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1 Introduction

1.1 What is E-Mail Control Console



Email Control Console

Always wanted to :

-  Escape the confines of your e-mail client ?
-  Integrate your mail data with other technologies ?
-  Merge your e-mail with existing database applications ?
-  Share your e-mail with others on the corporate intranet ?

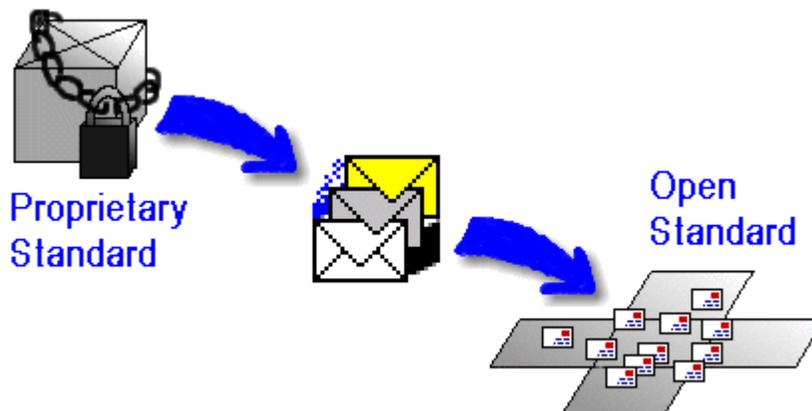
Now you can !

E-Mail Control Console presents an entirely new way of managing your e-mail database without your e-mail client application. With the aid of its powerful companion, [E-Mail Export Shield](#), it enables you to manage your mail data outside of any vendor specific format.

You are free to change e-mail clients without "dragging along old baggage".

Step One:

Export your e-mail messages from the mail client application to raw ASCII text files with *E-Mail Export Shield*.

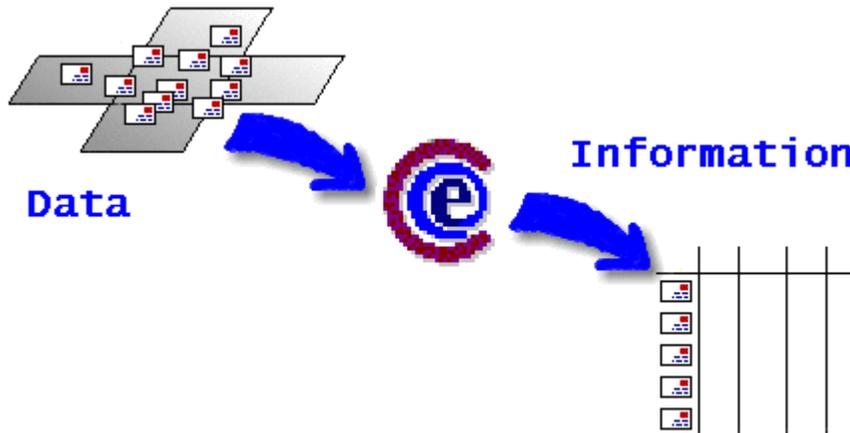


Please refer to "E-Mail Export Shield Help" for a list of supported data formats.

Step Two:

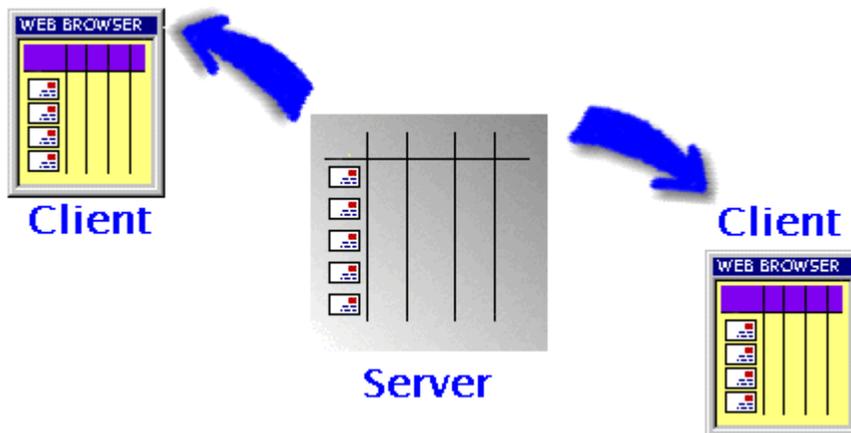
Keyword-index, sort, organize & html convert your e-mail messages

using *E-Mail Control Console*.



Step Three:

"Drag & Drop" e-mail messages and the index created by *E-Mail Control Console* to your company internal web server and share your information...



No special software other than an html capable web browser is required on the client side !

 [Indexing your E-Mail](#)

 [System Requirements](#)

1.2 Indexing your E-Mail

 **Modes of Operation**

You may operate *E-Mail Control Console* in classic or in wizard mode. Classic mode is the default. To activate the Index Wizard, select "Help" and then "Index Wizard..." from the application menu ; optionally, you may click the *Index Wizard* button on the toolbar as shown below:



Prerequisites

E-Mail Control Console works with text files. This means your e-mail messages need to be exported from their vendor specific format to individual files that can be read in any text editor. Consult the documentation provided with your e-mail client application on how to accomplish this or launch *E-Mail Export Shield*. To do this, select "Help" and then "Export Shield..." from the application menu, or click the *Export Shield* button on the toolbar as shown below:



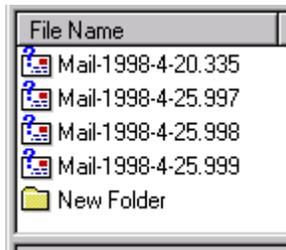
Step 1: Selecting the Location of your E-Mail Files

This is the directory where your **e-mail text files** are stored and can be either a folder on the local computer or a network drive. To do this, choose "Folder" and then "Select..." from the application menu, or click the *Select Folder* button on the toolbar as shown below:



Interpreting what you See

After you have selected a directory, *E-Mail Control Console* will list the contents of the selected directory, much in the same way as "*My Computer*" or "*Explorer*". The question mark over the letter icon indicates that the file has not been scanned yet and therefore might or might not be an e-mail file.



Step 2: Creating the Index

This is where the files in the selected directory are scanned and indexed according to contents. Select "Index" and then "Create" from the application menu, or click the *Create Index* button as shown below:



The session log should now tell you how many files were indexed and how many - if any - were skipped because they could not be read or did not contain the proper information. The image below shows sample output from Step 2.



Indexed e-mail messages are denoted by the letter icon; skipped files are denoted by the crossed-out letter icon. At this time, you may click on the column headers to sort the index, if you wish.

Step 3: Saving the Index

Of course you won't want to do this every time you need to access your e-mail files. To save the index to file in HTML format, select "*Index*" and then "Save as HTML..." from the application menu, or click the *Save Index as HTML* button on the toolbar as shown below:



By default the index is saved as "Index.Html" in the local directory where your e-mail files are located. This enables corporate users to simply "drag and drop" the entire directory to their internal web server from where the files can be shared throughout the organization.

Advanced Topics Include :

 [Conducting a Keyword Search](#)

 [Converting Files to HTML](#)

1.3 System Requirements

E-Mail Control Console Requires :

-  A Personal Computer with a 486/33 MHz CPU or higher.
-  Microsoft Windows 95/98/ME or Microsoft Windows NT/2000/XP.
-  Mouse or compatible pointing device.
-  3 megabytes of hard-disk space.
-  8 megabytes of computer memory.
-  A Web Browser capable of reading standard HTML files.

Trademarks

Microsoft Windows 95/98/ME and Microsoft Windows NT/2000/XP are either registered trademarks or trademarks of Microsoft Corporation.

2 How To...

2.1 View E-Mail Files

Once you have indexed your mail and saved the index to disk, we suggest you use your browser to view archived messages. Depending on your web browser, you will be able to reply to mail messages directly from within the browser. E-Mail Control Console has embedded the appropriate links in the HTML file for you.

In order to view e-mail files from within E-Mail Control Console you must first have indexed your messages as illustrated in [Indexing Your E-Mail](#).

To view messages from within E-Mail Control Console, double-click any entry in the index that has been scanned successfully. This will launch *Quick View* and display the e-mail message in an abbreviated format - without detailed header information. To view messages in text format including the full e-mail header, right-click the message entry and select "*Open as text*".

2.2 Convert to Html

E-Mail messages that have been exported with *E-Mail Export Shield* can be easily converted to HTML format. This eliminates 'unsightly' e-mail header information when viewing the files in a web browser while preserving the header information when viewing the same files in a text editor.

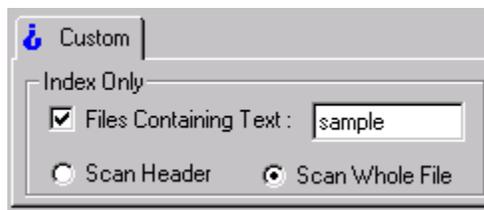
After you have indexed your e-mail files as illustrated in [Indexing your E-Mail](#), you may convert the files to HTML. To do this, click the *Convert Files To HTML* button on the toolbar as shown below.



2.3 Conduct a Keyword Search

In addition to standard indexing of e-mail files, *E-Mail Control Console* supports indexing with a search filter. When using this feature, only files will be included in the index that contain a search term you specify. To conduct a keyword search, click the "Custom" tab at the bottom of the application window.

The image shown below illustrates the settings for a search for the term "sample". By default, the search is not case sensitive. Optionally, you may restrict the keyword search to the e-mail header or widen it to the body of the e-mail file.



Once you have made these settings, index your files as illustrated in [Indexing your E-Mail](#).

3 About

3.1 About E-Mail Control Console



E-Mail Control Console

Version 1.2

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3.2 About Bytefusion Ltd.



Visit us at : **<http://www.bytefusion.com>**
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