Friday, March 19, 2010

# Use OUTLOOK to download and Archive From a Server

1. Install Outlook on the Server
2. Install the client on the Server
3. Set Outlook to download from the Server journaled account
   1. For the first tests, retain the records
   2. Verify that the records (emails) download properly
4. Set the ECM Client to archive from Outlook
   1. Set up the Outlook journaled folder to be archived
   2. For now, retain the records (emails)
   3. Select “Run Unattended”
   4. Set in a schedule
   5. Disable all but Outlook email for archiving
   6. Add emails to a library
   7. Run the archive process
   8. Check the emails in the repository