

## EMAIL ARCHIVING

### Disclaimer

Waldonet Ltd. cannot offer any warranties of any nature on the use or performance of any products mentioned in this document and other Waldonet documentation. The contents of this document are strictly a sharing of knowledge as we believe this may be useful to users. If you do not have sufficient technical expertise, then it may be wise to ask a technical person for assistance. Waldonet cannot provide such assistance.

### Application use Guideline

We have come across a great application which will help users keep a backup of their email on their computers or portable drives. The application allows searching, reading and printing of all archived emails. It is also able to search within attachments. Read more on this on the Mailstore website. Waldonet cannot offer any form of support on any aspect of use of this application.

The application is available from the website mailstore.com

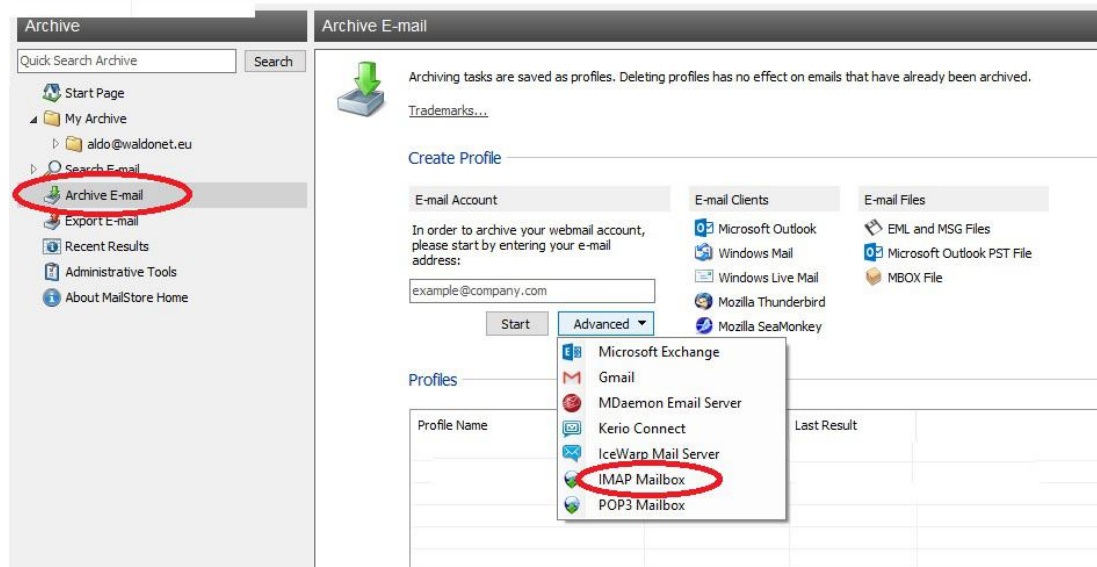
There is a free version for home use, click on Products and click on Mailstore Home, you will be guided to download the application and install it.

**The Waldonet Server and email service will be completely powered down on the 10 January 2019. Following this date it shall not be possible to receive, access or download any emails from the server.**

The following are guidelines on how this application can be used with the Waldonet Server if you have email on the server which is important for you.

Once installed and initiated, the following screen option will appear :

1. Click on Archive Email on the left side of the screen.
2. Click on Advanced at the centre
3. Click on IMAP Mailbox.



As per example below, write your complete email address in the E-mail Address and User Name boxes.

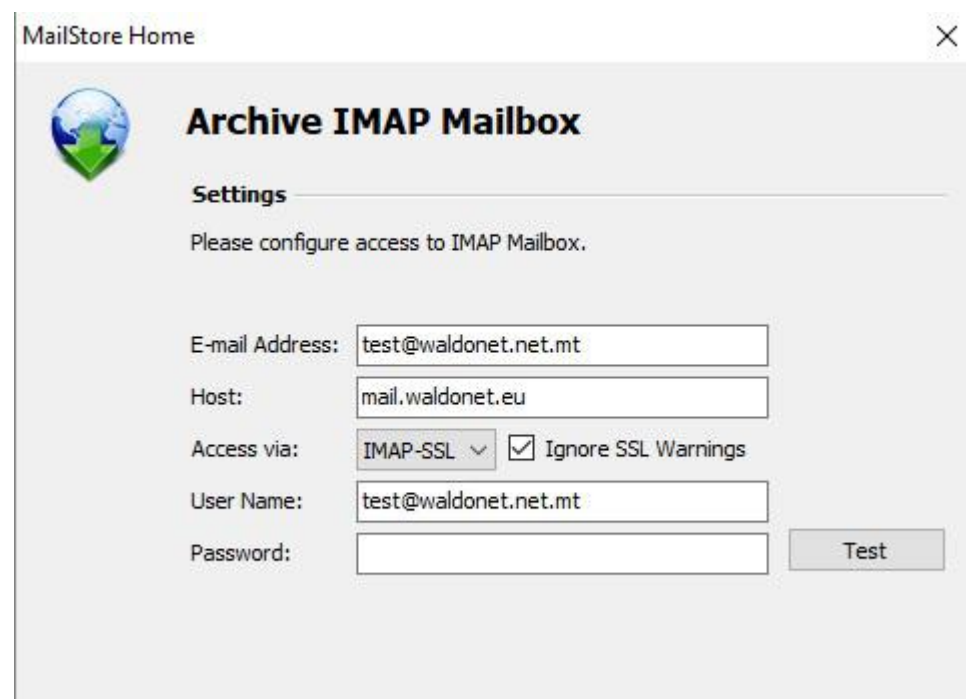
The Host should be mail.waldonet.eu

Click on Access Via options and set it to IMAP-SSL and Tick the Ignore SSL Warnings - as per example below.

Write your email password in the password box.

Click on test to check if what you entered works.

If all works, click on Next to proceed to the subsequent stage. Click on Finish to proceed, Click OK and finally on RUN to initiate the download.



MailStore Home

## Archive IMAP Mailbox

### Settings

Please configure access to IMAP Mailbox.

E-mail Address:

Host:

Access via:   Ignore SSL Warnings

User Name:

Password:

The process will take some hours, maybe even days depending on the size of your mailbox and other factors. PLEASE DO NOT SWITCH OFF YOUR COMPUTER WHILE THIS PROCESS IS ONGOING.

The software will clearly indicate when it is all finished.

We thank you for your custom and kind attention.

The Waldonet Management.