Integrating MessageBunker with Outlook



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Go the the 'Mail Folders' menu: select your Mail Account, right click and select '**New Folder**' - the screen to the right will appear.

Enter '**MessageBunker**' in the 'Name:' field and click 'OK'. The newly created folder should now appear in the list of folders for this account.

Create New Folder	? 🗙
Name:	
MessageBunker	
Folder contains:	
Mail and Post Items	~
Select where to place the folder:	
 	
ОК Са	ncel

Right-click on the folder name and select 'Properties' - the screen below should appear:

eneral Home P	age AutoArchive	Administration	Forms
Show home pa Address:	age by default for	this folder	
https://www	.messagebunker.c	.om/outlook/	
Browse			
Restore Del	aulto		
Restore Del	duits		

Select the 'Home Page' tab and tick 'Show home page by default for this folder'.

Enter <u>https://www.messagebunker.com/outlook/</u> in the 'Address:' field and click 'Apply'.

Now click on the 'MessageBunker' folder in your Mailbox you will be asked for your username/password - enter these and select the 'Remember my password'.

Outlook 2007: Please note that you will be asked for confirmation first time you enter this folder after starting Outlook 2007. When this happens simply press 'OK'. Outlook 2010 allow automated logins, please see below for set-up information.

Setting up Automated login in Outlook 2010

Right click on the folder name and select 'Properties'. On 'MessageBunker Properties' select 'Offline Web Page Settings' - shown below:

			es for offline viewing and check is synchronized.
0	ffline Web Pag	e Settings	

In the window that opens (shown right) select 'Make this page available offline' and select the 'Download' tab.

Click 'Login' and type in your username/password followed by 'OK', then 'Apply' in the main window.

That's it! Outlook 2010 will now remember your login credentials.

We advise that you add

https://www.messagebunker.com to the list of 'Trusted sites' under 'Internet Properties' in your Windows Control Panel.

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Web Docum	ent Schedule Download
e	Outlook - https://www.messagebunker.com/outlook/
URL:	https://www.messagebunker.com/outlook/
Visits:	Unknown
Summary Last Sync Download	hronization: Unknown I Size: 0 bytes
Download	
To free ha the box at	ard disk space taken by this offline favorite, uncheck pove.
	OK Cancel Apply

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Using the MessageBunker feature.

Searching for messages:

The 'Find' function (pictured right) allows you to locate a message within your MessageBunker account. The search criteria are as follows:

From, **To**, **Subject** and **All** (this will parse the entire message).

MessageBunker for	Outlook			
Previo Dom	moda 🗾 Do	WINDOW AND SEALS	Forward	😽 Full Site
Find fred@bloggs.co	m	From	~	
From		Cubic 1		
Fred Bloggs		test		

When you have located your message(s) you can either preview, forward, or download a single message, or bulk download messages.

At the bottom of the screen there is a drop-down menu which allows you determine how many messages your search should return - from 10 to 50 per page. You can jump directly to a page by either typing in the page number directly or use the blue arrows on the same menu.

Previewing a message.

Select a message from the list and click 'Preview'. The preview of the message will show up in a new window (as pictured in the lower right screenshot).

*	Click here to enable Instant Search					
	messageou. er for Outlook					
	🖂 Preview 🚽	ownload	📁 Download All As Zip	🛶 Forwa		
;	rino incomplog	gs.com	From	~		

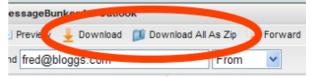
Options here are either 'Forward' - which allows you to forward the message to an external email address - or 'Download' which will allow you to download and save the message in .eml format to your computer.

Message	Bunker for Outlook	
Previe	ew 🤳 Download 📶 Download All As Zip 🖙 Forward 📿 Full Site	_
Find fr From Fred B	test X Fred Bloggs < fred@bloggs.com> Sert: Thu, 11 Aug 2011 10:08:00 +0100 To: mike smike@pam-intemet.net> Size: 2.03KB Size: 2.03KB	1 10:
	Forward U Download	

Downloading Messages.

Messages can be downloaded either individually (by selecting 'Download') or in bulk as a .zip file by clicking on 'Download All As Zip'.

ck here to enable Instant Search



Forwarding a Message.

Like the forwarding feature in the Preview function the menu bar allows you to forward a single message to an external email address.

Full Site:

The 'Full Site' option on the menu bar allows you access to your full MessageBunker control panel - note that this will open in a new window.



