



# Mail2Share

## Administrator Guide

*Version 5.4*

## LEGAL NOTICES

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- Title of the manual you are referencing
- Edition number or publication date (from the title page)
- Your name
- Your company's name

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## 1. ABOUT THIS DOCUMENT

This document provides information about using the features and functions of the Techtra **Mail2Share** software.

The sections of this guide cover the installation of the Mail2Share Add-On for Outlook and the network deployment of the Mail2Share solution.

### 1.1. HOW TO INTERPRET ICONS IN THIS DOCUMENT



The information in the message boxes displaying this icon, are highlighted to attract your attention so you don't miss an important detail.



This warning icon indicates that the message contained in this message box is critical information that must be applied.



The message boxes provided with this icon gives you a tip or redirects you to a more detailed documentation.



This icon indicates that the following table contains descriptions on setting parameters or options to configure the software.

### 1.2. INTENDED AUDIENCE

The procedures in this guide are intended to be performed by a systems administrator with a basic understanding of the Windows operating system and deploying enterprise software, and who is familiar with Group Policy, Active Directory, SCCM, Mail2Share and the SharePoint technologies.

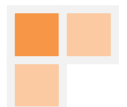
### 1.3. ABOUT MAIL2SHARE FEATURES

**Mail2Share** provides a multitude of useful ways to configure and manage its powerful features during the deployment or later, based on different scenarios. All these configuration aspects including targeted parameters editable by registry keys and the use of the **Mail2Share Batch Transfer tool** will be described in this document.



#### NOTE

**Mail2Share** features and functionalities should be configured by an IT administrator which is aware of the repercussion of editing the Registry keys, understand and recognize the limitations of SharePoint.



## 2. MAIL2SHARE TECHNICAL SPECIFICATIONS

**Mail2Share is compatible with the following SharePoint technologies:**

- ▶ Microsoft® Windows® SharePoint Services (WSS) version 3.0
- ▶ Microsoft® Office SharePoint Server (MOSS) 2007
- ▶ Microsoft® SharePoint Foundation 2010
- ▶ Microsoft® SharePoint Server 2010

**Mail2Share works with each of the following versions of Microsoft Office which include Outlook:**

- ▶ Microsoft® Office 2003
- ▶ Microsoft® Office 2007
- ▶ Microsoft® Office 2010

### 2.1. CONFIGURATIONS REQUIRED

Techtra recommends the following configurations, in order to guarantee a consistent user experience.

**Client-side Hardware Requirements:**

- ▶ 1 GB of memory or higher
- ▶ 2 GB available hard disk space
- ▶ SVGA video card compatible with Windows
- ▶ CD-ROM drive (if installation is done from a CD-ROM)
- ▶ Screen resolution 1024x768 pixels (recommended)

**Client-side Software Requirements:**

*Operating System:*

- ▶ Microsoft® Windows® XP (32-bit and 64 bit) or,
- ▶ Microsoft® Windows® Vista (32-bit and 64 bit) or,
- ▶ Microsoft® Windows® 7 (32-bit and 64 bit) or,
- ▶ Microsoft® Windows® 2003 Server or,
- ▶ Microsoft® Windows® 2008 Server

*Microsoft Outlook:*

- ▶ Microsoft® Outlook 2003 or,
- ▶ Microsoft® Outlook 2007 or,
- ▶ Microsoft® Outlook 2010 (32-bit and 64 bit)

**Server-side Software Requirements:**

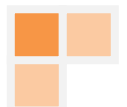
- ▶ Microsoft® Windows® SharePoint Services (WSS) version 3.0 or,
- ▶ Microsoft® Office SharePoint Server (MOSS) 2007
- ▶ Microsoft® SharePoint Foundation 2010
- ▶ Microsoft® SharePoint Server 2010
- ▶ IIS6 or higher



## 2.2. TESTED ENVIRONMENTS

The procedures in this document were tested in the following environments:

- **Client computers** are running Windows 7 Ultimate, Windows Vista Ultimate and Windows XP Professional Service Pack 2 or higher.
- **Server computers** are running Windows Server 2003 Standard Edition, Windows Server 2008 and 2008R2.



### 3. MAIL2SHARE DEPLOYMENT

This section describes Mail2Share deployment methods through **Group Policy** or the **System Center Configuration Manager** console.

**Group Policy** (GP) and the Active Directory services infrastructure in Windows Server 2003/2008 enable IT administrators to automate one-to-many management of users and computers. Administrators can implement security settings, enforce IT policies, and distribute software across a given site, domain, or range of organizational units (OU).

With the software installation extension of GP, you can provide on-demand software installation and automatic repair of applications. Mail2Share uses Group Policy Software Installation to enable enhanced deployment for Acrobat products on a Windows network.

#### TIP

The Group Policy settings that you create are contained in a Group Policy object (GPO). To create a GPO, use the Group Policy Management Console (GPMC), which is available for download from the Microsoft Web site at :

<http://www.microsoft.com/downloads/details.aspx>

**System Center Configuration Manager** (SCCM) deploys and updates servers and client computers, across physical, virtual, distributed, and mobile environments. It is globally used for configuration management and automate IT systems management.

#### TIP

To get more information about SCCM, please visit the Microsoft Web site at:

<http://www.microsoft.com/systemcenter/en/us/configuration-manager.aspx>

### 3.1. MAIL2SHARE DEPLOYMENT USING GROUP POLICY

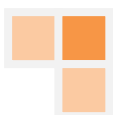
Mail2Share supports the **Assign Mail2Share to a computer** GPO deployment scenarios:

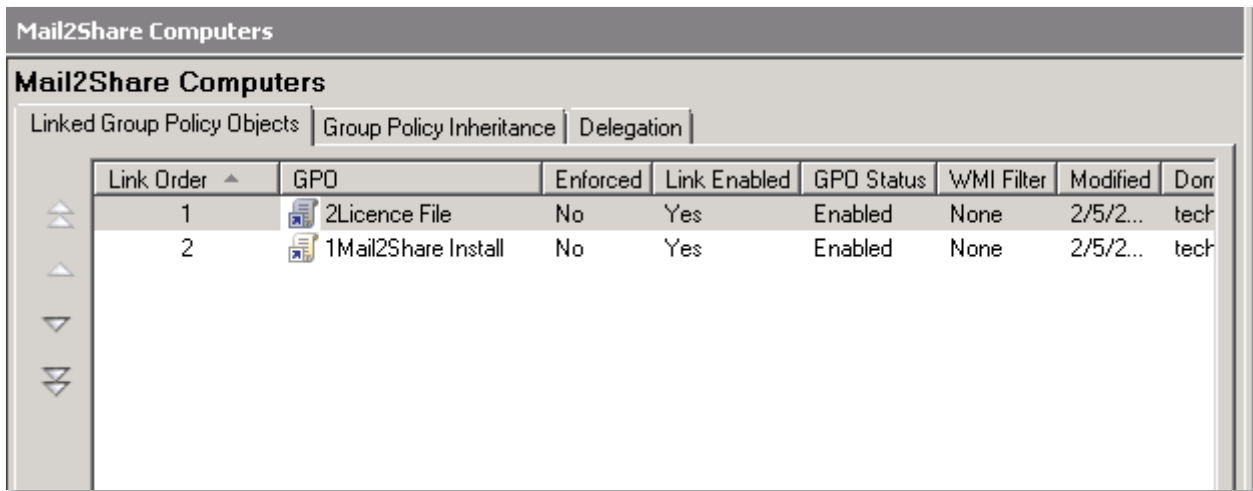
#### NOTE

Before deploying Mail2Share, you need to do download the pre-requirements (.Net Framework 3.5) from the links provided by Microsoft and deploy them using GPO in your network.

**Step 1** - Deploy all **pre-requirements** needed:

**Step 2** - Deploy Mail2Share:





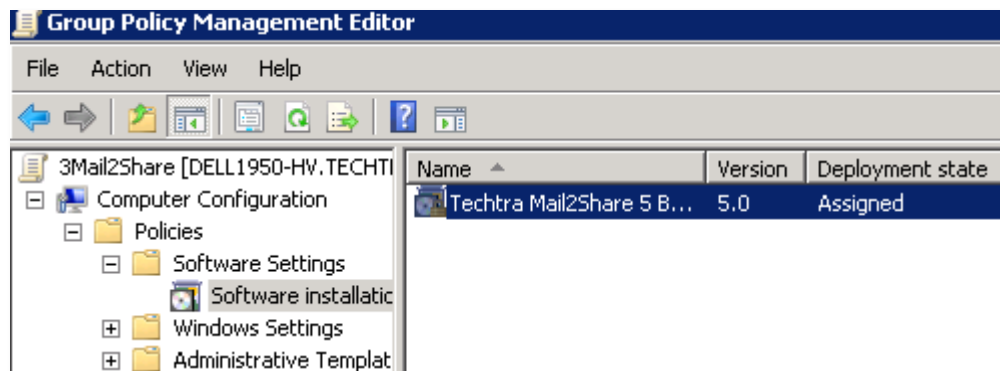
### 3.1.1. CREATE THE GPOS

The general steps are as follows:

- Step 1 - Perform** an administrative installation.
- Step 2 - Start** the Group Policy Management Console and create a GPO for the Mail2Share application.
- Step 3 - Edit** the GPO to create a package for the Mail2Share application, and then assign the package to a computer.
- Step 4 - Set** properties as needed for the package you created.
- Step 5 - Link** the GPO to the computer where you want to assign it.

### 3.1.2. DEPLOYING MAIL2SHARE

After you have created and edited the GPO and linked it to a computer, the software is deployed by using the assigned deployment method:



You need to install the package with elevated privileges.

Windows Installer			
	Setting	State	Comment
Always install with elevated privileges	Enable user to browse for source while elevated	Not configured	No
	Enable user to use media source while elevated	Not configured	No
	Enable user to patch elevated products	Not configured	No
Display <a href="#">Properties</a>	Always install with elevated privileges	Enabled	No
Requirements: At least Microsoft Windows 2000	Prohibit Use of Restart Manager	Not configured	No
	Remove browse dialog box for new source	Not configured	No
Description: Directs Windows Installer to use system permissions when it installs any program on the system.	Prohibit Flyweight Patching	Not configured	No
	Disable logging via package settings	Not configured	No
	Disable Windows Installer	Not configured	No

### 3.1.3. DEPLOYING THE MAIL2SHARE LICENSING

Once the Mail2Share software is installed, you need to deploy the licensing file. In order to do that, please use the *m2s\_32-64.adm* file, provided by Techtra on demand or create your own to administrative template.

**Note**

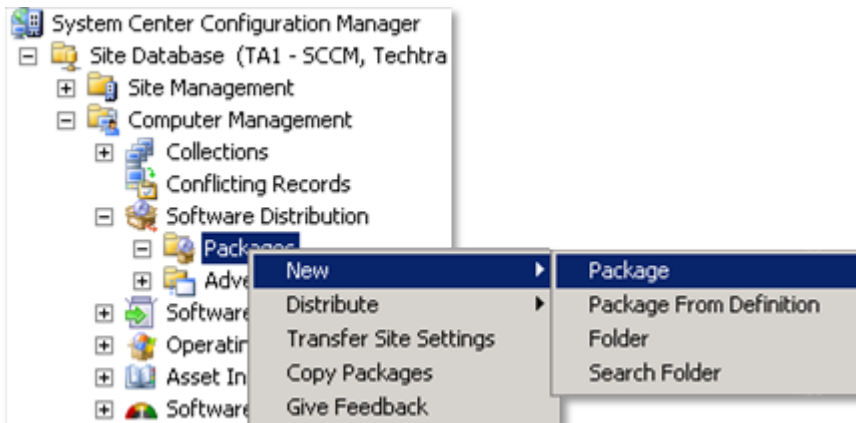
The Mail2Share *.adm* or *.admx* file is an administrative template for both x32 and x64 OS versions.

## 3.2. MAIL2SHARE DEPLOYMENT USING SCCM

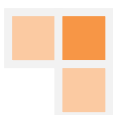
In order to deploy Mail2Share by using the System Center Configuration Manager (SCCM), please follow the instructions described in this section:

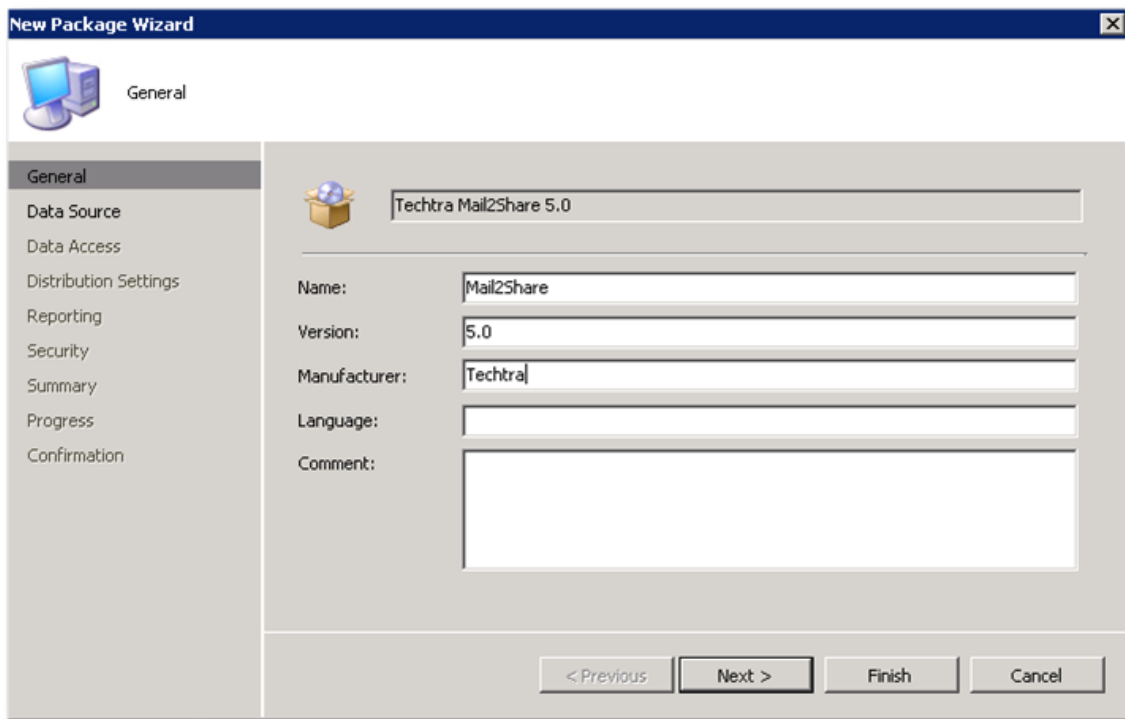
### 3.2.1. CREATE THE INSTALLATION PACKAGE

- Step 1 - Open** SCCM 2007 Console
- Step 2 - Go** to Computer management
- Step 3 - Select** Software Distribution
- Step 4 - Right-click** Packages and select *New*, then *Package*:



- Step 5 - Configure** all package details and click **Next**:

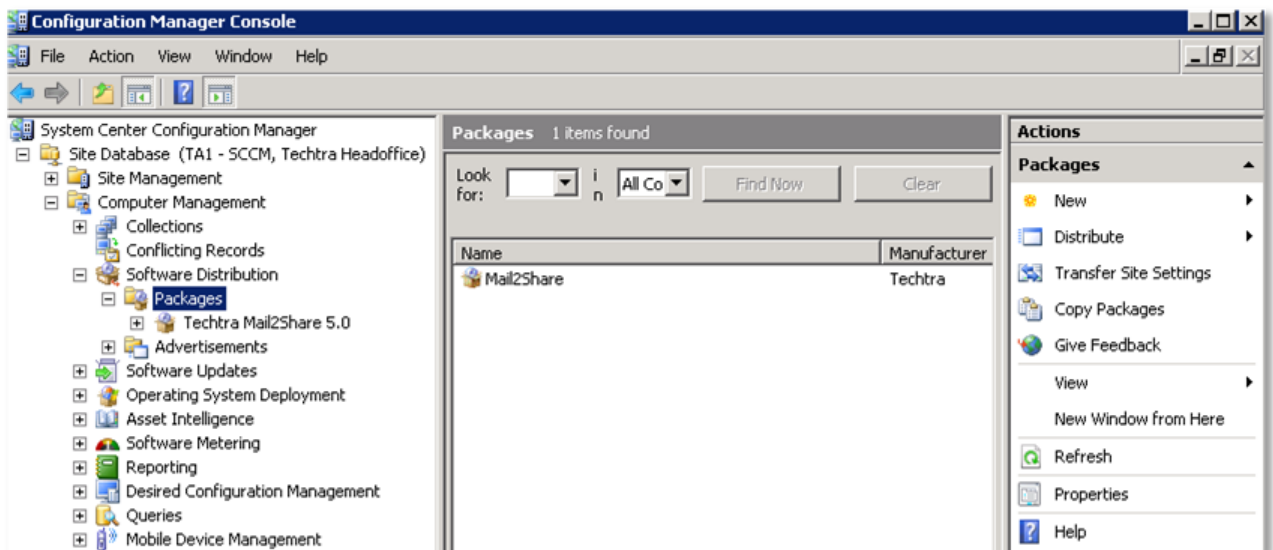




**Step 6** - On the **Data Source tab**, configure the data source as the file share you have created with the Mail2Share package on the file server. On the **scheduling part**, you can choose to leave it by default. **Click the OK button** to continue.

**Step 7** - After completing with all the settings, click **Finish**.

**Step 8** - Your new package will be shown in the SCCM console:

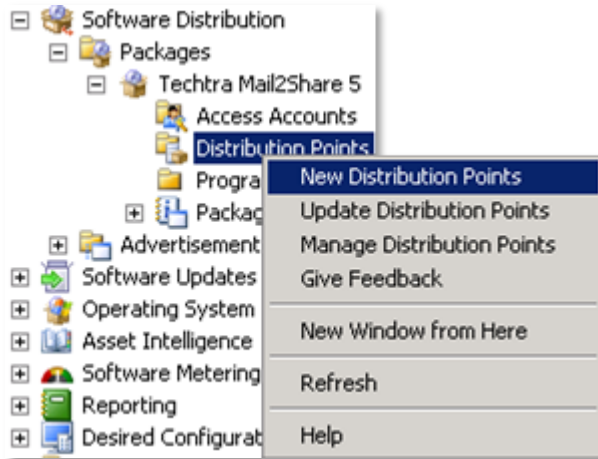


**Step 9** - Now **expand** the newly created package.

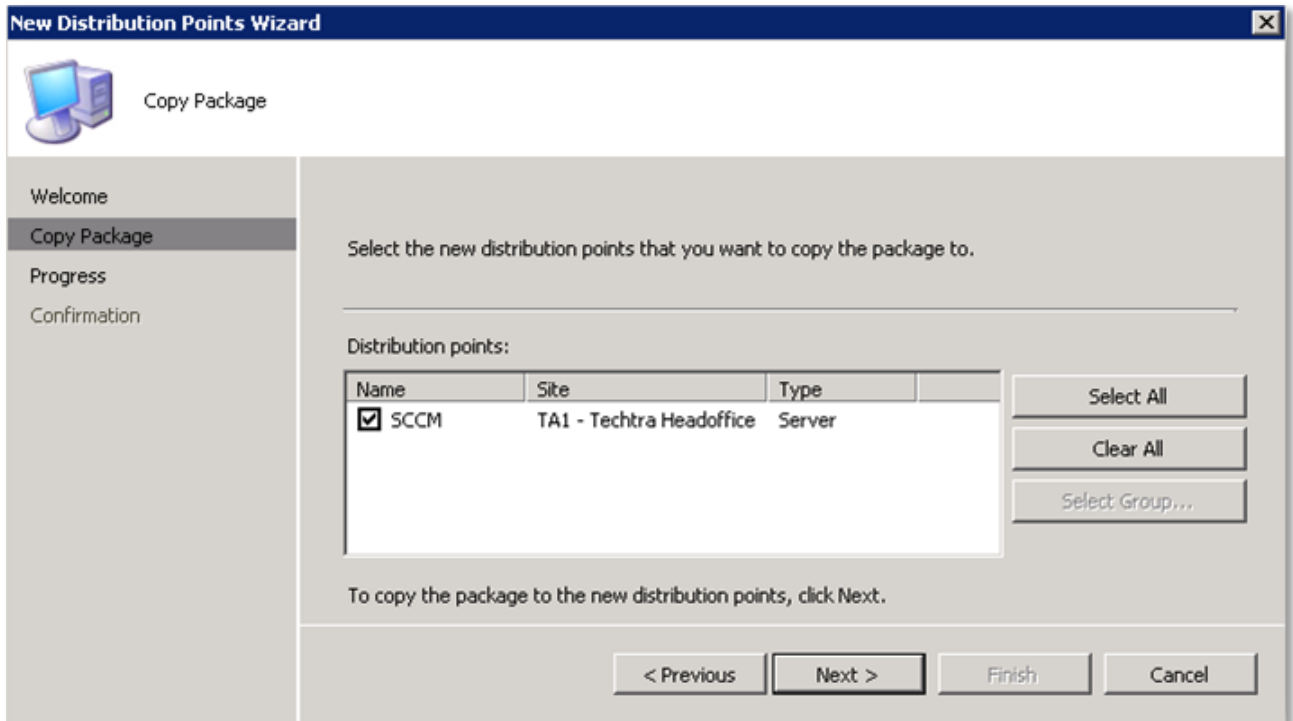
### 3.2.2. CONFIGURE DISTRIBUTION POINTS

The first thing you need to do is to **configure** a distribution point for the package. For that, execute the next steps:

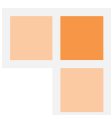
**Step 1 - Right-click** the distribution points and **Select** the **New Distribution points** menu item:

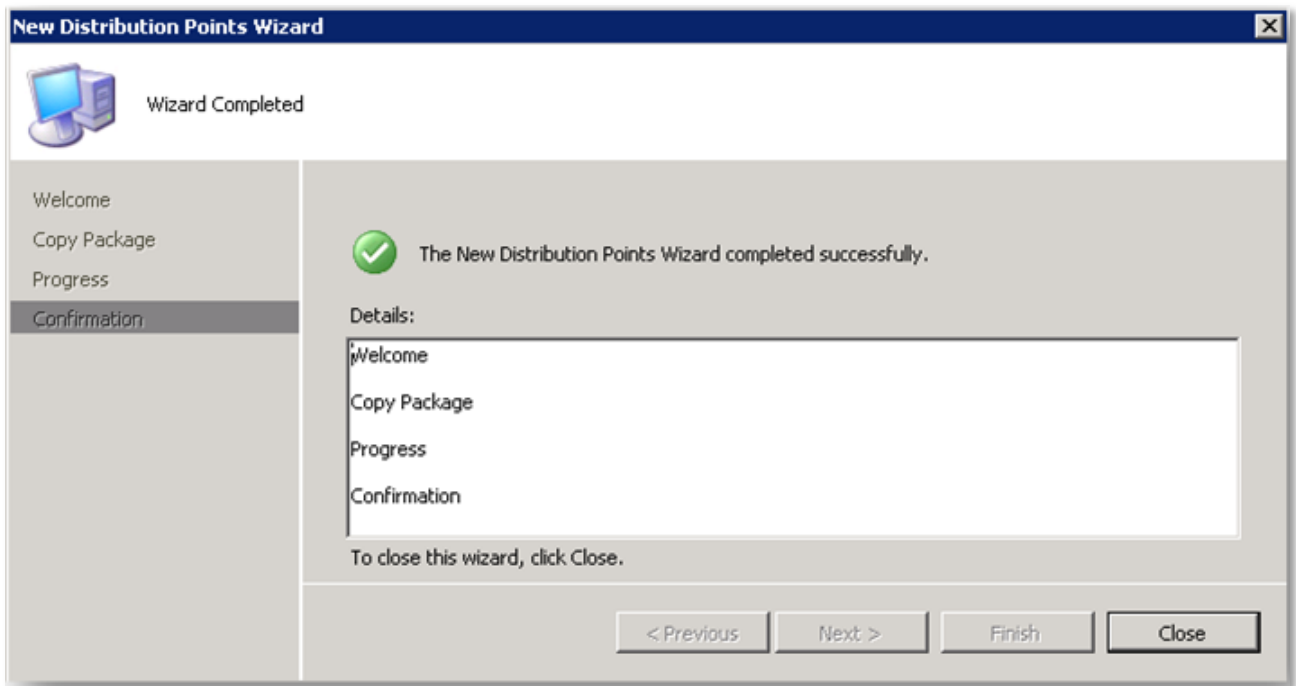


**Step 2 -** On the **distribution points wizard**, walk through the welcome screen and on to the **Copy package window**. Then **select** the specified distribution point you wish to distribute your package from (the default choice should be the SCCM server itself). Then click **Next** and **close**.



**Step 3 -** Click **Close** when you arrive in the following screen:

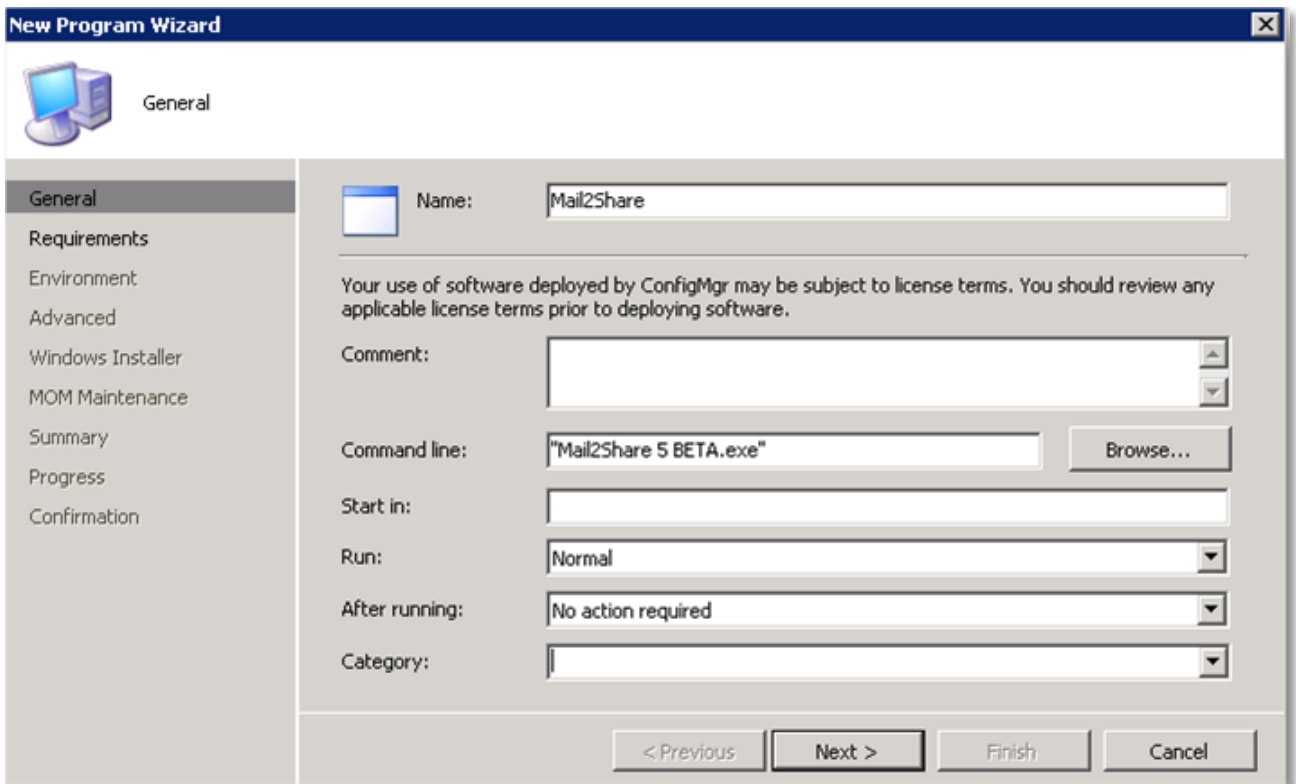




### 3.2.3. CREATE THE PROGRAM

The next phase is **creating** the program to run the **Mail2Share.exe**. In order to that, **go back** to the SCCM console and expand the Mail2Share package and follow the next steps:

**Step 1** - Right click **programs** and select the **New** menu item and then click **Program**

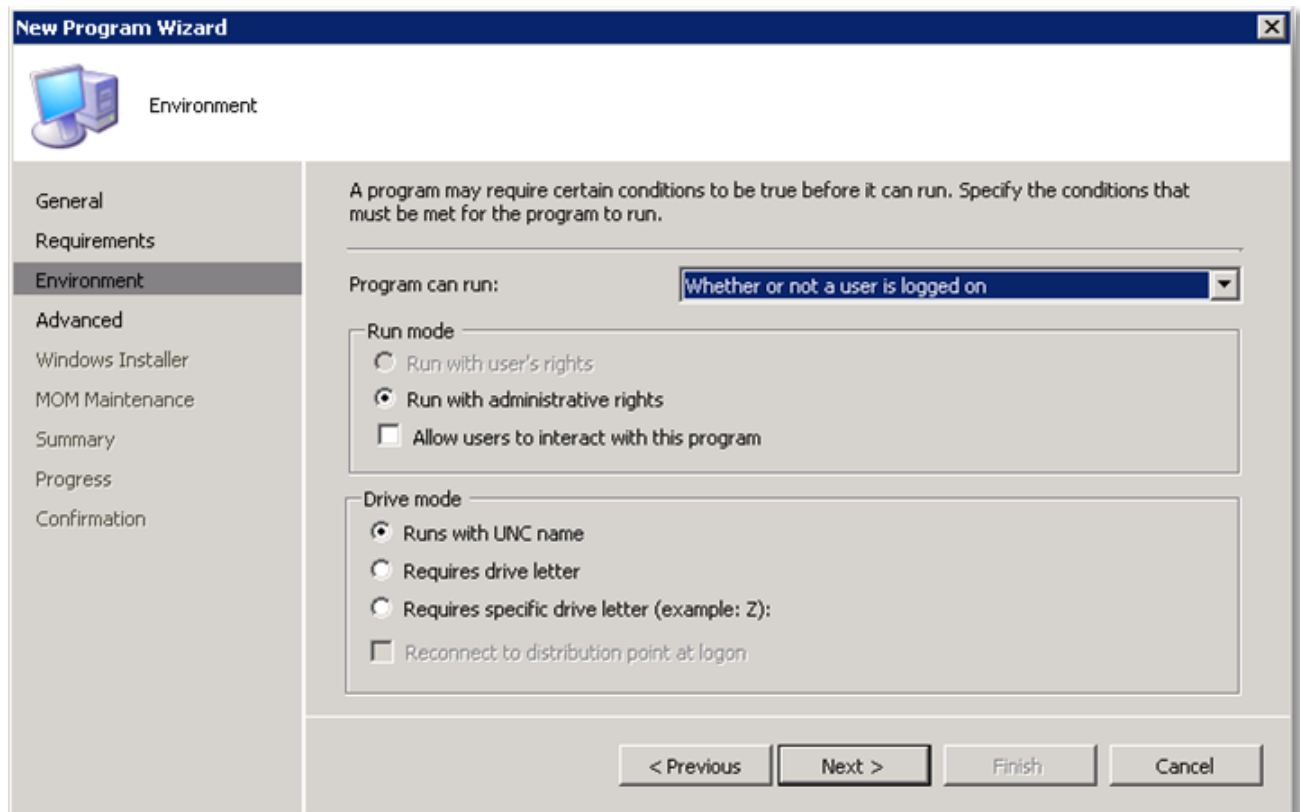


**Step 2** - On the Environment page, **choose** that program can run whether or not the user is logged on (which automatically checks the "Run with administrative rights" option). Then, Click **Next**:

**TIP**

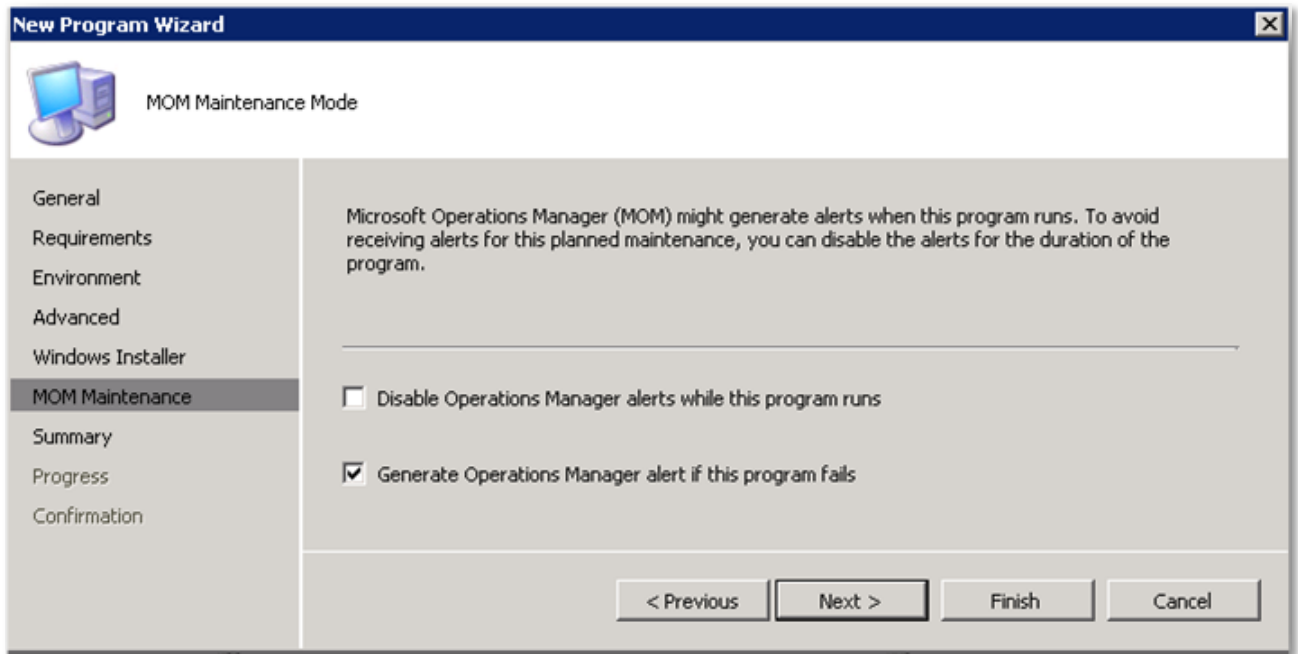
You should have configured by the administrative account used to install programs. If not, you can find more information about configuring SCCM accounts on:

<http://technet.microsoft.com/en-us/library/bb680323.aspx>

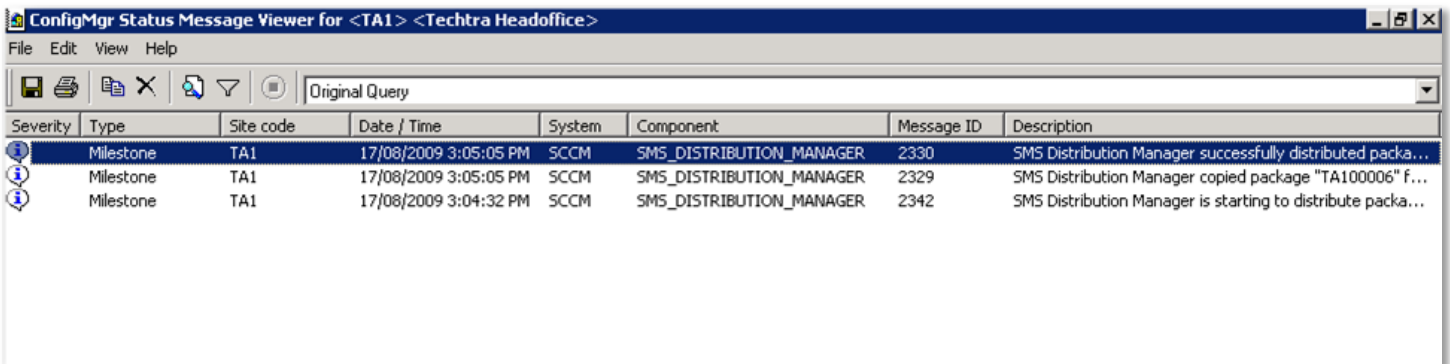


**Step 3** - You can use or not the SCCM alerts:





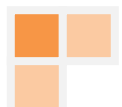
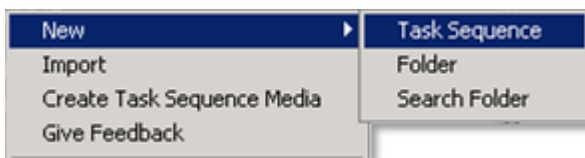
**Step 4 - Validate** if the package is created successfully:



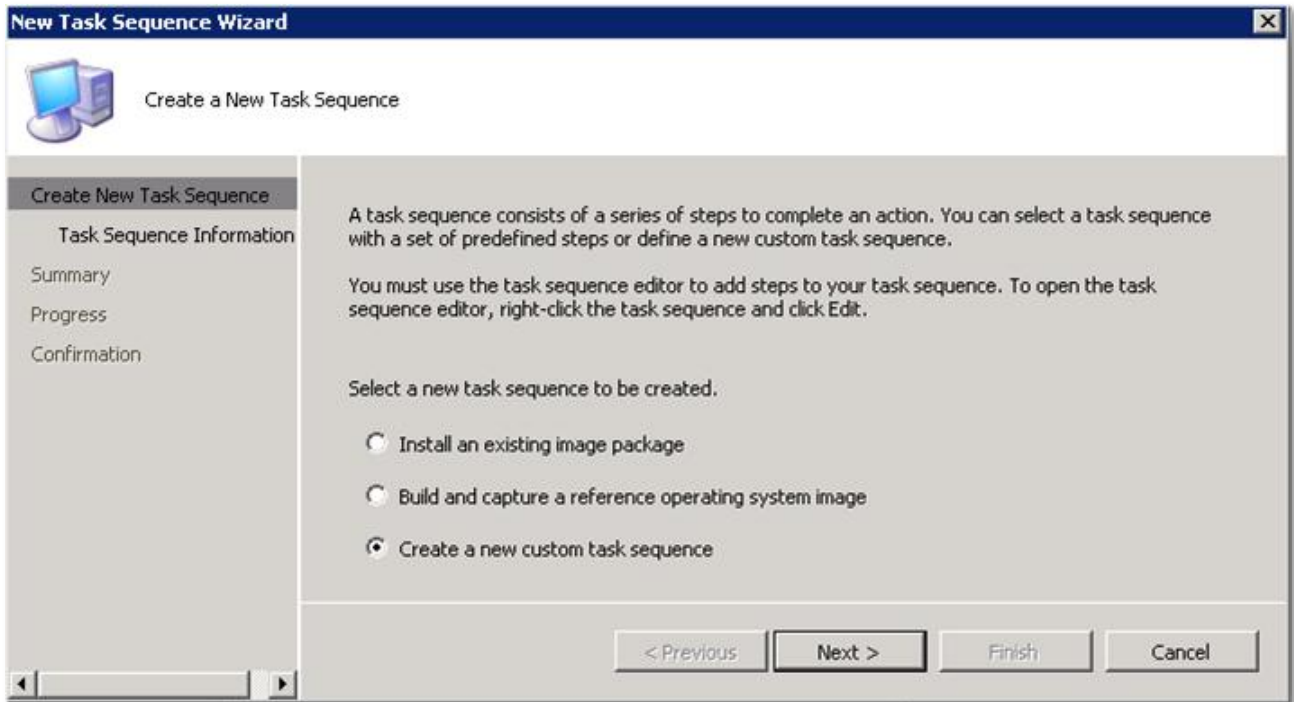
### 3.2.4. CREATE A TASK SEQUENCE

The next thing to do is to create a Task Sequence to deploy the Mail2Share Package:

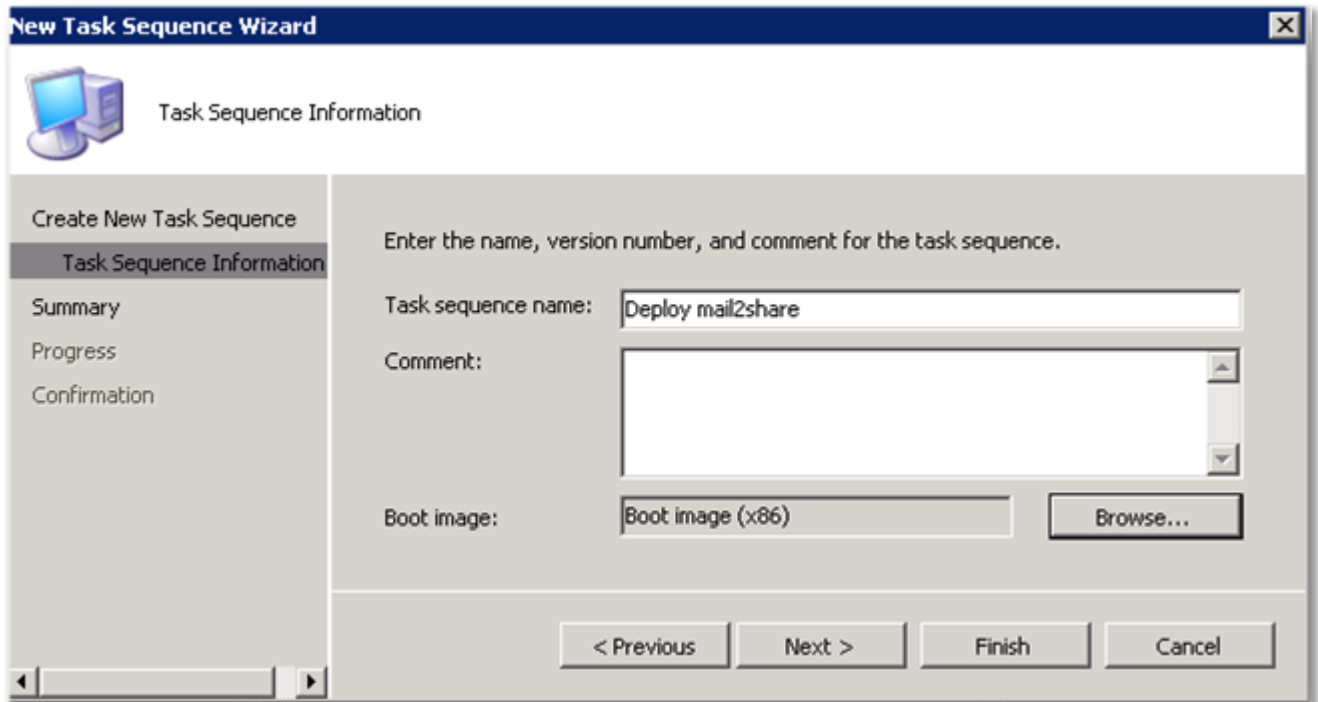
- Step 1** - Open SCCM 2007 Console and expand **Computer Management** and then **Operating system**.
- Step 2** - Right-click **Task Sequence** and select the **New** menu item
- Step 3** - Click **Task Sequence**, as shown below:



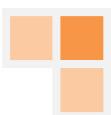
**Step 4 -** On the *create new task sequence page*, select **Create a new custom task sequence** and click **Next**:

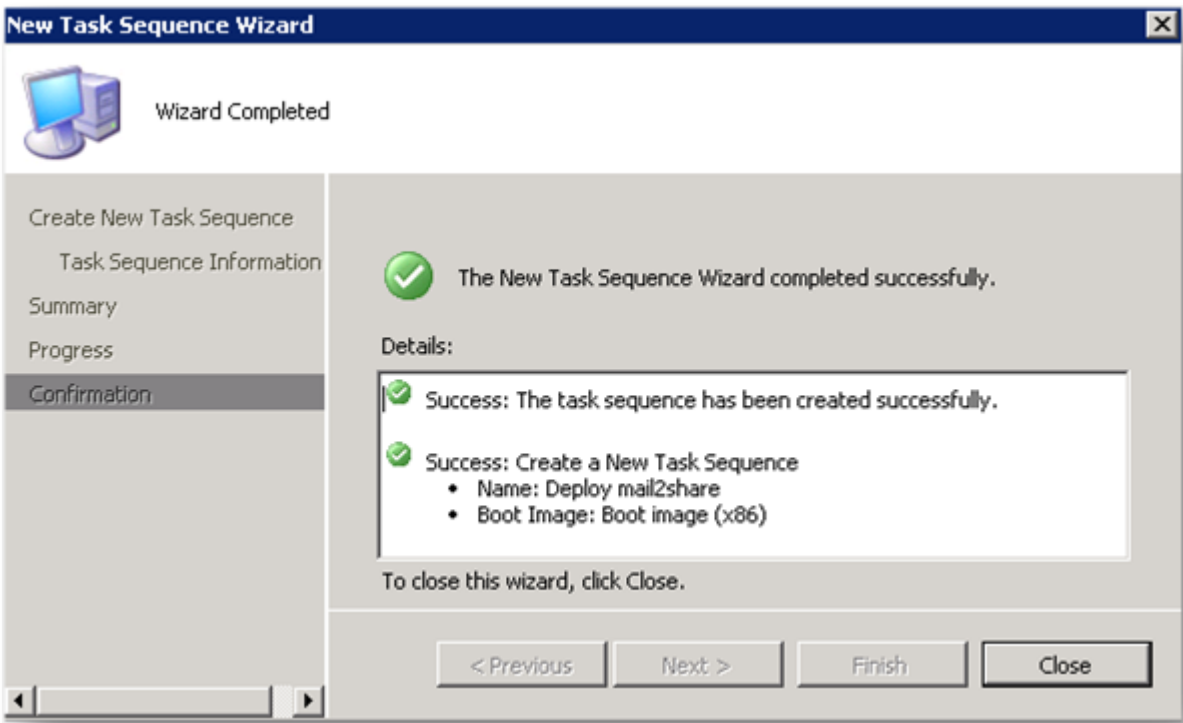


**Step 5 -** On the *task sequence information page*, type the task sequence name and **choose the x86 boot image** (or x64 – depends on your client agent deployment). Click **Next** to continue:



**Step 6 -** When the Wizard is completed, click **Close**:



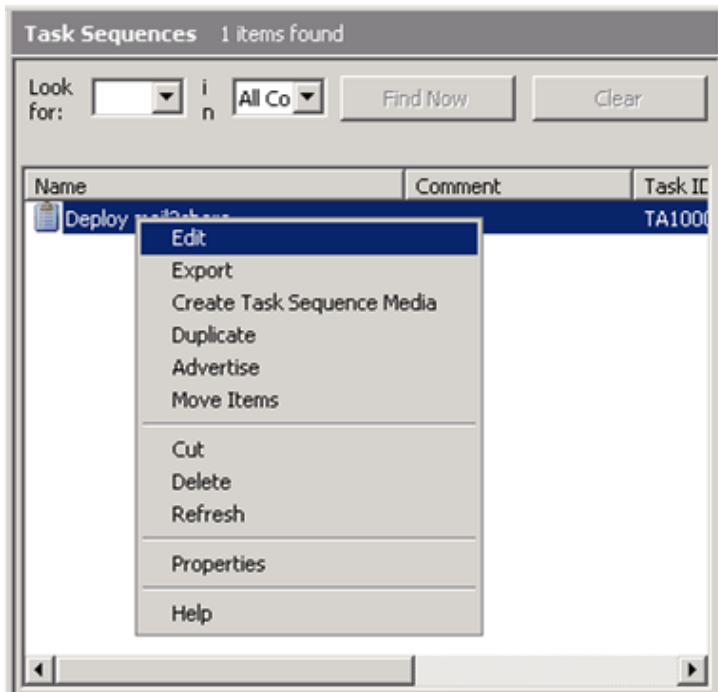


### 3.2.5. CONFIGURE THE TASK SEQUENCE

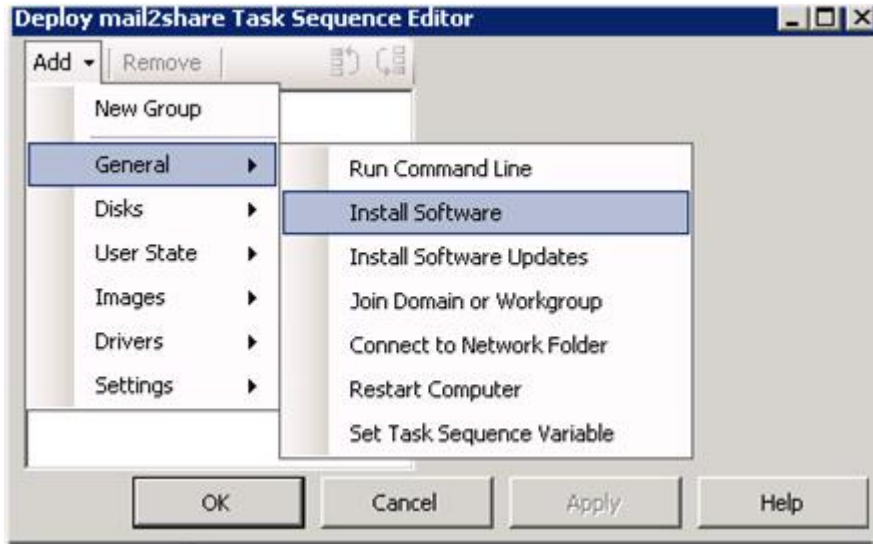
Now that you have created the task sequence, you must configure it to install Mail2Share on the client.

Execute the next procedure configure the Deploy Mail2Share Task Sequence:

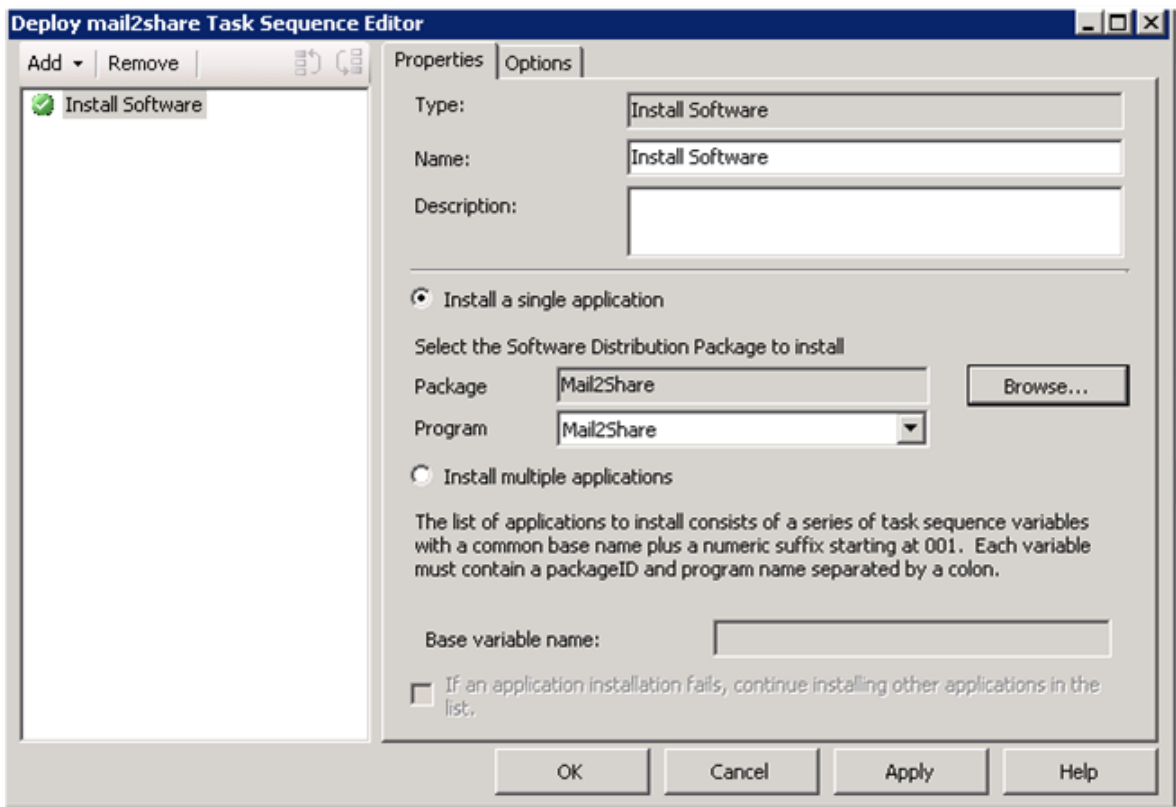
- Step 1** - Back to the console, in the Task Sequence Window, **right click** the newly created task sequence and select **Edit**:



**Step 2 -** Click **Add** item menu, then select **Install Software**:



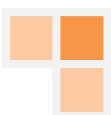
**Step 3 -** Set the **Properties** as shown below:



**Step 4 -** Click **OK** to continue

### 3.2.6. ADVERTISING THE TASK SEQUENCE

**Step 1 -** Go back to SCCM console and **right click** the task sequence you created



**Step 2** - Click **Advertise** menu item

**Step 3** - **Fill** the name and comment for the advertisement and **Browse** to select the collection where you wish to distribute Mail2Share, then click **Next**:

**New Advertisement Wizard**

General

Name:

Comment:

Task sequence:

Collection:

Include members of subcollections

Make this task sequence available to boot media and PXE

Task sequences can only be targeted to computers. Any users or user groups in the selected collection will be ignored.

< Previous    Next >    Finish    Cancel

**Step 4** - On the schedule page, select **your preferred schedule for deployment** and click **Next**.

**Step 5** - On the distribution point page, select **the Access content directly...** option, then click **Next**

**New Advertisement Wizard**

Distribution Points

Specify how clients interact with distribution points to retrieve content from packages referred by the task sequence:

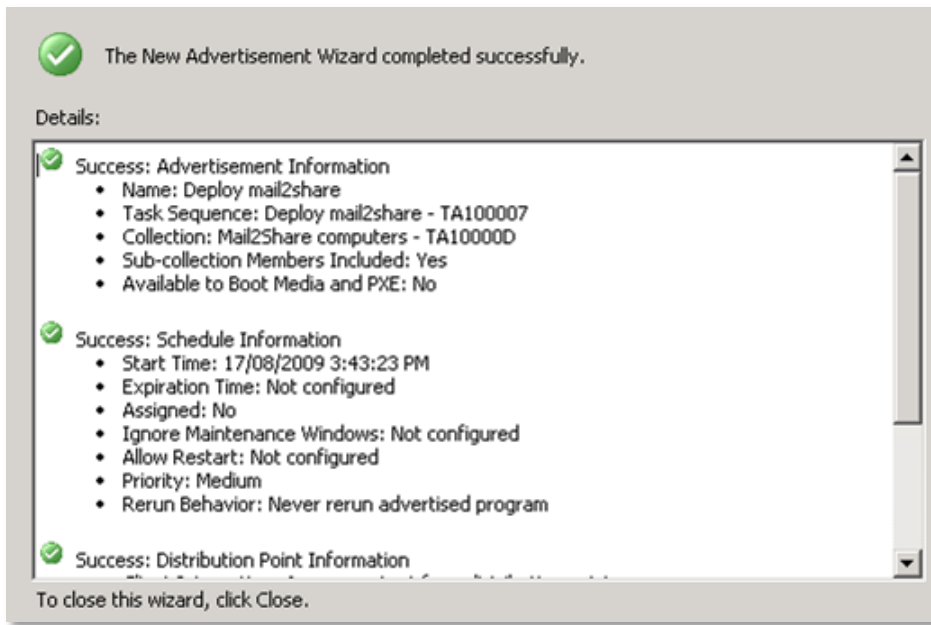
Download content locally when needed by running task sequence

Download all contents locally before starting task sequence

Access content directly from a distribution point when needed by the running task sequence

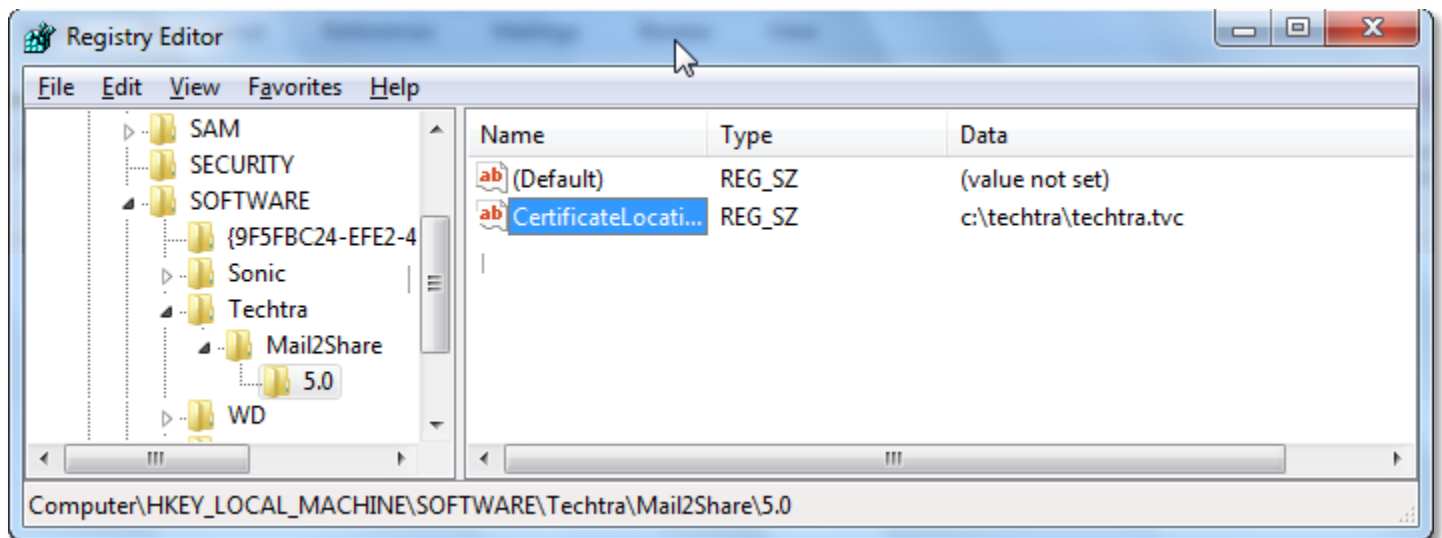
Clients will always try to get content from local distribution points. In addition, interaction with remote distribution points can be controlled:

**Step 6** - Go through the Interaction, Security and summary pages leaving everything in default settings and click **Close**.



### 3.2.7. DEPLOYING THE MAIL2SHARE LICENSING

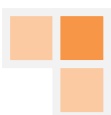
Once the package is deployed, you need to provide the value for the registry key **CertificateLocation** under : **HKEY\_LOCAL\_MACHINE\SOFTWARE\Techtra\Mail2Share\5.0**



The value will represent the path to the “\*.tvc” that is provided to you by Techtra.

**i** NOTE

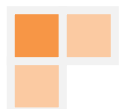
The path can be a local one or a network one, depending on your network topology; if you have a lot of mobile users, we recommend to copy the \*.tvc file on each computer under the Techtra folder in Program files.



To fill-up the **CertificateLocation registry key** with the required value, you can use the **m2s\_32-64.adm** or **.adm** file that is an administrative template for both x32 and x64 OS versions.

**TIP**

You can copy the “\*.tvc” on every machine by using one of the many ways available to you.



## 4. MAIL2SHARE REGISTRY SETTINGS

A Mail2Share user's client configuration can be modified by setting specific values into the concerned Local-Machine Registry keys.


By doing that, it is possible to define for instance, what the user will be able to see in the Mail2Share menu that is displayed in the Standard Outlook toolbar and to modify the Mail2Share standard settings and information.

The base path for Mail2Share settings, based on the type of the system in place, is the following:

32-bits systems: **HKLM\SOFTWARE\Techtra\Mail2Share\5.0**

64-bits systems: **HKLM\Software\Wow6432Node\Techtra\Mail2Share\5.0**

The following values are editable by the Mail2Share Administrator:

 VALUE	DETAILS	TYPE
<b>InstallDir</b>	Mail2Share installation directory location	String
<b>Installed</b>	Value is set to <b>1</b> when Mail2Share is installed	DWORD
<b>Version</b>	Mail2Share Version number (MSI)	DWORD
<b>CertificateLocation</b>	License Certificate location of the Volume licensing (.tvc)	String
<b>MaximumNameLength</b>	Maximal length of e-mails and documents naming : Default value : 80 Minimum value : 8 Maximum value : 128	DWORD
<b>CentralConfigsLocation</b>	Central configuration file URL (Entreprise Policies)	String
<b>Trace</b>	Trace Log Level	String
<b>DisableAdminMenu</b>	Value is set to <b>0</b> by default : Display Administration submenu : 0 Hide Administration submenu : 1	DWORD
<b>CentralConfigsRefresh</b>	<i>Central Configuration</i> Synchronization interval in minutes. The Default value is set to 1.	DWORD
<b>DataView</b>	Controls the SharePoint Data View option. This registry key can also be affected by Profiles or the Mail2Share Option too. Default value : On Available values : <i>ForcedOn, ForcedOff, On or Off</i>	DWORD
<b>SiteView</b>	Controls the SharePoint Site View option. This registry key can also be affected by Profiles or the Mail2Share Option too. Default value : On Available values : <i>ForcedOn, ForcedOff, On or Off</i>	DWORD
<b>SynchDisableMarkSent</b>	Disables the Mark as Sent on synchronization. The default value is set to Off.	DWORD



## 5. BATCH TRANSFER TOOL

Techtra has developed a powerful tool designed to import a large number of items and massive folder hierarchy into a configured Mail2Share library. This tool can be very useful to transfer and map the metadata of your inbox items and its sub-folders when you upgrade to the latest version or install Mail2Share for the first time.

### 5.1. PREREQUISITES

#### 5.1.1. BACKUP MAIL2SHARE CONFIGURATION FILES

If you already are using a previous version of Mail2Share it is recommended to backup the **Mail2Share5.pst** and **m2s.db** files prior to the execution of the Batch Transfer tool. To do so, please follow the next procedure:

- Step 1** - Modify the Folders options to display hidden files.
- Step 2** - Open the Explorer to find the Mail2Share5.pst file located in the “**C:\.[User folder]\Local Settings\Application Data folder\Microsoft\Outlook**” subfolder.
- Step 3** - Copy the file in a safe location
- Step 4** - Next, locate the **C:\.[User folder]\Local Settings\Application Data folder\TechtraMail2Share** subfolder and backup the **m2s.db** file into a safe location too.

This way, you will be sure to have a copy of your old Mail2Share configuration and items if you forgot important data.

#### 5.1.2. INSTALL AND CONFIGURE MAIL2SHARE

To get the Batch Transfer tool, you must install the latest version of Mail2Share. *(Please refer to the Mail2Share Installation guide if you need more information on how to install Mail2Share.)*

Once Mail2Share is installed successfully, you need to add Mail2Share libraries and configure their metadata mappings.

#### WARNING!

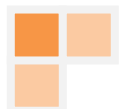
To avoid massive **Checked out** items it is strongly recommended to completely map every available column of your SharePoint document libraries in the first place. This means that the metadata options that **MUST** be used are the following: Property Mapped, Statuc Value and Hidden. *(To learn more about Mail2Share Metadata Mappings, please refer to the Central Configuration Guide or the User Guide.)*

When these prerequisites are fulfilled, you are ready to use the Mail2Share Batch Transfer tool.

#### NOTE

Do not forget to completely synchronize all your Mail2Share libraries with the SharePoint site after you have performed all the necessary changes.

If your *Inbox* contains subfolders, be sure that you create these folders in your SharePoint document library as well, if you want to recreate and use the same hierarchy.



## 5.2. USING THE BATCH TRANSFER TOOL

To start using the tool, please follow these next steps:

### WARNING!

The tool should be executed on an IT computer by a user that has sufficient rights on ALL the Mail2Share libraries previously configured.

Ensure that the Outlook.exe process is not running, or else you will not be able to run the tool.

**Step 1** - Open the Explorer and locate the Batch Transfer Tool:

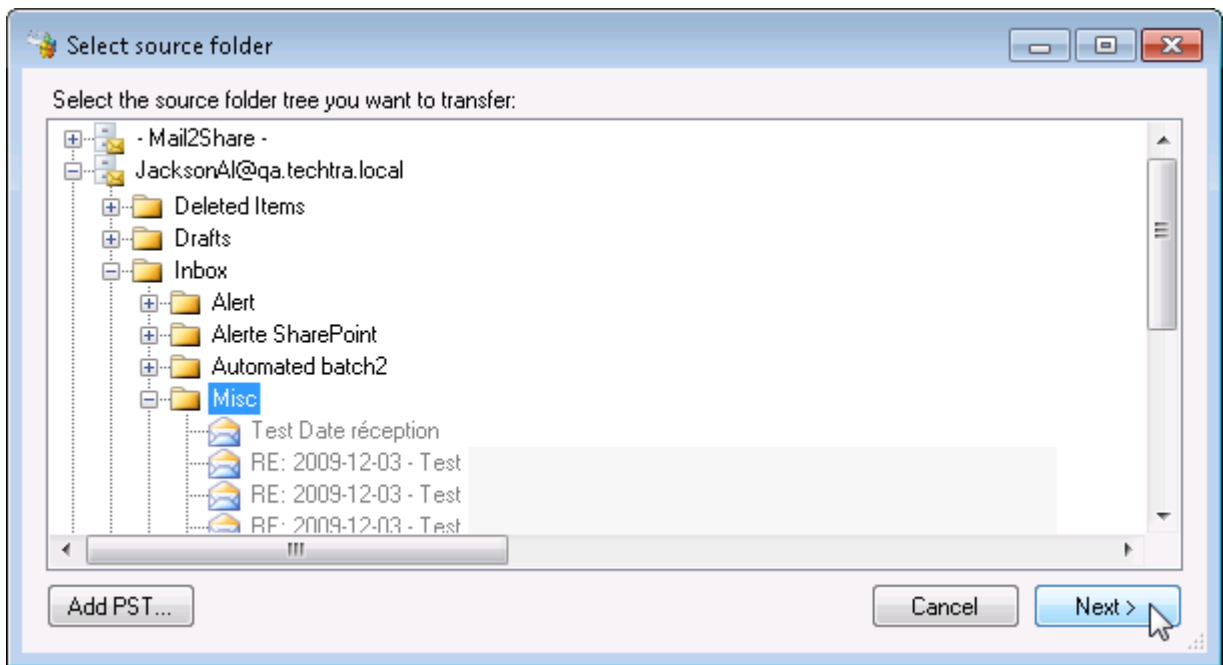
*C:\Program files\TechtraMail2Share 5.0\Techtra.Mail2Share.BatchTransfer.exe*

**Step 2** - Execute the **Batch Transfer tool**:



**Step 3** - Click **Continue...**

**Step 4** - Select the proper .PST containing the items you wish to transfer into your Mail2Share library :



**Step 5** - If you do not see .PST you are looking for, click on the **Add PST...** button to select a file in another location.

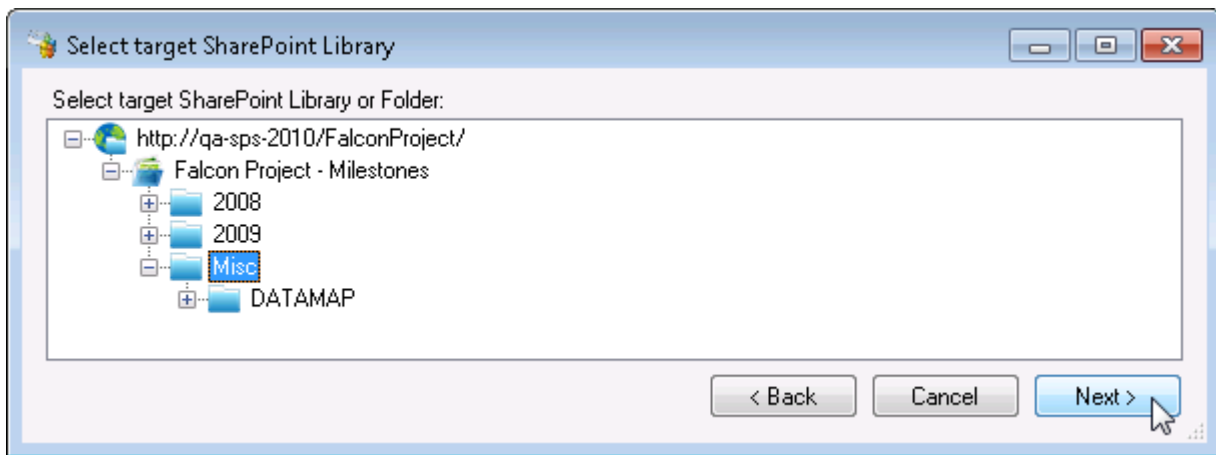


**WARNING!**

If you select a subfolder, only its content will be copied to the destination folder and the directory will not be created. You must create the folder in Outlook and synchronize your Mail2Share library before copying the items with the *Batch Transfer Tool*, otherwise all the items will be copied in the root folder, directly in the Document library.

**Step 6 - Click Next**

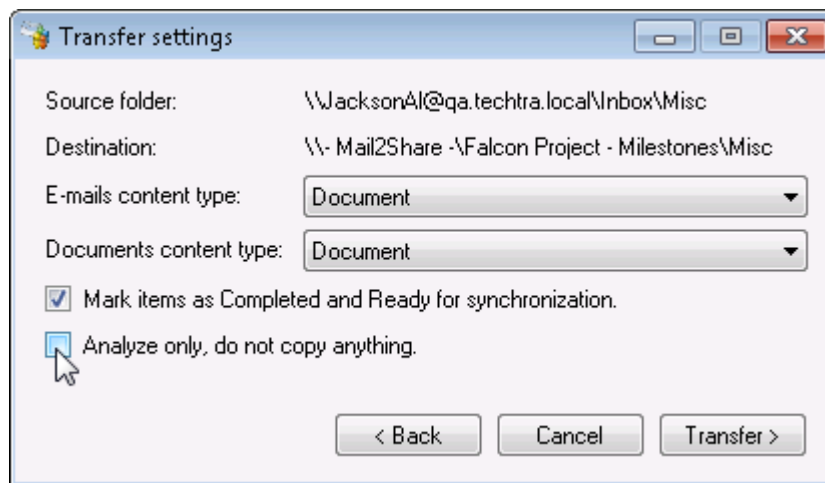
**Step 7 - Select the target library (or subfolder) where to copy the source items:**



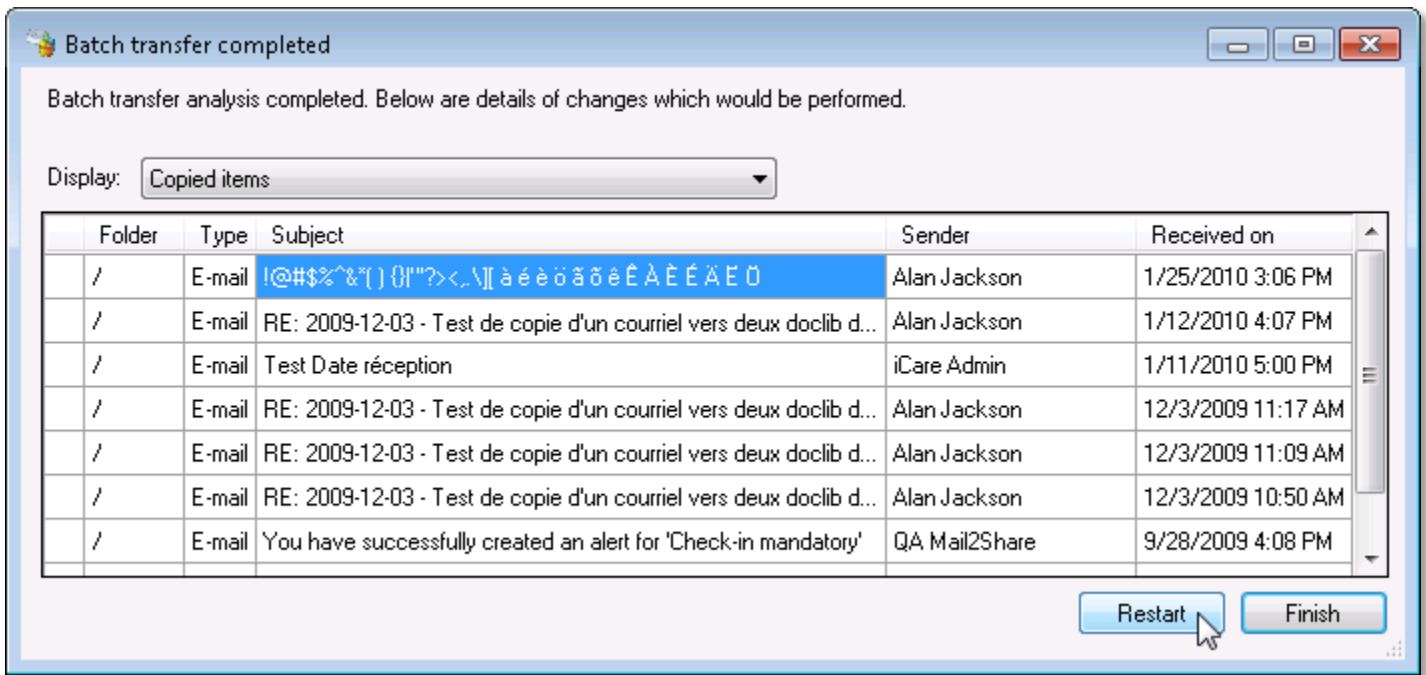
**Step 8 - Check the **Analyze only** option to see what will be changed without copying anything:**

**NOTE**

It is strongly recommended to run the Analyze Mode first to see the transfer results before performing the real transfer.



**Step 9 - Then click the **Transfer >** button to get the Batch transfer results:**



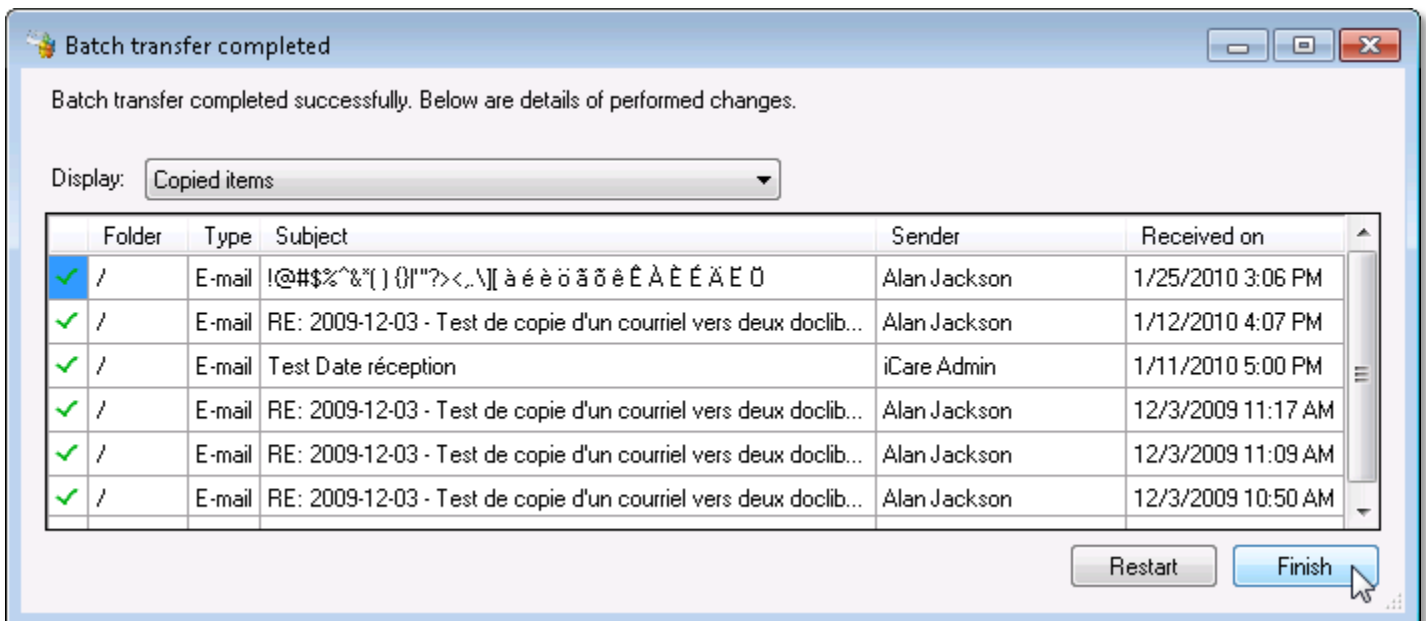
**Step 10** - Change display to see Skipped items and Created subfolders

**Step 11** - Click the **Restart** button to run the real transfer or click **Finish** to quit the Batch Transfer tool.

**Step 12** - To perform the real transfer, change the Source folder and Target destination if needed

**Step 13** - Uncheck the Analyse only Option, then click the Transfer > button

**Step 14** - Wait while the Batch transfer tool is working, then a Transfer report will be displayed:



**Step 15** - You can verify the Skipped items and the Created folders by selecting the appropriate display.

**Step 16** - Click the **Restart** button if you have other *Source folder* to transfer or click **Finish** to quit.



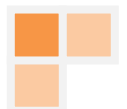
## 5.3. MAIL2SHARE LIBRARIES SYNCHRONISATION

### 5.3.3. IT COMPUTER

The last step is to start Outlook and launch a global Mail2share Synchronization by selecting the **Synchronize all** command to apply your modifications and upload the items in the SharePoint libraries and make them available to all the users.

### 5.3.4. USER COMPUTER

In the cas where this was not already done, please install and configure Mail2Share on every client computer. Once Mail2Share is in place, add and configure Mail2Share libraries for each user. Make sure to synchronize all the Mail2Share libraries in order to see the recently transferred items.



## CONTACT US

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