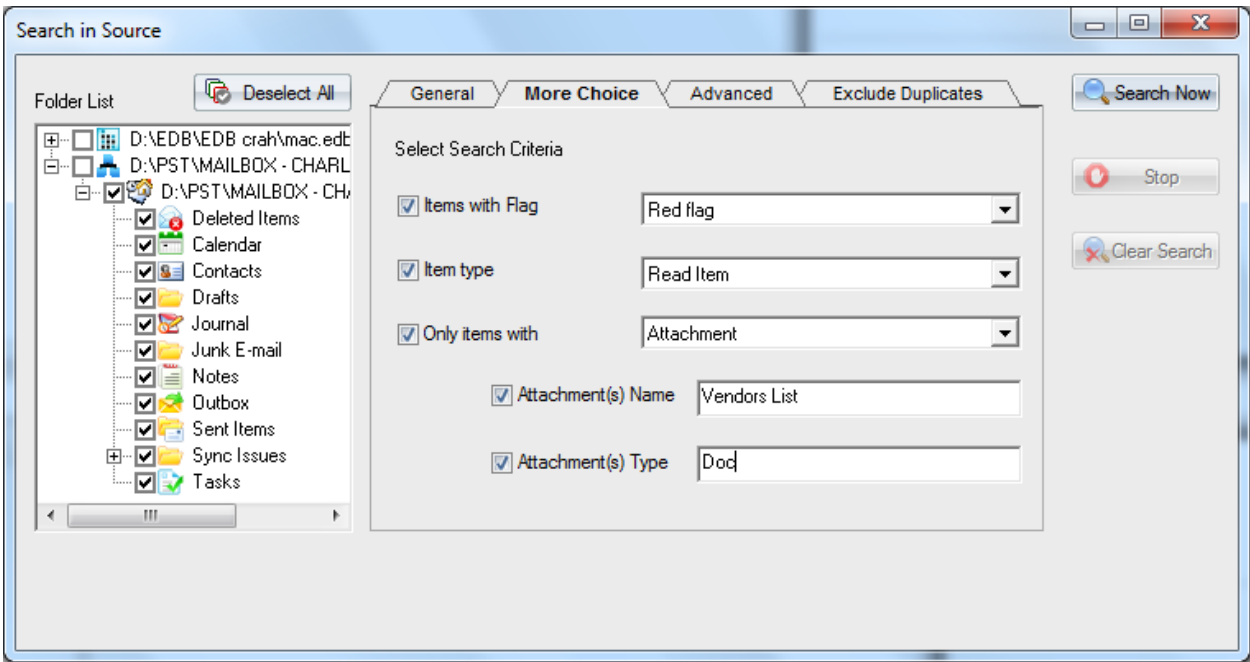


Figure 5.20: Showing more flags for search process

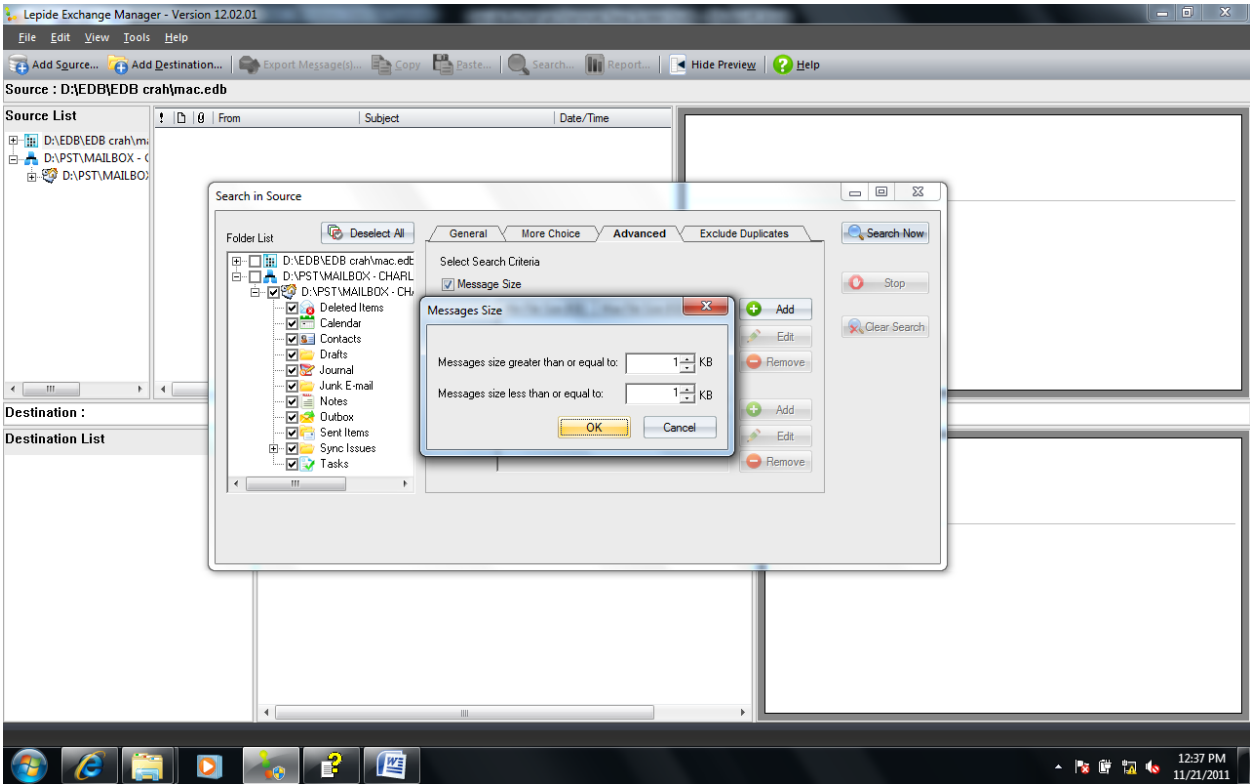


Figure 5.21: Displaying information of message size

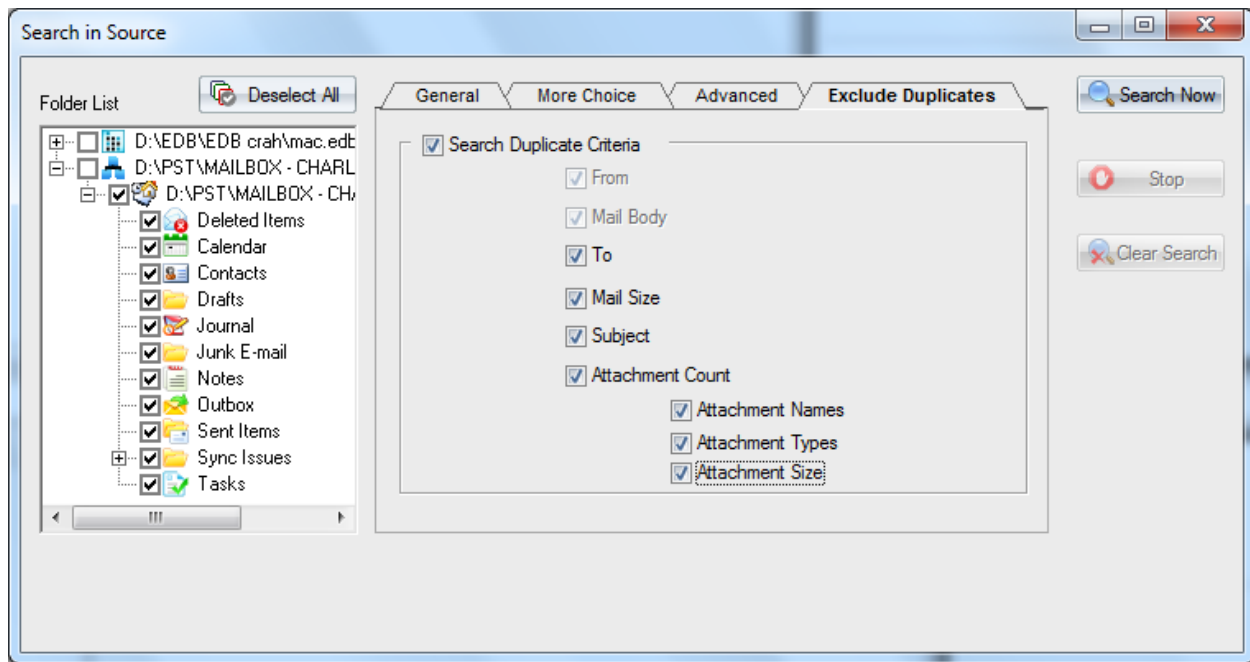


Figure 5.22: Adding filters

Once you click on the **Search Now** button, Search Process starts and the Messages matching the search criteria get displayed in the bottom panel.

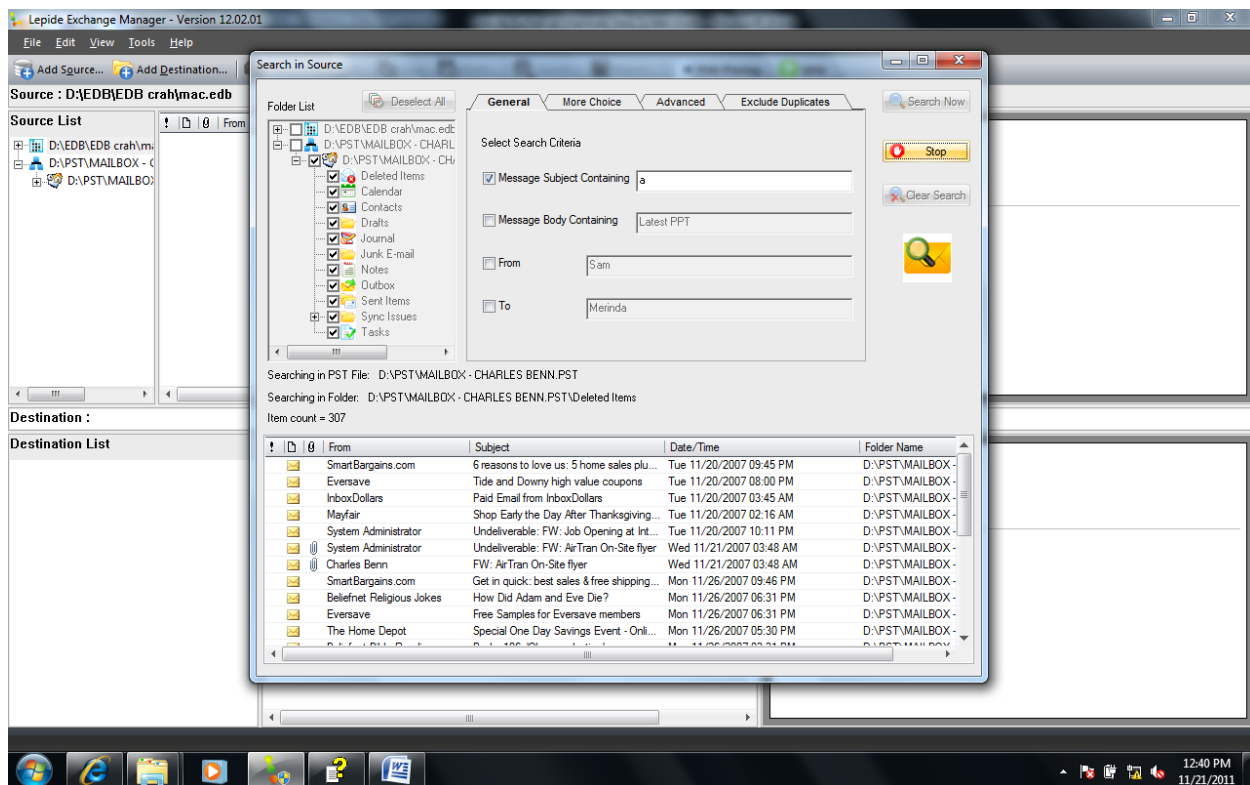


Figure 5.23: Displaying search result

Once the Search gets completed, Total **Item Count** is displayed and the **Search Result** gets displayed in the **Bottom Panel**.

5.2 Operations performed in Source Message List

You can perform the following operations in Source Message List.

Opening Message

You can open any message in the Source Message List with the help of Open button. For opening a message you have to right click any message and select Open. The message would then open for the ready perusal of the user.

You can also double click on any message item to open it.

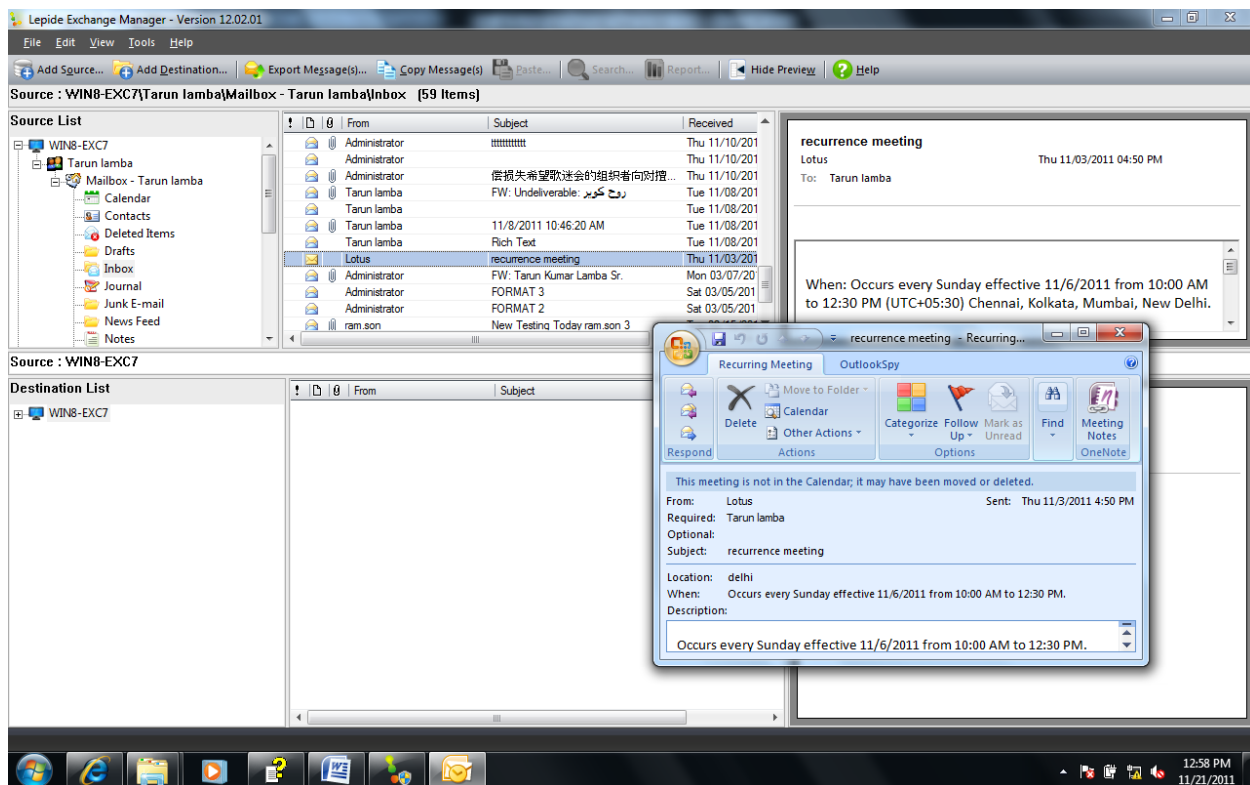


Figure 5.24: Opening message from source message list

Copying Message

This option enables a user to Copy and Paste any Mailbox, Folder or Message from Source to the Destination.

You need to perform following operation to Copy - Paste any item from Source to Destination:

Step 1: Right click on the item which needs to be copied and click Copy on the Pop Up.

Step 2: Now **Right Click** on Destination where you want to copy this item and select **Paste** from the Pop Up

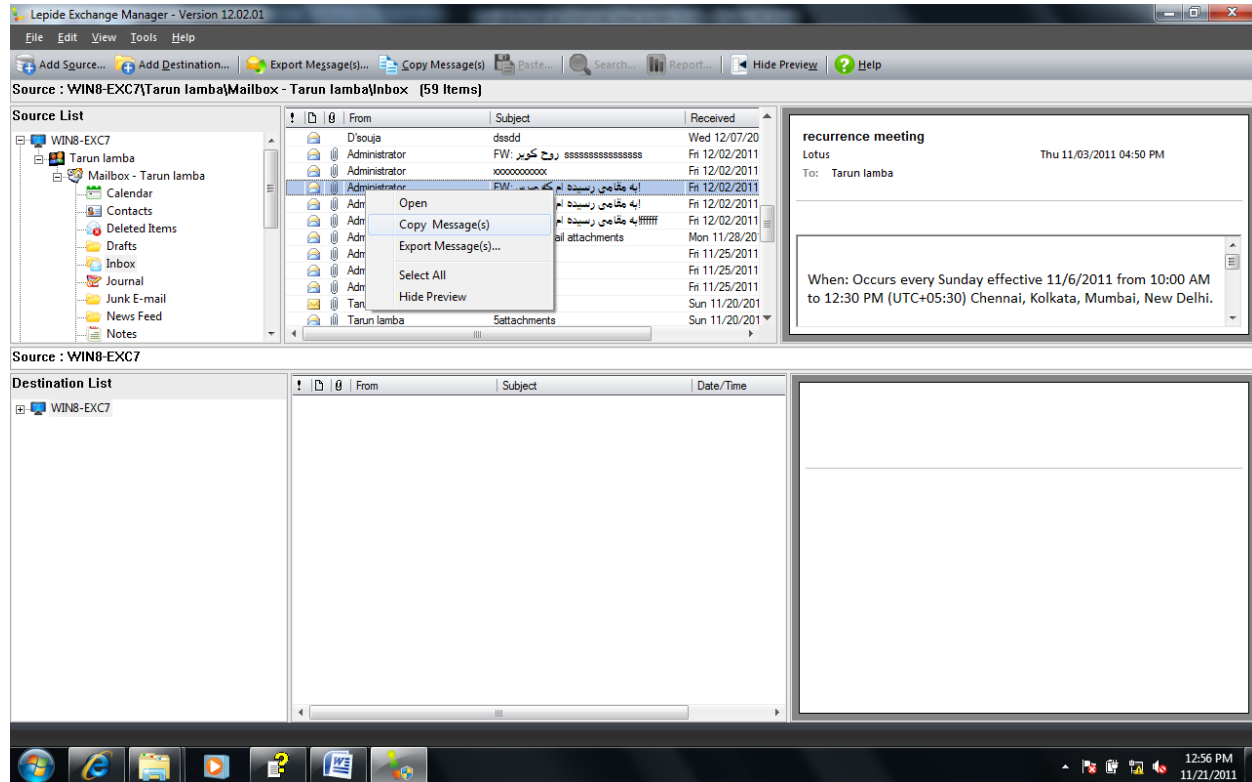


Figure 5.25: Copying message in the destination folder

Step 3: A prompt box will appear where the user needs to specify the folder name and select OK. (This will appear if you are copying Folder)

After this Item will be copied to the Destination Folder.

5.3 Operations performed in Source Preview Panel

You can perform the following three operations on the source preview panel.

Opening Attachments

You can open any attachment of any message from the source preview panel. You need to follow these simple steps given below:

Step 1: Click any message (in Source Message Panel) and view its attachments in the Source Preview Panel.

Step 2: Right click on the attachment and select the **Open Attachment** option.

The attachment is opened. You can also double click the attachment to open and view it.

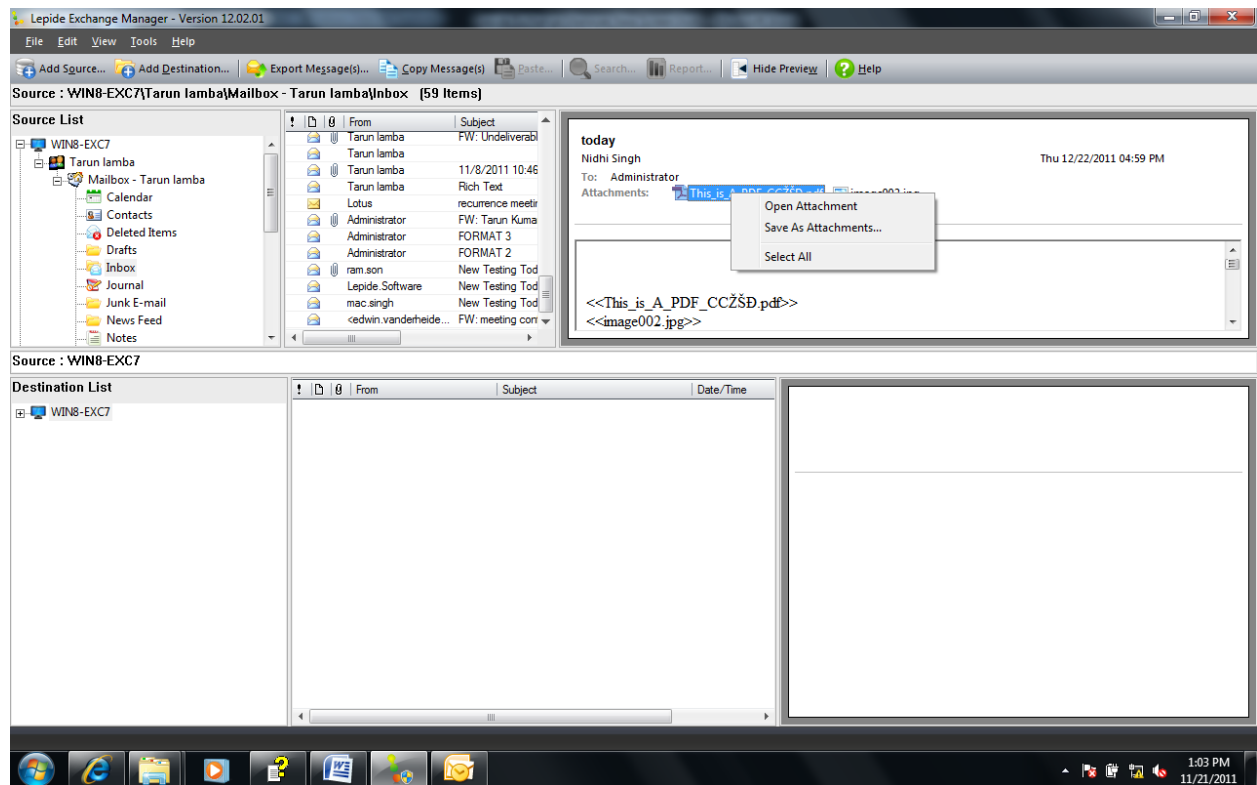


Figure 5.26: Opening attachment from Source Preview Panel

Saving Attachment

You can save the attachment from the source preview panel.

Step: Select **Save Attachment** option from the Pop Up.

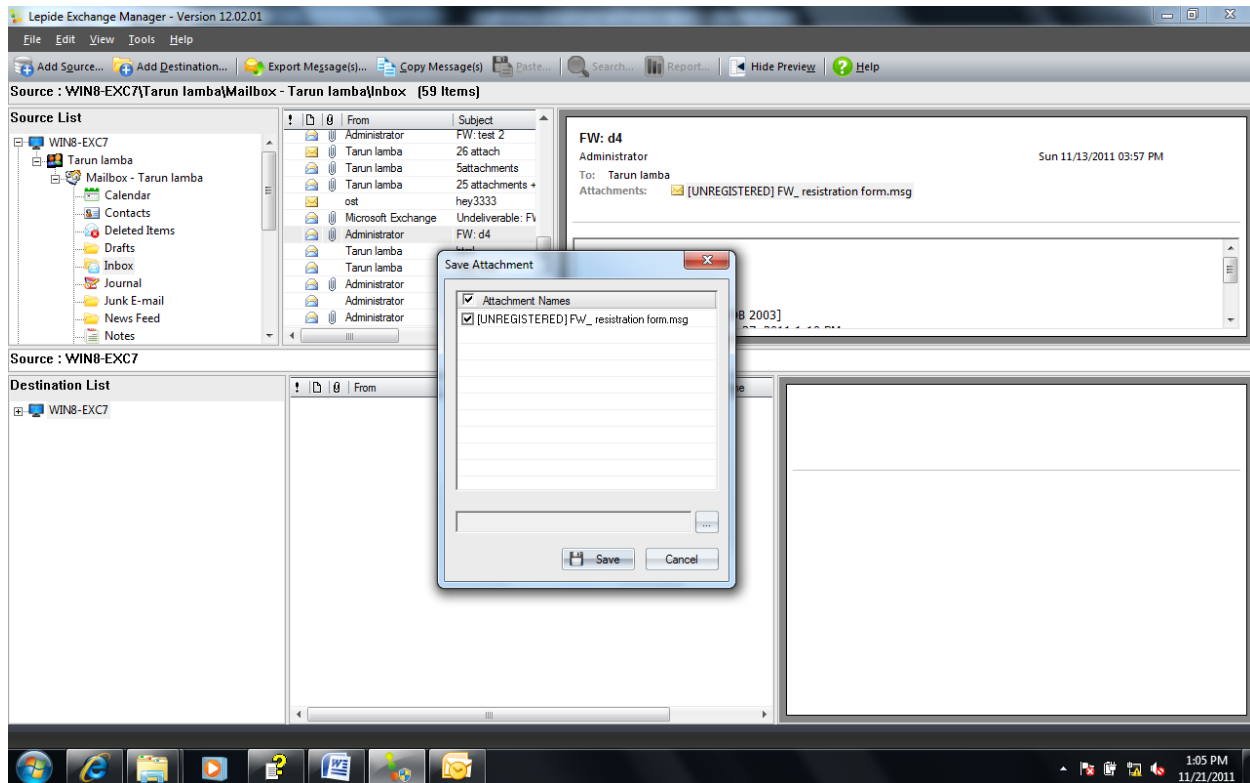


Figure 5.27: Saving attachment in the target folder

5.4 Operations performed in Destination Folder

With Lepide Exchange Manager, you can perform the following operations in the Destination Folder.

5.4.1 Adding Destination to the Application

There are three ways to initiate the **Add Destination** process:

1. **Click** on the **Add Destination** option on the **Tool Bar**.
2. **Click** on the **Add Destination** Option under **File** Menu.
3. **Right Click** in the Source Panel and select **Add Destination** option from popup.

After this, Add Destination Dialog Box opens up. It has four options:

- Add Existing PST
- Create PST File
- Live Exchange Single Mailbox Destination
- Live Exchange Multiple Mailbox Destination

5.4.1.1 Add Existing PST

With **Add Existing PST** option a user can add existing **PST files** in the Destination.

User needs to perform the following steps to add Existing PST in the destination.

Step 1: From the tool bar select the Add Destination option and click next. Then an Add Destination dialogue box would appear.

Step 2: Select the **Add Existing PST** option and click **Next**.

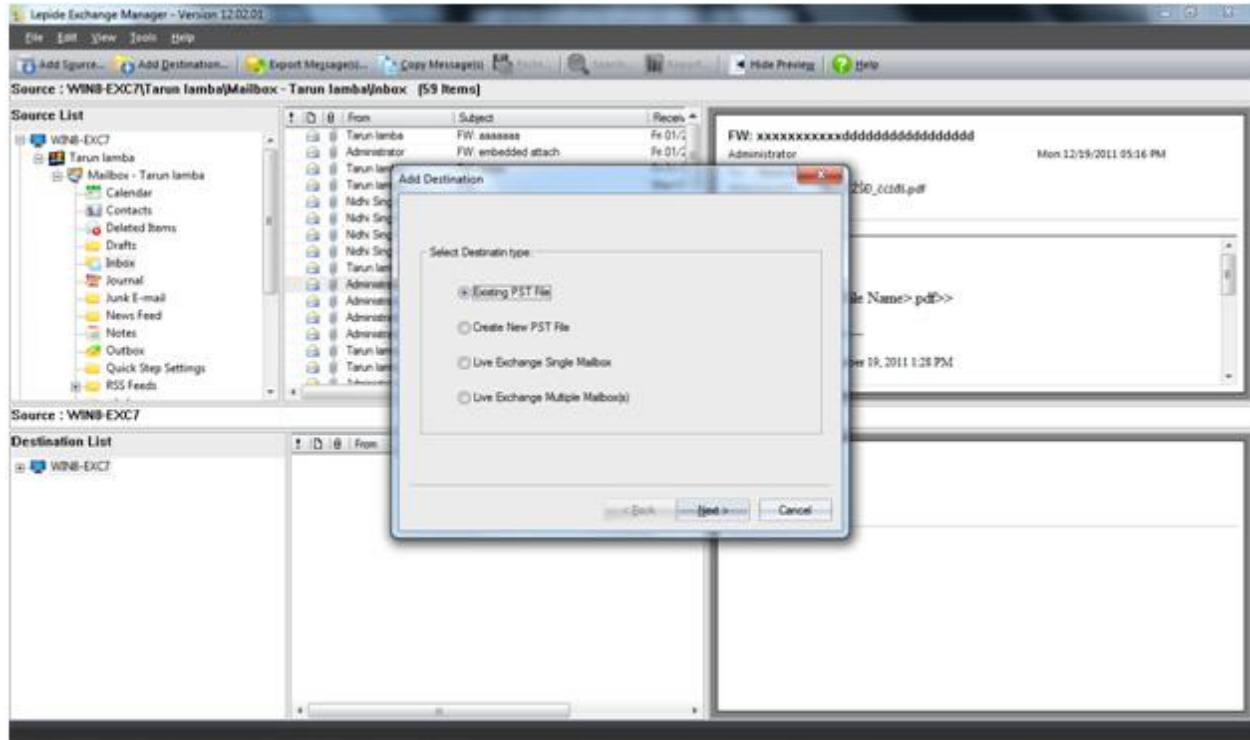


Figure 5.28: Selecting the PST file

Step 3: Browse and select the desired PST.

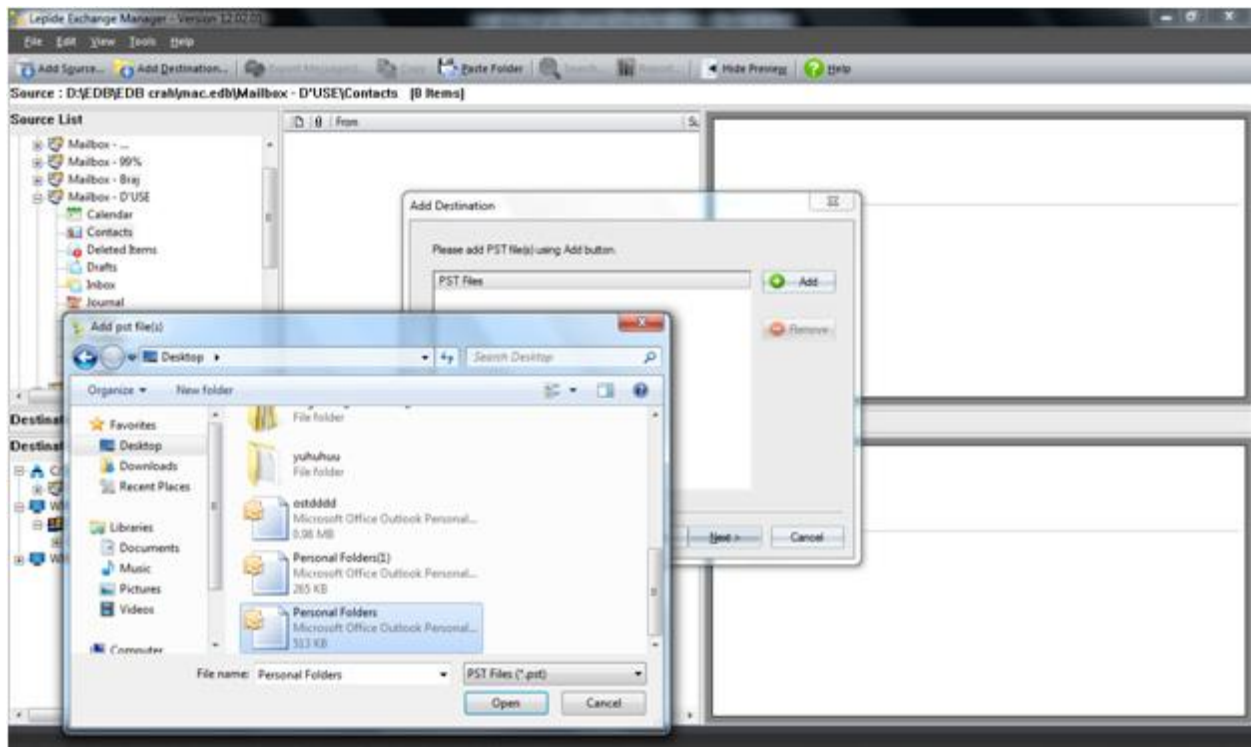



Figure 5.29: Adding existing PST file to the destination

Step 4: Click on the **Finish** Tab to complete the process.

This completes the process of adding existing PST in the destination folder.

 User will have to provide the password while adding the file if they have been encrypted.

5.4.1.2 Create PST File

You can also create a new PST file in the destination and copy and move emails to it. With the help of this option a user can create end number of PST files in the destination folder.

You need to perform the following steps to create new PST files:

Step 1: From the Tool Bar **Select** the **Add Destination** option and click **Next**. Then **Add Destination** dialogue box would appear.

Step 2: Select the **Create PST File** option and click Next.

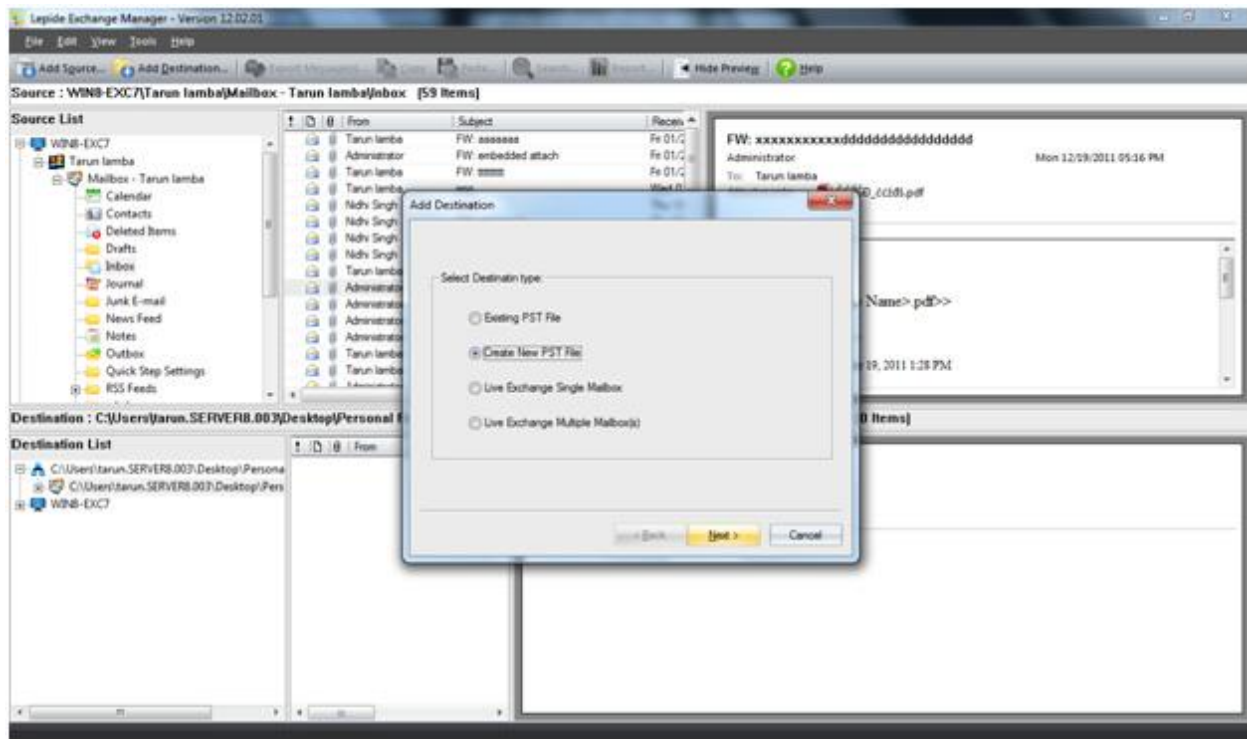


Figure 5.30: Initiating PST file creation process

Step 3: Browse the Destination Folder where the PST file needs to be created. Specify the PST file name and its Store Name (For instant identification). Select either the Unicode or Non Unicode PST file creation option and provide Password for the PST file. Click on the **Next** button.

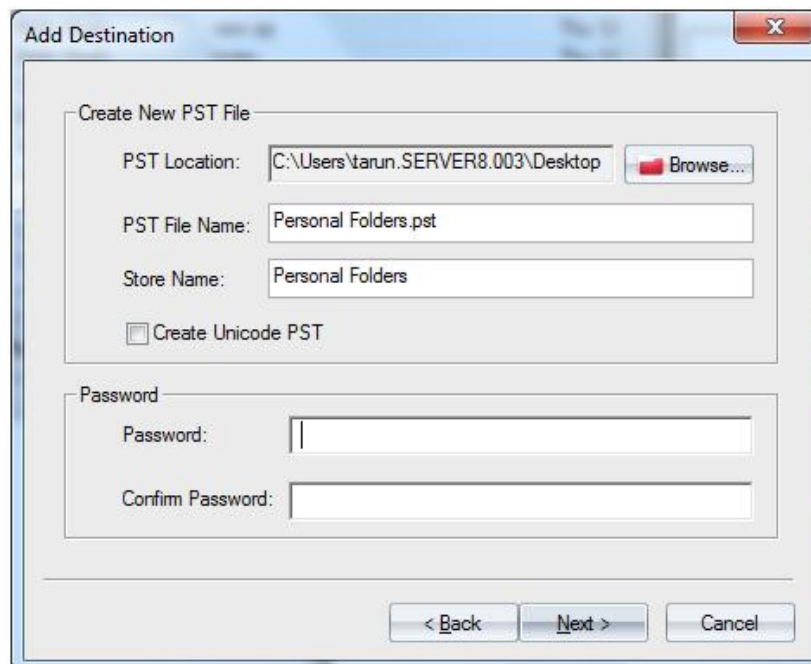


Figure 5.31: PST file creation process

Step 4: Now click Finish to complete the process.

After this, the file would be created in the destination folder

Delegating Password to the PST file is optional. The password can be of 15 characters.

The Unicode files have additional storage capacity for items & folders in MS Outlook 2003 and Outlook 2007. The Non Unicode file option has been made for MS Outlook 97, Outlook 98, Outlook 2000 & Outlook 2002.

5.4.1.3 Live Exchange Single Mailbox

This option allows a user to add one Live Exchange Mailbox in the destination folder.

Step 1: From the **Tool Bar** select the Add Destination option and click next. Then an Add Destination dialogue box would appear.

Step 2: Select the Live Exchange Single Mailbox option and click Next.

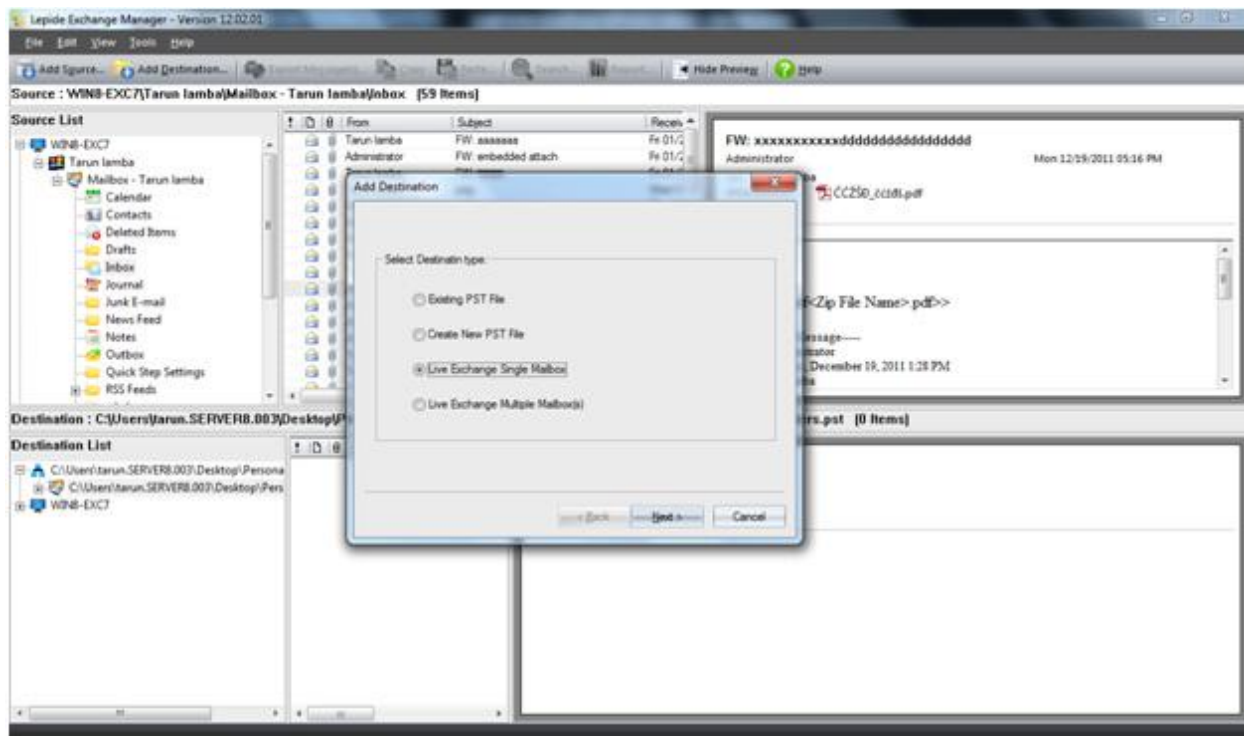


Figure 5.32: Selecting Live Exchange Single Mailbox in the destination folder

Step 3: Specify the username and server name or IP and Click Next.

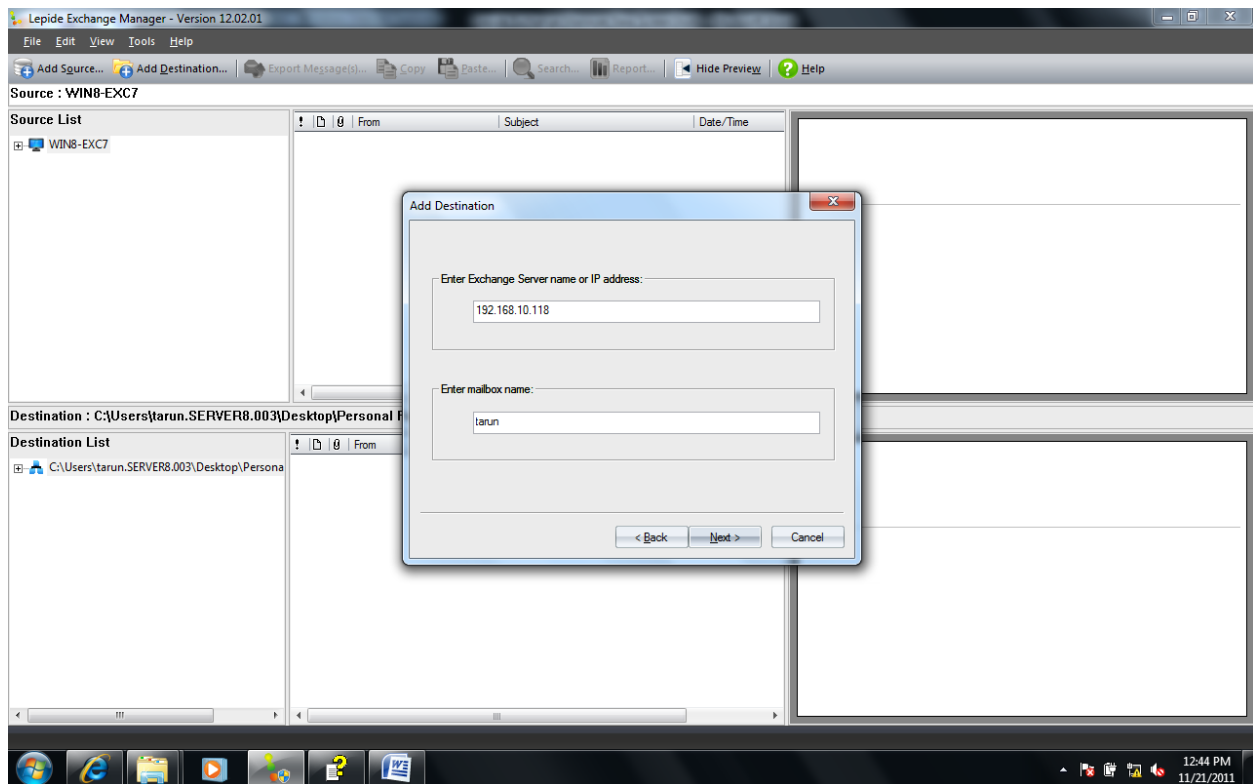


Figure 5.33: Connecting application to the Exchange Server

Step 4: Specify the password and click OK.

Step 5: Click **Finish** to complete the process.

After this the desired Mailbox would be added in the destination folder.

5.4.1.4 Live Exchange Multiple Mailbox

This is an Add Destination Folder option through which multiple mailboxes in the Exchange Server over single session can be retrieved. Live Exchange Multiple Mailbox option can be used only by a user having administrative rights. The user with administrative rights would have to specify the username and Server name or IP address of the Server from which Mailbox needs to be added.

Step 1: From the Tool Bar select the Add Destination option. Add Destination dialogue box appears.

Step 2: Select the Live Exchange Multiple Mailbox option and click Next.

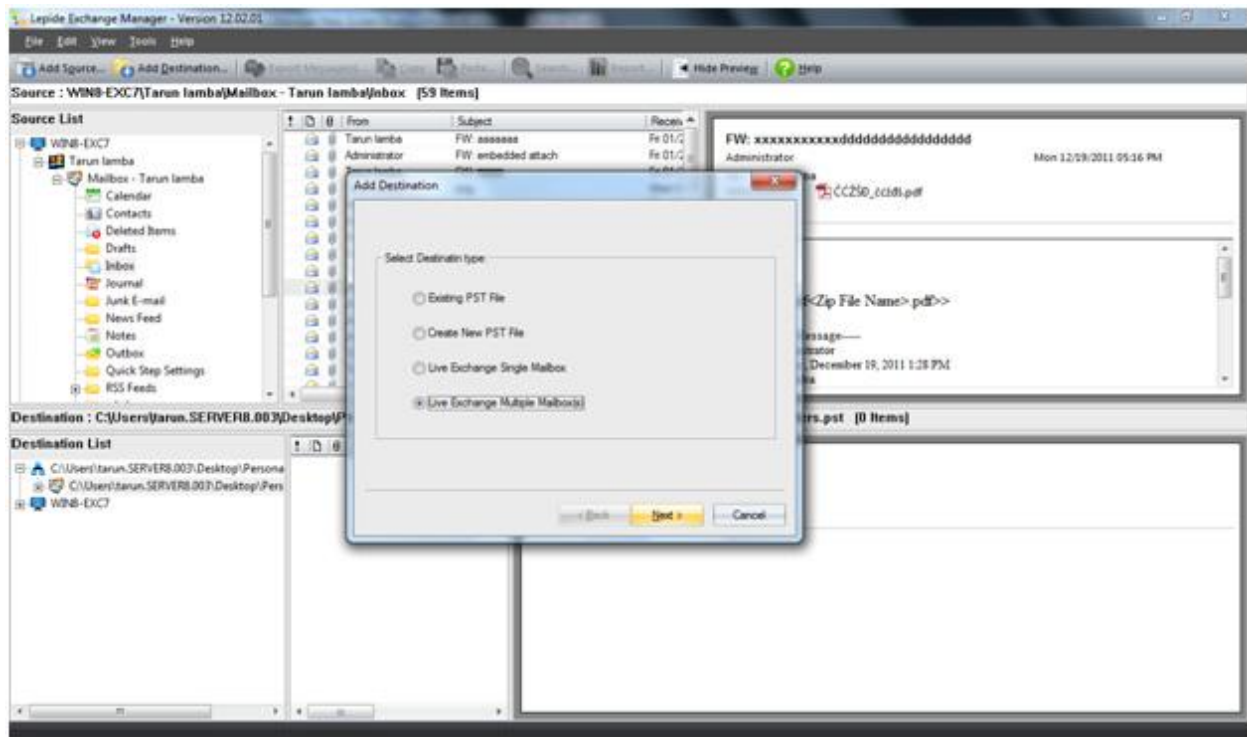


Figure 5.34: Selecting Live Exchange Multiple Mailbox at the Destination Folder

Step 3: Specify the Username and Server Name or IP address in the Server name option and click Next.

Step 4: Select the Mailboxes that need to be added and Click on the **Next** button. You can also select all Mailboxes in one go.

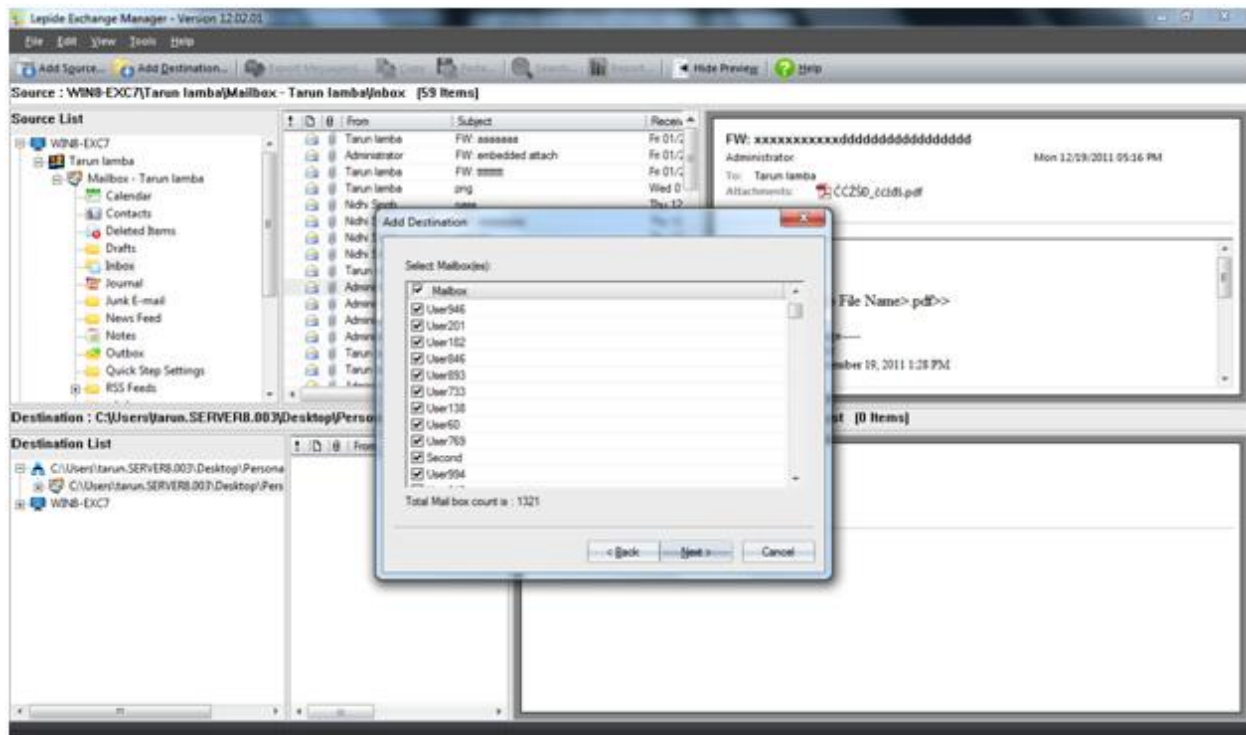


Figure 5.35: Displaying the list of mailboxes

Step 5: Click Finish to end the operation. The multiple mailboxes in Exchange Server over a single session have been added in the destination folder.

With the Select All option a user can select all the mailboxes. With the Clear All option a user can deselect all the mailboxes.

5.4.2 Copy- Paste Operation

This option enables a user to Copy and Paste any Mailbox, Folder or Message from Source to the Destination.

You need to perform following operation to Copy - Paste any item from Source to Destination:

Step 1: Right click on the item which needs to be copied and click Copy on the Pop Up.

Step 2: Now **Right Click** on Destination where you want to copy this item and select **Paste** from the Pop Up.

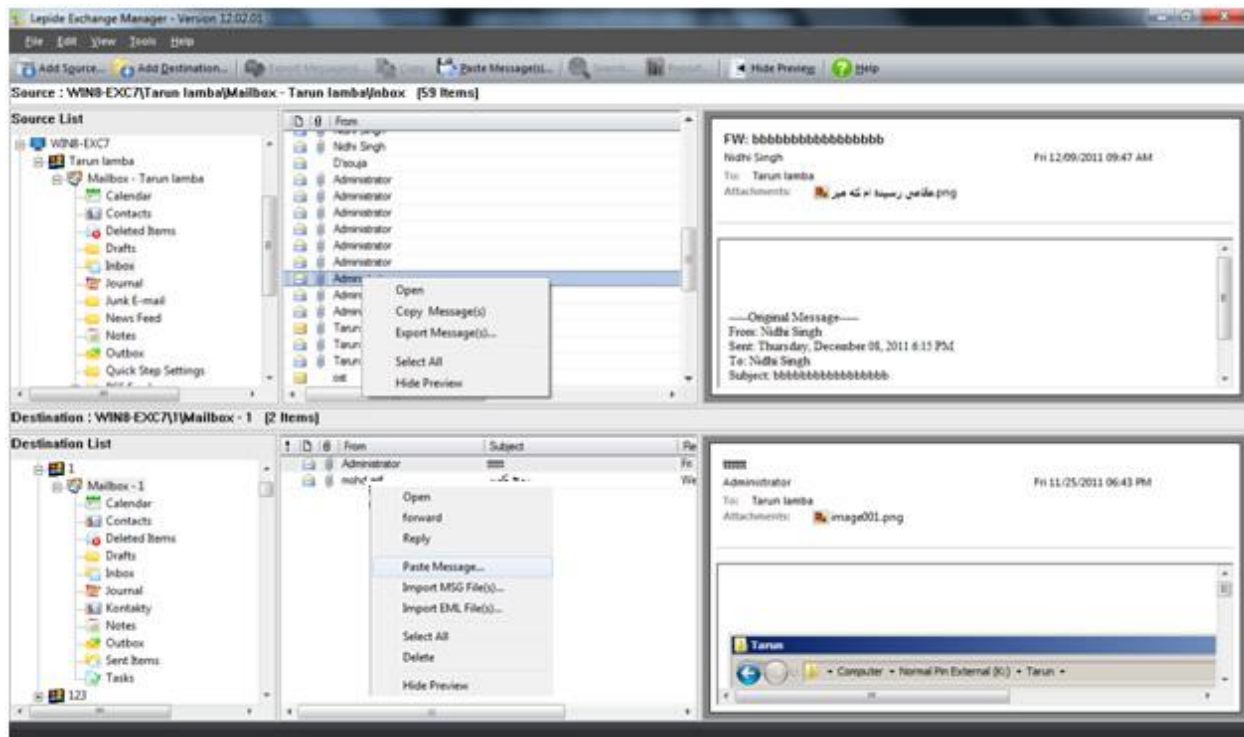


Figure 5.36: Displaying the options for copying or pasting message

Step 3: A prompt box will appear where the user needs to specify the folder name and select OK. (This will appear if you are copying Folder)

After this, Item will be copied to the Destination Folder.


There are four options present on the Copy Folder Dialog Box:

Copy Folder: Selecting this Option only copies the Folder to the destination. After copying operation Folder exists at both Source and Destination.


Move Folder: Selecting this Option moves the Folder from Source to destination. After this operation Folder exists only at the Destination. This Option is active only if you are copying item from **PST** or **Live Exchange**. This option is not active if the source is **EDB**.

Copy Sub-Folder: Marking this Option allows you to copy content of any Folder that lies within this Folder. Else, only those contents are copied that lie directly under this Folder.

Create Hierarchy: Marking this option allows you to create the same Hierarchy in the Destination Folder as it was there in the Source for this Folder.

 If you Copy a Mailbox from an EDB and Paste it to the Root Folder of a Live Exchange, Application will ask you to create a new mailbox in the Exchange, else, if you copy it down the hierarchy, new Mailbox will not be required.

Similarly, you can perform Copy-Paste of messages from Source Message List to the Destination Message List.

 The Paste Special option appears while copying the messages. This is an option which maintains the same hierarchy as of the original file. This option has been made for letting the user to know that from which source folder or mailbox the file was derived. User can also ignore this prompt.

5.4.3 Import Operation in Destination Folder

This feature allows you to import messages from your local hard disk to the destination. You can use this feature to import messages into PST or Live Exchange.

There are two importing options available here:

1. **Import from .MSG File Option**
2. **Import from .EML File Option**

You need to perform the following steps to import messages into the destination:

Step 1: To import messages, right click on the root folder & select the **Import from .MSG** or **Import from .EML** Option depending on the type of file you want to import.

Step 2: Browse &Select the files which need to be imported and then click Open.

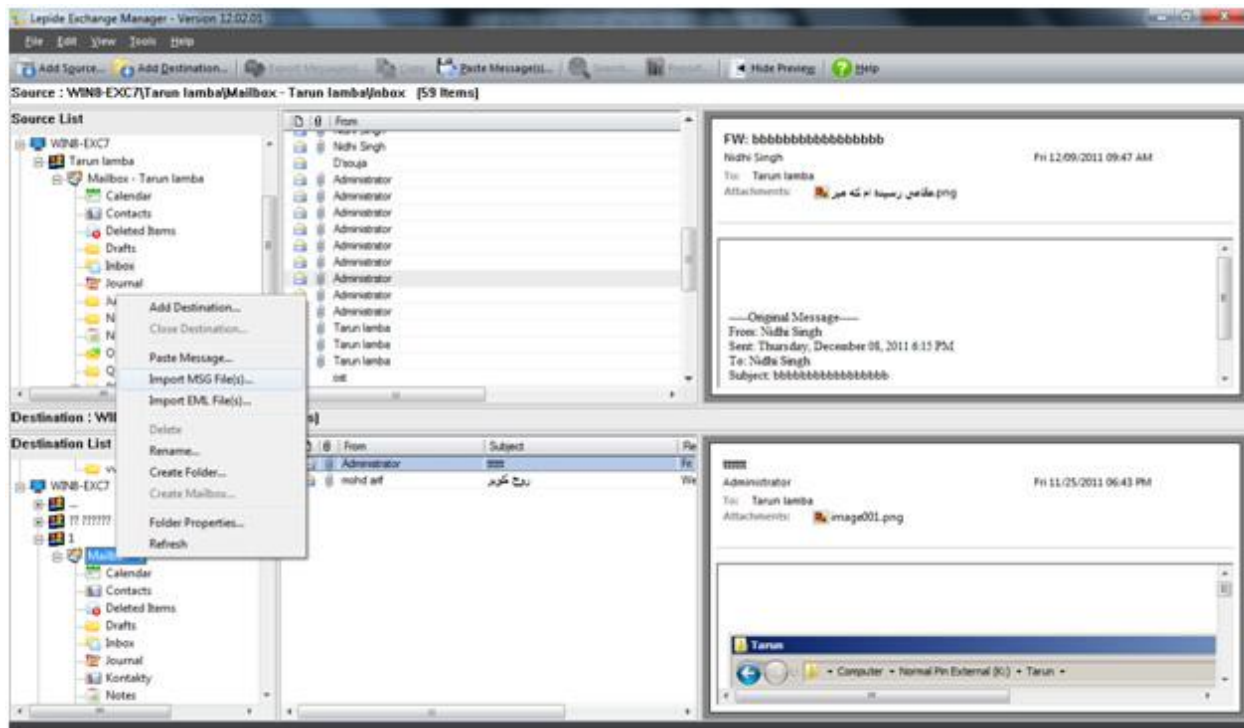


Figure 5.37: Displaying the process of importing message

Step 3: After the MSG files get imported a prompt to refresh the file list appears. Here a user can select Yes or No as per his requirement.

The files are then imported from the hard drive to the Destination Folder.

5.4.4 Creating, Deleting, Viewing properties for folders in Destination

Creating Folder in Destination

With the Create Folder option a user can create Folders anywhere in the Destination Folder Hierarchy (including Mailbox Folder).

Step 1: Right click on any Folder in the Destination Folder for selecting the Create Folder option.

Step 2: Provide a name to the Folder, select the folder type (which can be Contact, Calendar etc.) and click OK.

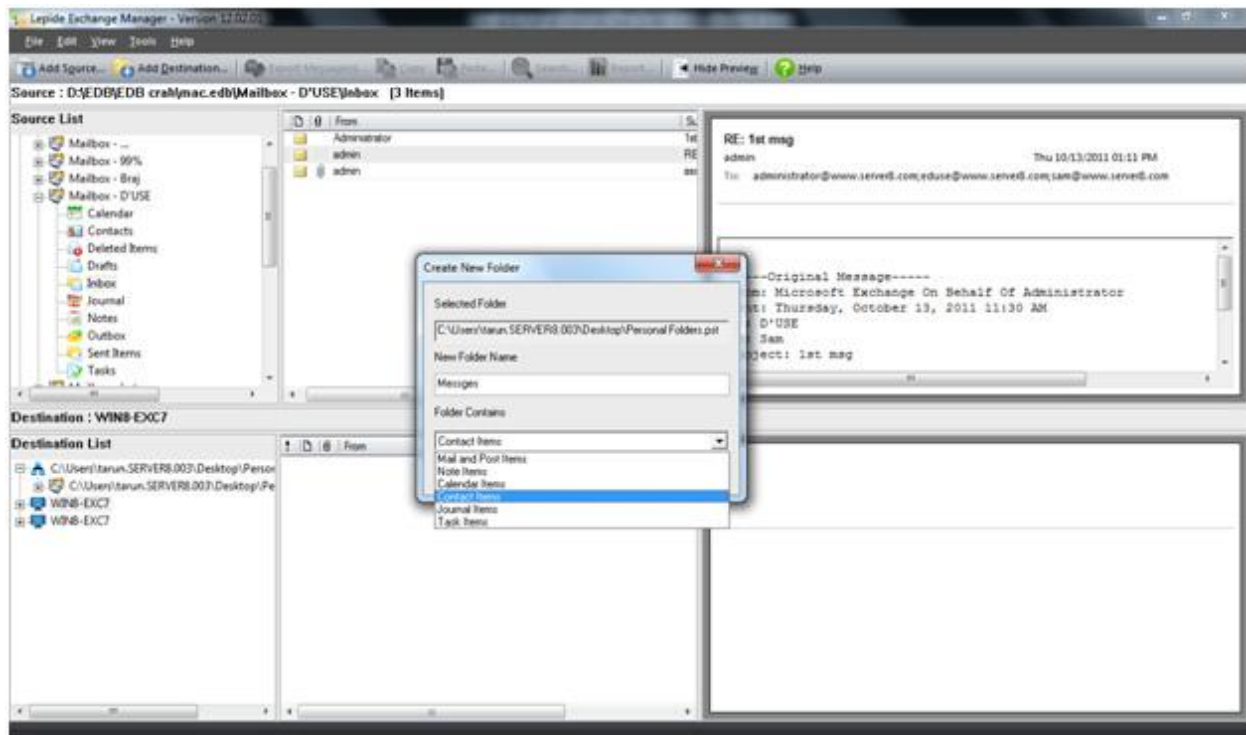



Figure 5.38: Displaying the process of folder creation

After this Folder will be created in the Destination Folder section.

 A user can create the folders of various types like Notes Items, Calendar Items, Contact Items, Journal Items and Task Items.

Deleting a Folder in the Destination:

A user can permanently delete a Folder from the Destination Folder List hierarchy by using the delete option.

For this, select the **Delete Folder** option from the Pop Up as described in the **Step 1** above.

Then the folder would be deleted from the list.

Viewing Folder Properties:

The **Folder Property** option helps a user in understanding the folder properties such as Folder Name, Total Items within it and Number of Read and Unread Items etc.

Step 1: Right click on the Folder in Destination for viewing the Folder Properties.

Step 2: Select the Folder Property Option from the pop Up.

Click on the **OK** button to close the Folder Property Pop Up.

5.4.5 Create mailbox in Exchange Server

With this option a user can create Mailbox in the Live Exchange. A user must assure these points before using this option:

- Administrative rights for creating the mailbox.
- An active or Live Mailbox existing in the destination end.
- Server integration with the Exchange management tool (The Exchange Management Tool may vary from server to server) in the system.

Step 1: Right click on the root folder and select the Create Mailbox option.

Step 2: In the **Create Mailbox on Server** prompt provide the relevant details and click Next:

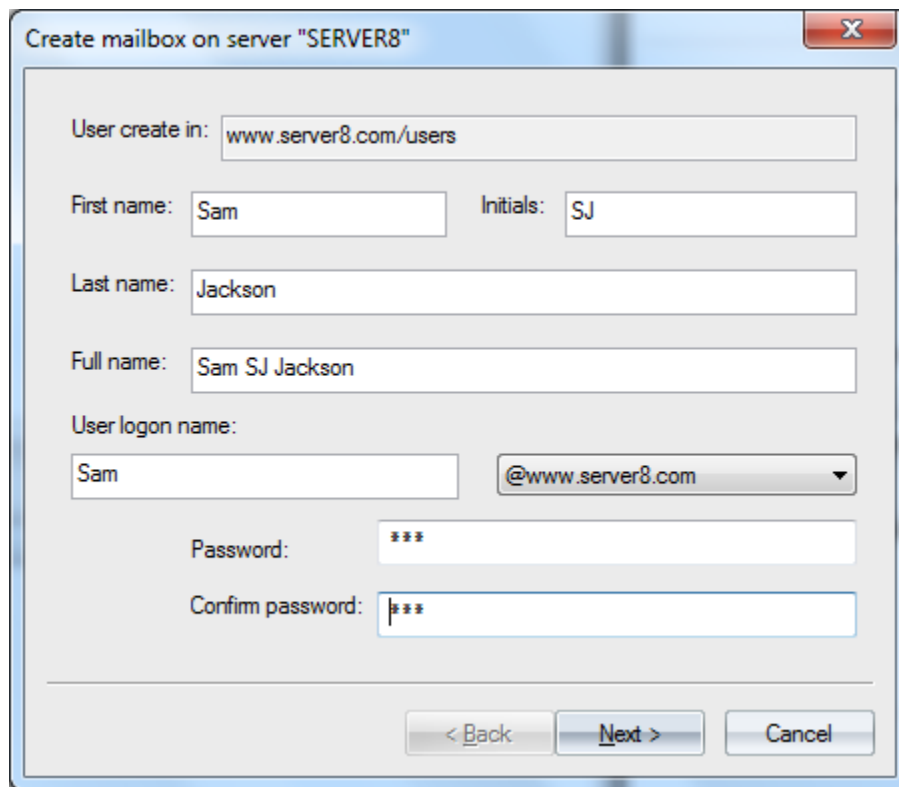


Figure 5.39: Providing details of mailbox

Step 3: Specify the Alias and select the Mailbox Database by clicking on it from the list of databases present on the Server, and then **Click** Next.

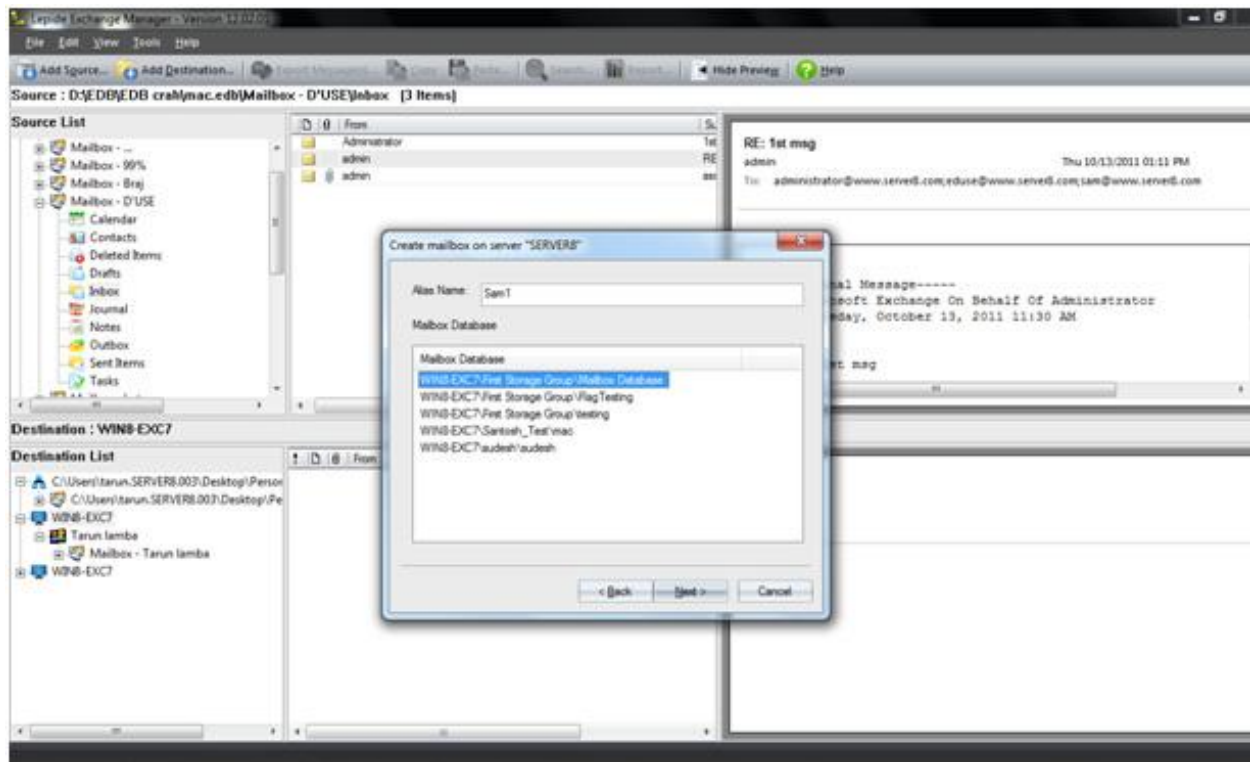


Figure 5.40: Process of mailbox creation in Exchange Server

Step 4: Click **Finish** to complete the process.

This creates the Mailbox in the destination folder.

You can then Copy the required messaging data to the newly created Mailbox.

5.5 Operations performed in Destination Message List

In the Destination Message List, you can perform various operations. Following operations can be performed.

Opening a Message: To **Open** a Message, **Right Click** on it and select **Open** from the Pop Up. This will Open the Message in the Outlook Open Wizard.

Forwarding a Message: To **Forward** a message, **Right Click** on the Message and select **Forward** option from the Pop Up. This will open the message in the Outlook Forward Wizard.

Reply to a Message: To **Reply** to a Message, **Right Click** on the Message and select **Reply** option from the Pop Up. This will open the Message in the Outlook Reply Wizard.

Delete a Message: To **Delete** a Message, **Right Click** on the message and select **Delete** option from the Pop Up. This will delete the Message from the Destination Folder.

Select All Messages: To **Select All** messages, **Right Click** on the Destination Message List Area and select **Select All** option from the Pop Up. This will select all messages so that you can perform collective action on the Messages.

Showing/Hiding Preview: To **Show** or **Hide** preview of messages, **Right Click** on the Destination Message List and select **Show** or **Hide** from the Pop Up.

Show will Open while **Hide** will Close the Destination Preview Panel where preview of the Message is displayed.

Importing Messages: This Option will allow you to Import Messages from the Local Hard Disk. For more details refer the Link below:

Paste Message: This Option will allow you to Paste Messages that have been copied from the Source Message List.

5.6 Operations performed in Destination Preview Panel

Following Operations can be performed in the Destination Preview Panel:

Delete Attachments: To Delete Attachments from the Messages, **Right Click** on the Attachment in the Preview Panel and select **Delete Attachments** Option from the Pop Up. This will delete the Attachment from the Message.

Open Attachment: This Option will Open Attachment.

Save Attachment: This Option will Save Attachment to Local Hard Disk.

Select All Attachments: This will Select All Attachments so that collective action can be performed on them.

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Following limitations will be there in the Free Trial Version of the Software:

- Only two Items Copy/Paste (per session)
- Only two Items Export (per session)
- Only two Items Import (per session)
- Copying Folder, only one time with maximum two Items per folder (per session)
- Exporting Folder, only one time with maximum two Items per folder (per session)

6.2 Purchase and Register

To overcome the limitations of the free trial version and to use the software for a longer period, you need to purchase the Lepide Exchange Manager software. The software is available in various license packs that you can purchase as per your organization's requirement.

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