

Overview

Over the past few years, e-mail has been an integral part of the business workflow.

Genie Archive for Outlook will take on the needs of the demanding industry and provide a solution for all your business needs providing you with a simple yet speedy and secure way for archiving, searching, and extracting e-mail.

Genie Archive for Outlook is an MS Outlook Add-in that can easily be configured to archive your entire mailbox, a defined mail folder or specified e-mail using a given time interval. You don't have to worry of unauthorized access to these mails as Genie Archive for Outlook maintains a higher level of security by allowing the U.S. government-certified Advanced Encryption Standard (AES).

Genie Archive for Outlook Spam Handling feature synchronizes archived e-mail with your PST and deletes SPAM from it when it is deleted or moved to Junk Folder. You can also decide whether or not to include encrypted and/or decrypted PGP e-mail.

Take control of your e-mail now and keep your Personal Folders file slim, small and in perfect shape for speedy day-to-day access with Genie Archive for Outlook.

Features and Benefits

Genie Archive for Outlook is an easy to use archive utility that works silently in the user background eliminating computer slowdown when the computer is in need. The features and benefits of this utility can be summarized in the following points.

- Mailbox size reduction (smaller and lighter mailbox)
- Search, view, open, and extract your archived e-mail
- Faster archive search
- Higher security (256 AES encryption + access password)
- Time & effort saving
- Simple, clean and easy to use
- No proprietary formats - apply standard MS Office file formats
- Straightforward - No extra steps

What's New In Version 2.0?

Web Interface Search

More Familiar search utility as it is as simple as internet searching. Also improved advanced search for more accurate and faster results

More Search Criteria

Added more search criteria for more precise results.

Custom Junk Mail Folders

The ability to add more Junk folders in SPAM Management to be treated as SPAM

Enhanced Encryption

Enhanced encryption methodology no more need for password hints as changing password enables decryption for all e-mail even if encrypted with the old password.

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System Requirements

Windows 2000 Professional or Server:

Hard drive with at least 10MB free disk space for installation

Windows 2000 SP3

512 RAM

Outlook 2003

IE 6 or higher

133 MHz processor or faster

Windows 2003 Server

Hard drive with at least 10MB free disk space for installation

Windows 2000 SP3

512 RAM

Outlook 2003 or 2007

IE 6 or higher

133 MHz processor or faster

Windows XP:

Hard drive with at least 10MB free disk space for installation

512 RAM

Outlook 2003 or 2007

IE 6 or higher

233 MHz processor or faster

Windows Vista:

Hard drive with at least 10MB free disk space for installation

512 RAM

Outlook 2003 or 2007

IE 7

1 GHz Processor or faster

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How to: Install Genie Archive for Outlook

1. Close Outlook
2. Download the setup file
3. Run the downloaded .exe file and follow the on-screen instructions to install Genie Archive for Outlook.
4. Start Outlook

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How to: Register your copy

Upon purchasing a Genie Archive for Outlook license, the user will receive an email containing a serial number for unlocking the software and removing the trial period limitation.

To register Genie Archive for Outlook before the end of the trial period:

1. Start Microsoft Outlook.
2. The Genie-soft Product Registration dialog appears.
3. Click Enter Serial Number
4. Type or copy-paste the serial number into its designated field then click OK.

OR

1. From the Genie Add-in toolbar, click Help then select Registration .
2. Type or copy-paste the serial number into its designated field then click OK.

To register at a later date (30+ days after installation):

Start Outlook.

A dialog will appear instructing you to register your software. Select Enter Serial Number then insert your registration code..

Upgrading from v1.0

Since major changes occurred on the indexing and database, Genie Archive for Outlook 2 will not add new archived e-mail to the existing database. However installation is simple; just uninstall version 1, click No, if you wish to keep old archived e-mail when prompted in the uninstall wizard and install the new version.

Genie Archive for Outlook 2 will re-archive all e-mail in Outlook regardless it was archived in version 1 or not.

To search e-mail archived in version 1, open the Genie Archive Search utility for version 1.0 located in the Start menu.

What Genie Archive can do?

Genie Archive for Outlook archives all e-mail and stores them in a database for searching, viewing, and extracting. The user can specify exactly what folders to archive, and archive by date of the selected e-mail. The user also has the option to delete the e-mail that were archived or keep them stored in the Personal Folder File (PST file).

Encryption can also be used to secure archived e-mail from unauthorized access. And Access Password prevents changing archive options.

Archiving, by default, takes place whenever the user does not interact with the computer for 60 seconds and when activity takes place again, archiving automatically stops. The user also can control when archiving takes place from the [Genie Archive Toolbar](#) in Outlook.

Encrypting Archived e-mail

Users can encrypt archived e-mail using AES (Advanced Encryption Standard). This encryption method has the advantage of being highly secure, as it is adopted by NIST (National Institute of Standards and Technology) as an FIPS-approved (Federal Information Processing Standard) symmetric encryption algorithm that may be used by U.S. Government organizations (and others) to protect sensitive information.

Genie Archive supports AES 256 encryption, where the number refers to the encryption key length and the higher the encryption key length, the stronger the encryption is.

Changing Encryption Password:

When a user changes the encryption password, old and new email are decrypted with the new encryption password; therefore, there is no need to remember old passwords

Choosing Encryption Passwords:

The encryption strength strongly relies on the encryption password. You should keep the following considerations in mind when choosing encryption password to secure archived e-mail:

- Passwords are the weak link in any security system. There are programs that can guess passwords under 6 characters in length in a relatively short time. In fact, taking maximum advantage of the full strength of AES encryption requires a password of approximately 7-16 characters long.
- Passwords that contain a mixture of letters (upper and lower case), digits, and punctuation are more secure than passwords containing only letters.
- Because you can use spaces and punctuation, you can create "pass phrases" that are long enough but still easy to remember and type.
- Avoid using easily guessed passwords such as names, birthdays, Social Security numbers, addresses, telephone numbers, etc.

Important Notes:

- Store encryption passwords in a safe location as encrypted e-mail are irretrievable if the encryption password is lost.
- If you wish to uninstall the product with encrypted archived e-mail, make sure to store the encryption password in a safe place and provide it the next time you install. Otherwise, the archived e-mail will be irretrievable

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Access Password

Access Password secures Archive Options from unauthorized access. Therefore the following should be taken into consideration when selecting an Access Password:

Choosing Access Password:

- Passwords are the weak link in any security system. There are programs that can guess passwords under 6 characters in length in a relatively short time.
- Passwords that contain a mixture of letters (upper and lower case), digits, and punctuation are more secure than passwords containing only letters.
- Because you can use spaces and punctuation, you can create "pass phrases" that are long enough but still easy to remember and type.
- Avoid using easily guessed passwords such as names, birthdays, Social Security numbers, addresses, telephone numbers, etc.

PGP E-mail

PGP (short for Pretty Good Privacy), created by Philip Zimmermann, is the de facto standard program for secure e-mail and file encryption on the Internet. Its public-key cryptography system enables people who have never met to secure transmitted messages against unauthorized reading and to add digital signatures to messages to guarantee their authenticity.

Genie Archive for Outlook supports special management for archiving these types of e-mail, where the user can specify whether to archive encrypted and/or decrypted PGP e-mail and even exclude them from archiving.

SPAM Management

Unwanted SPAM e-mail can be accidentally archived when they reach the Inbox. However, Genie Archive for Outlook gives the option to delete archived e-mail that were moved to the Deleted Items folder, Junk Folder, and any user-specified folder; avoiding archive clutter. This option can be enabled in [Special Handling Options](#).

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Search Rules

Using the Genie Archive Search Utility is quite simple and similar to web search. The following search rules are supported in Genie Archive Search Utility

Terms

A search request is broken up into terms and operators. There are two types of terms: Single Terms and Phrases.

A Single Term is a single word such as "Hello" or "Don".

A Phrase is a group of words surrounded by double quotes such as "Hello Don".

Multiple terms can be combined together with [Boolean operators](#) to form a more complex search request.

Wildcard Searches

The Genie Archive Search utility supports single and multiple character wildcard searches.

To perform a single character wildcard search use the "?" symbol.

To perform a multiple character wildcard search use the "*" symbol.

The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "smell" or "smelt" you can use the search: smel?

Multiple character wildcard searches looks for 0 or more characters. For example, to search for "test", "tests" or "tester", you can use the search: test*

You can also use the wildcard searches in the middle of a term: te*t

Note: You cannot use a * or ? symbol as the first character of a search.

Fuzzy Searches

Genie Archive Search Utility supports fuzzy searches. To do a fuzzy search use the tilde, "~", symbol at the end of a Single word Term. For example to search for a term similar in spelling to "roam" use the fuzzy search:

roam~

This search will find terms like foam and roams

Note:

Terms found by the fuzzy search will automatically get a boost factor of 0.2 (see below for more information on boost factors).

Proximity Searches

Finding words that are within a specified distance is also supported. To do a proximity search use the tilde, "~", symbol at the end of a Phrase. For example to search for a "Come" and "weekend" within 3 words of each other in a body of a message use the search:

"Come weekend"~3Boosting a Term

Genie Archive Search also provides the relevance level of matching e-mail based on the terms found. To boost a term use the caret, "^", symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be.

Boosting allows you to control the relevance of an e-mail by boosting its term. For example, if you are searching for important issue and you want the term "important" to be more relevant boost it using the ^ symbol along with the boost factor next to the term. You would type:

important^4 issue

This will make e-mail with the term important appear more relevant. You can also boost Phrase Terms as in the example:

"important task"^4 "important issue"

By default, the boost factor is 1. Although, the boost factor must be positive, it can be less than 1 (i.e. .2)

Boolean operators

Boolean operators allow terms to be combined through logic operators. Searching supports AND, OR, and "-" as Boolean operators.

OR

The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching e-mail if either of the terms exist in a e-mail.

To search for e-mail that contain either "important notice" or just "due by tomorrow" use the following:

"important notice" due by tomorrow

or

"important notice" OR due by tomorrow

AND

The AND operator matches e-mail where both terms exist anywhere in the text of a single e-mail.

To search for e-mail that contain "important notice" and "due by tomorrow" use the following:

"important notice" AND "due by tomorrow"

"_"

The "-" or prohibit operator excludes e-mail that contain the term after the "-" symbol.

To search for e-mail that contain "Hello Don" but not "Hello Joe" use the following:

"Hello Don" -"Hello Joe"

Grouping

Searching supports using parentheses to group clauses to form sub requests. This can be very useful if you want to control the boolean logic for a search request.

To search for either "important" or "tomorrow" and "task" use the following:

(important OR tomorrow) AND task

This eliminates any confusion and makes sure you that task must exist and either term important or tomorrow may exist.

Escaping Special Characters

You can escape special characters that are part of the search request syntax. The current list special characters are

+ - && || ! () { } [] ^ " ~ * ? : \

To escape these character use the \ before the character.

For example to search for (1+1):2 use the following:

\(1\+1\)\:2

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Archive Database Structure

Genie Archive for Outlook places the database's default location in My Documents folder and the user has the ability to change this default location.

Unlike other databases Genie Archive for Outlook is a folder that contains multiple files and not a single file structure. To avoid conflicts in cooperate users placing all their archived data in a single folder, the folder structure of the archive is created in the following format:

Archive Path\ArchiveFolderName\

Using Genie Archive for Outlook

The Genie Archive utility consists of two parts:

- [Genie Archive Add-in](#): This add-in enables users to specify archive options, view status of archiving, and open the search and timeline of archived items.
- [Genie Archive Search Utility](#): This Utility consists of searching e-mail by contents, or by using the timeline option to display archived e-mail based on sent time or archived time

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Genie Archive Toolbar

This add-in controls archive options, view archiving status, and enables access to the search and timeline utilities.

This add-in has its own toolbar which displayed by default as a custom Outlook toolbar. To show or hide this toolbar, go to View > Toolbars > Check or un-check GenieArchive

The first time Microsoft Outlook runs after installing Genie Archive for Outlook, Archive Options wizard opens to set the initial archive options. For details about the options, please refer to [Archive Options](#)

This add-in consists the following:

Archive Status: The Archiving Status can be one of the following

- Idle: Genie Archive is not archiving e-mail
- Working: Genie Archive is currently archiving e-mail
- Paused: Genie Archive is paused now
- Error: Indicating that an error has occurred during archiving

Clicking the archive status displays the number of e-mail archived, last time e-mail was archived, and error messages if exists.

Archive Mode: Set when to Archive either by:

- Archive Now: This starts archiving at this moment
- Auto Archive: Enables Genie Archive to monitor user interaction with computer and see if the user has not used the computer for 60 seconds, archiving starts
- Pause: pauses archiving

Options: Set the what folders to archive, delete e-mail after archiving, security options, change archive location, etc... for more information please refer to [Archive Options](#)

Search: Opens Genie Archive Search Utility

Timeline: Opens the Timeline page of the Genie Archive Search Utility

Help: Opens the help documentation, About the program, Registration dialog, and contacting

Technical Support

Buy: Opens a link to purchase the product. This button is removed after registering the product.

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Archive Options

The Options window houses the options and configurations for Genie Archive for Outlook.

The First time Microsoft Outlook opens after installing Genie Archive for Outlook, the Archive Options wizard appears to set the initial archive options.

These options can be accessed from the Options button located in the Genie Archive toolbar.

General Options:

The General page of the options window (accessible from the Options button in the toolbar) contains general settings of the program.

Archive Database Location:

This enables the user to set the Archive Database location. The Default path is in My Documents Folder (Documents in Windows Vista). If this is the first time configuration, it will enable browsing for new location and in the future runs, this will enable moving the archive database location

Encrypt archived e-mail

Use Advanced Encryption Standard to encrypt e-mail that are archived to prevent viewing or saving from unauthorized access ([Settings](#))

Note

For more information on archived e-mail encryption, see [Encrypting Archived e-mail](#)

Folder Options

This page is used to select which folders are included or excluded from archiving. This page can be accessed from the Archive Options wizard, which appears after the first time Microsoft Outlook opens after installing the program, or from the Options button located in the Genie Archive Toolbar inside Microsoft Outlook.

Archive all folders Choose this option to archive all Personal Folders, excluding the Deleted Items Folder and the Junk E-mail Folder

Archive selected folders Choose this option to manually select which folders you wish to include in Archiving. Deleted Items Folder and Junk E-mail folder will also not appear in the selection

E-mail Options

This page enables users to specify whether to archive all e-mail, archive e-mail depending on their sent date, and to delete archived e-mail from the actual Personal Files Folder after it was saved in the archive database. This page can be accessed from the Archive Options wizard, which appears after the first time Microsoft Outlook opens after installing the program, or from the Options button located in the Genie Archive Toolbar inside Microsoft Outlook.

Archive all e-mail

Choose this option to archive all e-mail in the selected folders for archiving

Archive by date

Choose this option to archive e-mail based on the sent date of the e-mail ([Settings](#))

Delete from Outlook e-mail before after performing archive

Delete e-mail older than the specified date from the Personal Folders after taking it to archive ([Settings](#))

Special Handling Options

This page enables special handling of SPAM e-mail and PGP encrypted e-mail. This page can be accessed from the Archive Options wizard, which appears after the first time Microsoft Outlook opens after installing the program, or from the Options button located in the Genie Archive Toolbar inside Microsoft Outlook.

Spam E-mail Management

Choose options on how to deal with archived e-mail when identified as SPAM ([Settings](#))

PGP Management (if Applicable)

Manage e-mail that are protected by PGP if used ([Settings](#))

For more information about Spam e-mail and PGP, see [SPAM Management](#) and [PGP E-mail](#)

Note:

Deleting archived e-mail from Deleted Items folders will only delete e-mail deleted directly by the user and not what was moved from Genie Archive for Outlook if specified by user.

Advanced Options

Specify advanced options for the program. This page can be accessed from the Archive Options wizard, which appears after the first time Microsoft Outlook opens after installing the program, or from the Options button located in the Genie Archive Toolbar inside Microsoft Outlook.

Use Access Password

Users can set an access password to prevent unauthorized access to the Archive Options and search utility, The password should be 6 characters minimum and 31 characters maximum ([Settings](#))

Reset archiving
(WARNING: This will delete all archived e-mail)

Choose this option if you wish to delete all archived e-mail and restart the archiving option from scratch

Reset

Resets archiving

Enable advanced logging for debugging

Enable advanced logging. Used for trouble shooting purposes by the Genie-Soft technical support team.

Open Advanced Logging Folder

Open the folder containing Genie Backup Manager's advanced debugging logs.

Genie Archive Search Utility

The Genie Archive Search Utility searches for archive e-mail to enable user to view and extract archived e-mail. This Utility consists of two parts:

- Search: enables users to search e-mail based on sender, receiver, message body, or subject field
- Timeline: Displays e-mail sent or archived on a specified date or date interval

Opening the Genie Search Utility:

Users can access the Genie Archive Search Utility from one of the following ways:

- Open Microsoft Outlook> Go to the Genie Archive Toolbar> Click Search or Timeline
- Click Start , point to Programs > Genie-Soft > Genie Archive for Outlook> Genie Archive Search Utility.
- If you have selected the option to add an icon to your Quick Launch bar when you installed the software, you can click that icon to start Genie Archive Search Utility.

Search

This dialog is used to search for archived e-mail based on the sender, receiver(s), message body, or subject field.

Main Commands:

Search for the following search request based on sender, receiver(s), message body, or subject field

Search

Displays search results

[Advanced Search](#)

Opens Advanced Search Dialog ([Controls](#))

[Browse Timeline](#)

Switch to [Timeline](#) mode

Page Settings

Set how many results to view on each page and font size

[Sort by date](#)

Sort e-mail by date

[Sort by relevance](#)

Sort e-mail by relevance to the search term

From

Displays searched results filtered by the selected sender

To

Displays searched results filtered by the selected receiver



Views selected e-mail, if e-mail is encrypted, the encryption password will be requested to decrypt.



This email contains attachments



Expand a summary of the email in the browser

Results:

Display how many pages the results occurred in and jump to that page

Note:

To improve search results, use [search rules](#)

Timeline

The Timeline displays e-mail based on sent date or archived date.

Main Commands

Use specific date:

Display e-mail in the specified date selected in the calendar control

Date Interval

Display e-mail in the following interval

From:

Display e-mail on this date onwards

To:

Display e-mail up to and on this date



Views selected e-mail, if e-mail is encrypted, the encryption password will be requested to decrypt.



This email contains attachments



Expand a summary of the email in the browser

Results:

Display how many pages the results occurred in and jump to that page

Running Archive

Genie Archive for Outlook archive mode is set by default to auto-archive mode. This mode starts the archive process when the user does not interact with the computer for 60 seconds and stops when interaction resumes again.

Therefore you should set the archive mode based on computer usage:

- Keep Archive on Auto mode if user interaction is not constant
- Use Archive now if you are constantly using the computer but with light weighted processes running. You can pause the archive action at any time if you experience a slowdown in Microsoft Outlook or computer.

You can change the Archive mode from the Genie Archive Toolbar located in Microsoft Outlook > Archive Mode

Prevent Unauthorized Access

E-mail can contain confidential information that can be exposed once sent to the archiving database. Therefore, Genie Archive for Outlook is enhanced with e-mail encryption with the highly secure Advanced Encryption Standard (AES). Even if e-mail are encrypted, it will appear in the search results and timeline.

- Use encryption if you wish to prevent unauthorized viewing and saving critical e-mail
- Use Access password to prevent access to the archive options

For PGP (Pretty Good Privacy) protected e-mail, you can either prevent these types of e-mail being archived or archive only decrypted. This option can be specified from the [Special Handling Options](#)

View Archive Status

The archive status located in the Genie Archive Add-in toolbar displays a brief description of the current status of the archive.

- Click the Archive Status button to view more information on how many e-mail were archived, when was the last e-mail archive and error messages.
- Use the [Timeline](#) to view archived e-mail by date

Space Optimization

Archiving can save you a copy of an e-mail without actually deleting the e-mail from Outlook's Personal Folder. However, with e-mail being received everyday, will lead an ever growing e-mail database that can slowdown Outlook's performance.

- Keep your Personal Folder at a reasonable size by enabling e-mail deletion after archiving
- Move the deleted e-mail to the Deleted Items folder if you wish to verify and manually delete the deleted e-mail

This option can be enabled from the Genie Archive toolbar located [E-mail Options](#)

Archive database space can also be optimized as Genie Archive for Outlook has the ability to delete e-mail sent to the Deleted Items folder or to the Junk Folder from the archive database. This option is located in [Special Handling Options](#). This will not delete e-mail that were moved to Deleted Items folder by Genie Archive.

Searching

Searching can be quite tricky when several thousands of e-mail are involved. However the Genie Archive Search Utility is combined with features that can make searching more efficient

- Use Search for in the regular [search](#) option if you wish to find a specific term in the sender, receiver, Subject field or message body
- Use [Advanced Search](#) if you know where the specific term is located, Search for field will look in the subject field, and message body, From will search in the sender field and To from the receiver
- If the e-mail you are searching for has attachments then enable the option Only display e-mail with attachments from the advanced search option
- Use [search rules](#) for more precise hits
- Use [Timeline](#) option to view e-mail sent or archive on a specific date or date interval

Contacting Support

Even though we strive to make Genie Archive for Outlook easy to install and use, we understand that sometimes you may need a helping hand.

Before contacting the support team, please take the time to collect the following information that will help our team identify the problem and provide you with timely support:

1. Name of the product you are using and build number. You can find the build number by opening the main application and going to Help > About.
2. Windows platform the program is being used on.
3. Registration name and serial number if applicable.
4. Can the problem be consistently reproduced, if so what are the steps that can be followed to replicate the error.

You can contact the support team at Genie-Soft using the helpdesk call tracking system. Users must be signed up with My Account in order to send inquiries (available for free for both registered and non registered users). [Sign up with My Account](#).

If you've forgotten your password, click on the [Forgot your password?](#) link in the My Account login page, enter your email address, and click Send. An email will be sent to you. Click the link in the email to confirm the request. The system will then automatically reset your password and send you another email containing the new password.

Registered users can also:

- Add (genie_soft@hotmail.com) on MSN messenger. Registered XP users may request remote Assistance.
- Contact the support technician through ICQ, UIN #266034018.

Using the Helpdesk

To access the helpdesk, log in to '[My Account](#)'. From the My Account menu, select Helpdesk.

If you click on Main, a list of all open tickets will be displayed; click on a ticket's case number to view your inquiry and the support technician's responses.

To submit a new inquiry, click on Submit New Request, complete the form, then click Send. To attach a file to the call ticket, click Choose to select the file you wish to send from your computer, then click Attach.

Upon form submission, a ticket will be created in our call tracking system. When the support specialist assigned to your call responds to your inquiry, an e-mail will be sent to notify you with a URL and a unique ticket number that you can use to view the response. You can send a reply by writing a new message in the text box at the bottom of the page, then clicking Send.

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Ordering Genie Archive for Outlook

Genie Archive for Outlook has a trial version. This means that you can evaluate a fully functional copy of the software for FREE. You are entitled to evaluate the software for up to 30 days without obligation to pay. After 30 days, if you decide to keep the software, you must pay for and register your copy with us.

There are also a number of 'incentives' for registering:

1. Removes the registration and license dialogs.
2. You can use the software after the trial period.
3. You can use the auto update feature to check for new software upgrades and fixes.
4. Receive priority customer support
5. Special offers on major upgrades.

How to register / purchase:

To purchase the software point your web browser to <http://www.genie-soft.com/store/store.html>

Software Satisfaction Guaranteed

If for any reason you are not satisfied with software purchased directly from Genie-Soft, simply contact us for a refund within 21 days of purchase.

For returns, please contact sales@genie-soft.com

Please note that shipping and delivery charges are non-refundable.

These terms and conditions apply only to Genie-Soft software purchased directly from Genie-Soft. If your software was purchased through a different vendor, it must be returned to that vendor and is subject to the return policies of that vendor.

Your Order Is Secure

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Your order is secure because we use Secure Socket Layer (SSL) encryption for every transaction.

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