

# MsgSave.com



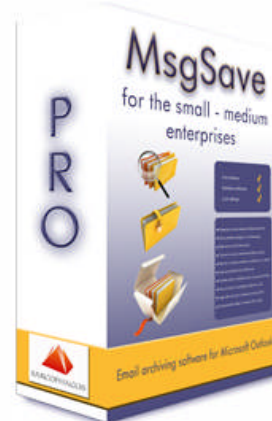
Email archiving software for Microsoft Outlook

MsgSave is an email archiving software add-in of Microsoft Outlook which makes saving email and their attachments simple. This email management software enables bulk saving of .msg files and the ability to save outlook message files including attachments to any PC drive, or Network location at the click of a button

MsgSave comes in 3 variations.  
For further information on each of their features visit [www.msgsave.com](http://www.msgsave.com)



Individual / SoHo users



Small to medium enterprises



Corporate companies

	Individual / SoHo users	Small to medium enterprises	Corporate companies
Configure save options	✓	✓	✓
File name options	✓	✓	✓
Save entire email folder	✓	✓	✓
Save attachment only	✓	✓	✓
Map folders	✓	✓	✓
Auto backup	✗	✓	✓
Multiple mailboxes	✗	✓	✓
Lock settings	✗	✓	✓
Save to FTP location	✗	✗	✓



Visit us at [www.msgsave.com](http://www.msgsave.com) for your free 30 day trial



# MsgSave.com



Email archiving software for Microsoft Outlook

For more information  
and to try out a

## free 30-day demo

please visit the MsgSave website:

[www.MsgSave.com](http://www.MsgSave.com)

Alternatively contact us by email:

[sales@msgsave.com](mailto:sales@msgsave.com)

Telephone +44 (0) 844 588 8885

### What is MsgSave?

**MsgSave** is an add-in component for Windows versions of Microsoft Outlook allowing the bulk saving of selected .msg files, folders or the entire Inbox to any drive or location on your PC or network.

Once installed, **MsgSave** sits unobtrusively on the Outlook toolbar, looking just like one of the standard buttons.

**MsgSave** can save individually selected files, all files within a folder; and optionally any emails in sub-level folders; automatically saving them using a configurable naming convention based around the email details.

**MsgSave** can delete saved messages from your email folders; so it's easy to keep track of your progress. It will also warn you of any duplicated saves, which you can keep or delete. And if you do need to get the messages back into Outlook you can simply drag and drop the emails into the Folder of your choice! All content, subject lines and attachments will appear exactly as they originally were before the email was saved.

### Features:

- Automatically cleans up your email folders
- Easily & directly share emails with other staff
- Allows you access to your saved emails even when your exchange server is down
- Configurable settings allowing default copying of messages at the click of a button
- Can easily save .msg files to a portable storage device or CD
- Improves email accessibility
- Easy to implement standardisation of email saving protocols
- Easy facility to save emails as you go
- Instant integration into the outlook interface
- Can save emails, attachments or both with one click!
- Can specify a naming convention perfect for your companies needs

### Benefits:

- Precious time is saved for you to do other tasks
- Allowing you quick and instant collaboration in your workplace
- You choose when you can access your emails
- Greatly reduce the size of your mailbox
- Within minutes you are ready to go with your emails
- Less time spent searching through emails; old or new
- Makes email management noticeably easier for all levels of an organisation
- Allows you to avoid the need for complex exchange backups for your emails
- No effort required; you are instantly ready to use your MsgSave
- Allows you complete control and freedom with what you want to save and what you don't want
- Not only can you choose what you want to save and where but also how you want it to be saved



Visit us at [www.msgsave.com](http://www.msgsave.com) for your free 30 day trial

## Frequently Asked Questions

The following is a selection of common questions we get from our users. To see the complete list, please refer to the MsgSave website. If you are unable to find an answer to your question, feel free to contact us.

Why not use Outlook backup instead?

MsgSave creates an individual file for every email with the attachment inside so you can find a specific email from the comprehensive filename.

Why can't I save emails in any format other than msg?

At the current time, MsgSave only saves messages into .msg format. As far as we are aware, you cannot save an email sent in html format to rtf and vice versa. In addition, saving emails to certain formats, such as html or txt, does not incorporate any attachments. Since MsgSave is intended to automate the saving of multiple emails (all of which could be in different formats), we use the .msg format because this is the only save format that catches all email formats as well as incorporating the attachment into the saved file.

What details can you have in the archived filename?

MsgSave filenames can be customised for each email folder to include email details such as sent date, sent time, originator's email address, recipient's address, email subject, definable text field.

Where can you archive file to?

MsgSave can be configured to save emails to individual destinations for each email folder. These can be on your Network server, PC or removable device such as CD, USB memory, ext hard disk etc.

Can MsgSave automatically scan my emails and only save specific email which include definable text in the email subject or body?

MsgSave can filter out emails which either include or exclude specific text and then based on these rules it will save the emails to preconfigured directories or devices.

Does MsgSave automate the archival process?

You can either automate archival by configuring individual email folders to save to specific directories or use filter rules or highlight specific emails and save these to a destination.

How do I find a specific email once the email has been archived?

You can sort emails using My Computer or Windows Explorer into date order or by originator or recipient etc without the need for Outlook as files have a filename which is configurable. e.g. 2009 08 14 16.32 - originator's name - recipient's name - subject text - custom text . MSG

Can I re-archive Msg files that I have already saved?

Yes. any msg file can be copied back into outlook and then by running MsgSave you can re-export files using your defined file naming convention.

What happens to attachments?

All messages saved by MsgSave are saved in .msg format which saves the email AND its attachment in a single file. When you open the saved file again it opens in an Outlook window just as the original would and you can still access the attachment from there.



Visit us at [www.msgsave.com](http://www.msgsave.com) for your free 30 day trial