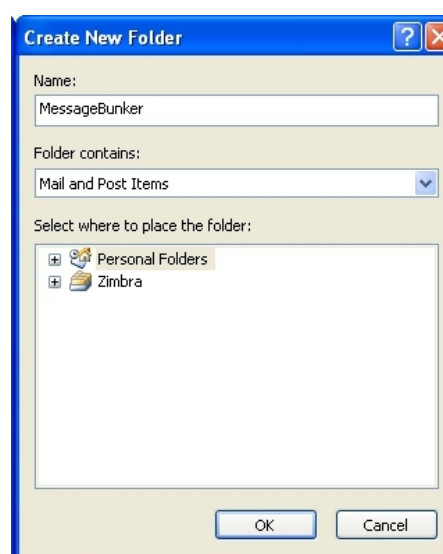




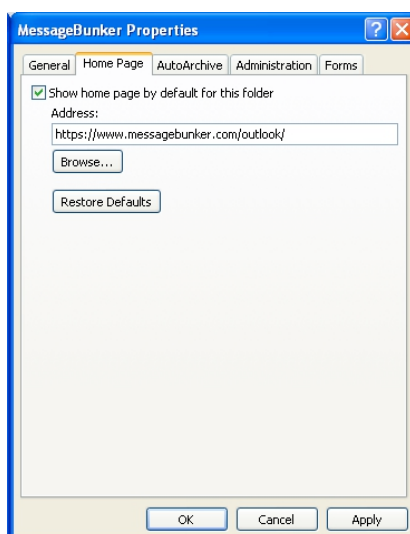
Integrating MessageBunker with Outlook

Go to 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.



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



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

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

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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:

Outlook will download these pages for offline viewing and check for updates whenever this folder is synchronized.

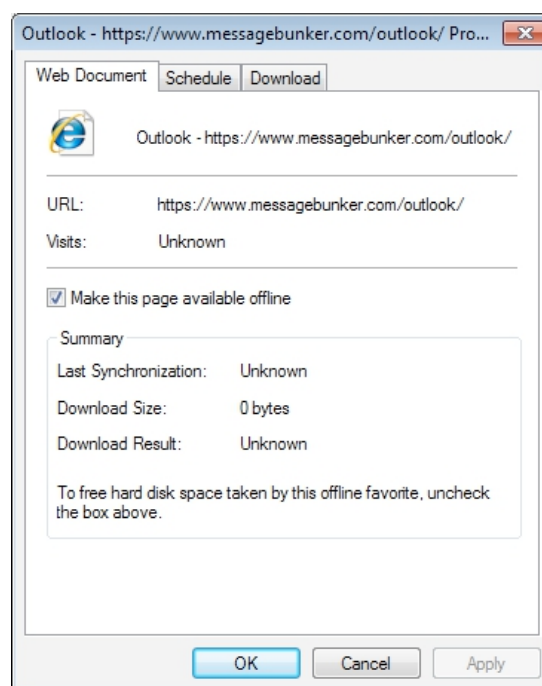
Offline Web Page Settings...

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.

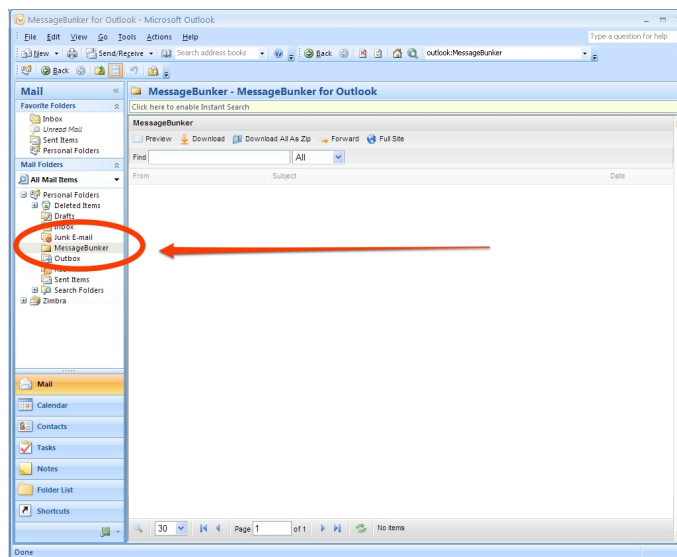
That's it! Outlook 2010 will now remember your login credentials.

We advise that you add **<https://www.messagebunker.com>** to the list of 'Trusted sites' under 'Internet Properties' in your Windows Control Panel.



Integrating MessageBunker with Outlook

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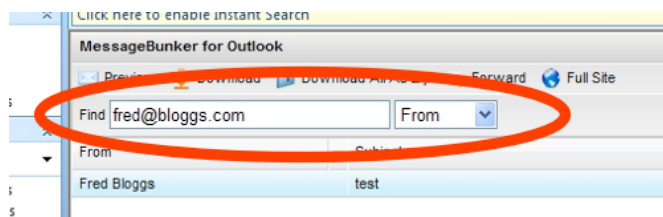


Using the MessageBunker feature.

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).

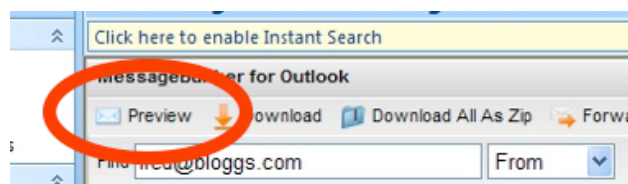


When you have located your message(s) you can either preview, forward, or download a single message, or bulk download messages.

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.

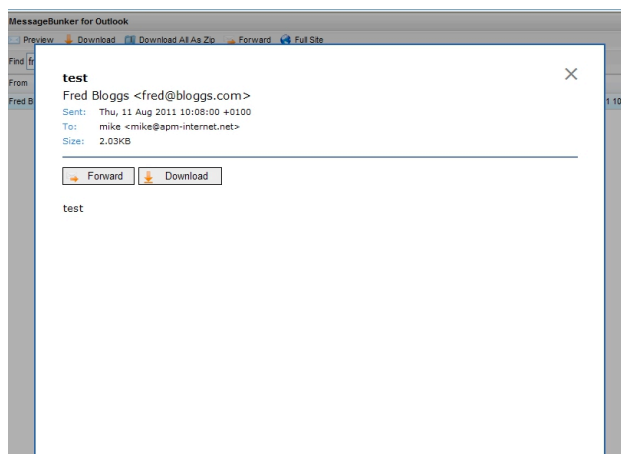
Select a message from the list and click 'Preview'. The preview of the message will show up in a new window (as pictured in the lower right screenshot).



Integrating MessageBunker with Outlook

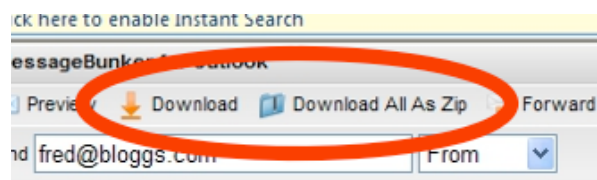
Integrating MessageBunker with Outlook

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.



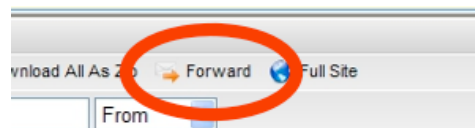
Downloading Messages.

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



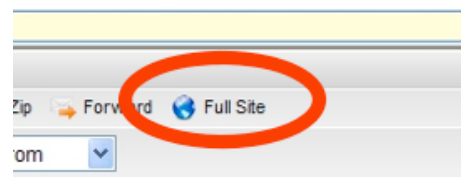
Forwarding a Message.

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.



Integrating MessageBunker with Outlook