
OST2 Enterprise Edition Administrator Guide

Version 1.10

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Introduction

The OST2 product from the 4Team Corporation is the OST file conversion solution for Microsoft Outlook Offline Storage Table (OST) files. This document describes the administrative options for this product.

OST2 has 2 editions: Enterprise and Free.

- The **Enterprise Edition** is intended for corporate use. It provides system administrators full control via configuration files and a command line utility to organize centralized conversion of OST files for a large number of end-users. The application must be installed on each end-user computer and has a minimalistic GUI which can be completely hidden.
- The **Free Edition** is for personal use. It has no advanced administrative options and may be used for personal use only to convert OST files linked to Outlook profile.

This document mainly describes Enterprise Edition. Differences between the Enterprise and Free edition are described in the “[Free Edition](#)” section.

The product does not provide any functionality regarding PST files restoration back into OST / Exchange account. The restoration of any data converted to PST with OST2 must be done manually by the end-user or administrator.

Installation

Installation is available in the following formats:

- .EXE file
This is the usual setup which checks for the presence of Microsoft .NET Framework 2.0 and allows for its download and installation if necessary.
- .MSI file
This is the typical administrative setup.

Links to all needed installation files are provided after purchasing the product.

Product activation

See the description of the “[ActivationCode](#)” parameter.

OST2 Configuration file

The product is configured via the “Settings.config” configuration file located in the %AppData%\4Team\OST2\Settings\ folder of the users’ computer. This configuration file can also be placed in any other location of any other computer. Such file (“network configuration file”) can be the only one for several users’ computers. Location of “network configuration file” should be specified within “local configuration file” (see parameter “[ConfigPath](#)” below). In this case “local configuration file” can contain the only parameter - “[ConfigPath](#)”.

The following parameters are defined within the product configuration file:

- **DestinationPath** (required): The destination folder path where the converted copy of the PST files will be placed. Conversion cannot be performed if this parameter is empty. Administrators can specify any local or network path and Windows Environment Variables may be used in the path.
This parameter is empty after the first installation of a Free Edition and must be set in the main form.

Examples: [\\MYSERVER\Users\JohnSmith](#), C:\Backup, My Documents\PSTFiles\
[\\SERVER\Users\%UserName%\PST](#), %LOGONSERVER%\PST\%USERDOMAIN%_%UserName%.

- **CreateDestinationPath**: Create the destination path if it doesn’t exist. When the product is used to convert PST files under a specified Windows folder (i.e. the [SourcePath](#) parameter is set) a “False” value will only convert OST files that are located in subfolders that match the destination subfolders previously created by administrator. OST files in non-matching folders will be skipped.

Allowed values: True/False.
Default value is “True”.

- **SyncInterval**: The conversion schedule interval in hours specifying the number of hours between automatic conversions.

Allowed values: Integer number ≥ 0 .
Default value is 4 (i.e. every 4 hours). A missing parameter is the same as a value of “0”.
Also see the **SyncIntervalMinutes** and **SyncStartTime** parameters.

- **SyncIntervalMinutes**: The conversion schedule interval in minutes specifying the number of minutes between automatic conversions.

Allowed values: Integer number ≥ 0 .
Default value is “0”. **SyncInterval** will be used when the minutes are “0” or not specified.
-If both **SyncIntervalMinutes** and **SyncInterval** have values ≤ 0 (or not specified), the schedule is disabled and no automatic conversions will be made.

-If both **SyncIntervalMinutes** and **SyncInterval** have values > “0” then **SyncInterval** is used and **SyncIntervalMinutes** is ignored.

- **SyncStartTime:** Time to start conversion.

Allowed values: from 0000 to 2359. Times are defined using “military” format, i.e. 1400 means 2pm. See http://en.wikipedia.org/wiki/24-hour_clock#Military_time).

This parameter is ignored when **SyncInterval** < 24 or when **SyncIntervalMinutes** is used (**SyncInterval** is “0” or not specified).

- **OSTToConvert:** List of OST files to convert. The list is defined in the form of XML nodes within an XML configuration file. Value “*” means:
 - If the **SourcePath** parameter is empty or missing, then “All PST Files within default Outlook profile”;
 - If the **SourcePath** parameter is not empty, then “All PST Files under specified path”.

Example:

```
<OSTToConvert>
  <Ost>C:/Users/John/Calendar20100601.ost</Ost>
  <Ost>D:/Archive/Outlook/john1.ost</Ost>
</ OSTToConvert >
```

Default is “*”.

- **SkipNonLocalOSTs:** Filter OST files that are located on the remote network or other non-local resources. When set to “True”, such OST files are not shown in the list of files in “Options” dialog, and skipped during conversion. Ignored if “SourcePath” parameter is used.

Allowed values: True/False.

Default value is “False”.

- **AdminEmail:** Admin email address. This is the email address where the problem report will be sent. The report won’t be sent if this parameter is not defined.
- **FailuresLimit:** Limit of successive failures. When the number of successive failures reaches this threshold, the application will automatically send an email message to the email address specified in the **AdminEmail** parameter. If the email sending is unsuccessful, the application will try to send on every new error regardless of limit value.

Allowed values: Integer number >0.

Default value is 3. “0” value indicates that the report won’t be sent automatically.

- **<SkipFolders>**: Folders to skip is a list of Outlook folders that should not be copied during conversion. For non-root folders the path should be provided, e.g. “Work\Contacts” or “{olFolderInbox}\Personal\Archive”. The following literals (pre-defined constants) can also be used, but are only supported for linked OST files:
 - {olFolderCalendar} - default Calendar folder (typically “Calendar”);
 - {olFolderContacts} - default Contacts folder (typically “Contacts”);
 - {olFolderDrafts} - default Drafts folder (typically “Drafts”);
 - {olFolderInbox} - default Inbox folder (typically “Inbox”);
 - {olFolderJournal} - default Journal folder (typically “Journal”);
 - {olFolderNotes} - default Notes folder (typically “Notes”);
 - {olFolderOutbox} - default Outbox folder (typically “Outbox”);
 - {olFolderSentMail} - default Sent Mail folder (typically “Sent Items”);
 - {olFolderTasks} - default Tasks folder (typically “Tasks”);
 - {olFolderDeletedItems} - default folder for deleted items (typically “Deleted Items”);
 - {olFolderJunk} - default folder for junk mail (typically “Junk E-mail”);

By default no folder filters are set.

The list is defined in form of XML nodes within configuration file:

```
<SkipFolders>
  <folder>{olFolderTasks}</folder>
  <folder>{olFolderCalendar}\myPersonalCalendar</folder>
  <folder>{olFolderDeletedItems}</folder>
  <folder>{olFolderJunk}</folder>
</SkipFolders>
```

Note that the default to skip {olFolderDeletedItems} and {olFolderJunk} is used only when the <SkipFolders> XML node is missing from the configuration file. As soon as this node is defined, the defaults will not be applied. If the folders {olFolderDeletedItems} and/or {olFolderJunk} should be skipped, then add them to the <SkipFolders> node explicitly.

- **SyncPrivateItems**: Option for items marked as “private”. If set to “False”, such items are not copied during conversion.

Allowed values: True/False.
Default value is “True”.

- **SyncCustomForms**: Option for items with custom forms. This parameter is supported only for linked OST files.

Allowed values: True/False.
Default value is “True”. “True” indicates that forms are to be copied with items. “False” indicates that only items are copied up and forms are skipped.

- **DestinationFolderCheckInterval**: Destination folder check schedule. The number of minutes between the checking of destination folder availability in cases when the last conversion failed

due to unavailable destination folders. This is typical when destination folders are placed on a network or removable drive.

Allowed values: Integer number ≥ 0 .

Default is 5 (i.e. every 5 minutes). A value of “0” indicates that the destination folder check by schedule is disabled. i.e. no additional checking until the next conversion schedule.

See also the **DestinationFolderCheck** parameter.

- **DestinationFolderCheck:** How many times to check for destination folder availability.

Allowed values: Integer number ≥ 0 .

Default value is “3”. “0” indicates “endless”.

See also the **DestinationFolderCheckInterval** parameter.

- **SyncInLastMonths:** Filter “Copy Items for Last N Months” for all folder types.

Allowed values: Integer number ≥ 0 .

Default value is “0”. A “0” indicates that the filter is disabled (copy all items).

- **SyncInLastMonthsCalendar, SyncInLastMonthsJournal, SyncInLastMonthsMails, SyncInLastMonthsTasks:** Filters “Copy Items for Last N Months” for each folder type separately. Separate filters for “Calendar Items”, “Journal Items”, “Mail and Post Items”, “Task Items”.

Allowed values: Integer numbers ≥ 0 . A value of “0” indicates a disabled filter (copy all items).

Parameter **SyncInLastMonths** is ignored if any of these parameters are set.

Default values are “0” for all.

- **ConfigPath:** Read configuration file again from the specified path. The value can be either a file path (e.g. `%LOGONSERVER%\OST2\configuration.xml`) or a folder path (e.g., `\\SERVER\Backups\`) in which case the “Settings.config” will be read. When this parameter is defined, the application reads all the other parameters from the configuration file found in the specified location. All previously read parameters will be overwritten except **ConfigPath**. This parameter can only be used once, i.e. a “chain” of configuration files can have no more than 2 members.

- **SourcePath:** This is the root folder for the source OST files. The application will scan this folder and all its subfolders for OST files and convert them (all or selected, depending on the **OSTToConvert** parameter). If this parameter is missing, only OSTs (all or selected, depending on the **OSTToConvert** parameter) within the default Outlook profile are converted. Please note that default location of OST files is:

- For Outlook 2002..2007:
%USERPROFILE%\Local Settings\Application Data\Microsoft\Outlook\
- For Outlook 2010:
%USERPROFILE%\My Documents\Outlook Files\

Sample of value: D:\Outlook\ or %USERPROFILE% or %USERPROFILE%\Local Settings\Application Data\Microsoft\Outlook\.

- **HideGUI**

Allowed values: True/False. If set to “True”, the application works without any user interface including tray icon or message boxes, warnings, etc.

- **ActivationCode:** The activation code of the product. The product can also be activated manually by right clicking on the tray icon, selecting “About OST2 Enterprise Edition”, and clicking the “Activate” button when the HideGUI parameter is false (GUI is visible).

- **DetailLogPath:** Custom folder for the local log file. The default value is %AppData%\4Team\OST2\Logs\

- **StartWithWindows:** Flag indicating that the application starts with Windows startup.

Allowed values: True/False.

Default is “true”. If “True”, the application automatically starts when Windows starts.

- **DelayWhenStartedWithWindows:** The number of minutes the application needs to wait before finishing initialization and start conversion process after Windows startup.

Allowed values: Integer number ≥ 0 .

Default is “3”.

- **TruncateLogsWhenExceed**

Allowed values: Integer in KB. A value of “0” indicates that logs are not to be truncated.

Default is “1024”.

- **TruncateLogsTo**

Allowed values: Integer in KB.

Default is “200”

- **PasswordMode:** Mode for passwords. If not SkipPassworded, then for each OST having a password, the application will ask for the password unless the OST is already open and running in Outlook. When the user enters a correct password for the source OST, the application will try to use the same password for the appropriate destination PST. Therefore, if the source and destination files have the same password, the user will only be asked for the password once. Otherwise if passwords are different (e.g., password on source OST was changed), the user will be asked for password twice.

Allowed Values: SkipPassworded/AskAndStore/AskAlways.

Default is “AskAndStore”,

Command line parameters

To automate OST2 Enterprise Edition, an administrator can use the command line utility **Ost2CmdRun.exe** that can be found in the product installation folder ("%ProgramFiles%\4Team Corporation\OST2\" by default).

The following syntax should be used:

Ost2CmdRun.exe [command [/option]]

or, more detailed:

Ost2CmdRun.exe ? | start [/onFinish=unload|shutdown|nothing] | stop | break | unload | reloadconfig

Commands (all are not case sensitive):

- **?, /?, -?, help, /help, -help**
Shows short help.
- **start**
Start conversion process immediately (despite the schedule).
This command can have option “/onFinish” with the following values:
 - **/onFinish=unload**
Exit application when overall conversion process is finished
 - **/onFinish=shutdown**
Shut down computer when overall conversion process is finished.
 - **/onFinish=nothing**
Resets option if it was previously set. When overall conversion process is finished , continue working (do not exit application or shut down computer).
Note: this option always overwrites the previously set option, i.e. to change “unload” to “shutdown” it is enough to use the “shutdown” option (use of “nothing” is not required).
- **stop**
Stop the overall conversion process when the conversion of the currently processed OST is finished.
If the conversion process has not started, this command is ignored.
- **break**
Cancel the conversion process immediately.
If the conversion process has not started, this command is ignored.
- **unload**
Cancel the conversion process (if it is in progress) and exit the application immediately.
- **reloadConfig**
Reload the config files. New parameter values are applied immediately, even if the conversion process is already in progress. Therefore it is recommended that the system administrator use **/stop** or **/break** first to avoid possible issues.

If OST2 is already running, the command line utility passes valid command/options to the running application for execution.

If OST2 is not yet running, the command line utility will launch it. The only exception to this is when the command line utility is launched with the “help” parameter in which it shows the help information and does not launch OST2.

The command line utility without any command line parameters (or with invalid parameters) will only launch OST2.

Free Edition

Differences from the Enterprise Edition are the following:

- Only OST files linked to current Outlook profile are supported.
- Only the following 4 parameters are supported in the Free edition:
 - **DestinationPath**
 - **SyncInterval**
 - **SyncStartTime**
 - **OSTToConvert**
- The **DestinationPath** parameter doesn't allow Windows Environment Variables to be used.
- A **SyncInterval** (conversion schedule in hours) value ≤ “0” in the Free Edition indicates a disabled schedule (no automatic conversions) since **SyncIntervalMinutes** (conversion schedule in minutes) is not supported.
- A **OSTToConvert** (list of OST files to convert) value of “*” means “All OST Files within default Outlook profile”.
- The command line utility cannot be used.
- The installation is only available in the .EXE format.
- The Free Edition doesn't require activation.

System requirements

Operating System		Microsoft Windows XP Service Pack 2 Microsoft Windows Vista Microsoft Windows 7 Microsoft Windows Server 2003 Microsoft Windows Server 2008
Microsoft Outlook		Microsoft Outlook 2002 (Outlook XP) Microsoft Office Outlook 2003 Microsoft Office Outlook 2007 Microsoft Office Outlook 2010 32 bit Microsoft Office Outlook 2010 64 bit
Environment		Microsoft .NET Framework 2.0 (downloadable with .EXE install package)
Hardware	RAM	Minimum: 512 MB Recommended: 1024 MB or more
	CPU type	Pentium III-compatible or higher
	CPU speed	Minimum: 500 MHz Recommended: 1 GHz or higher
	HDD	1 GB hard disk space