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Introduction:

MailSteward™

Safely archive thousands of emails

Access your email with all the power of a relational database

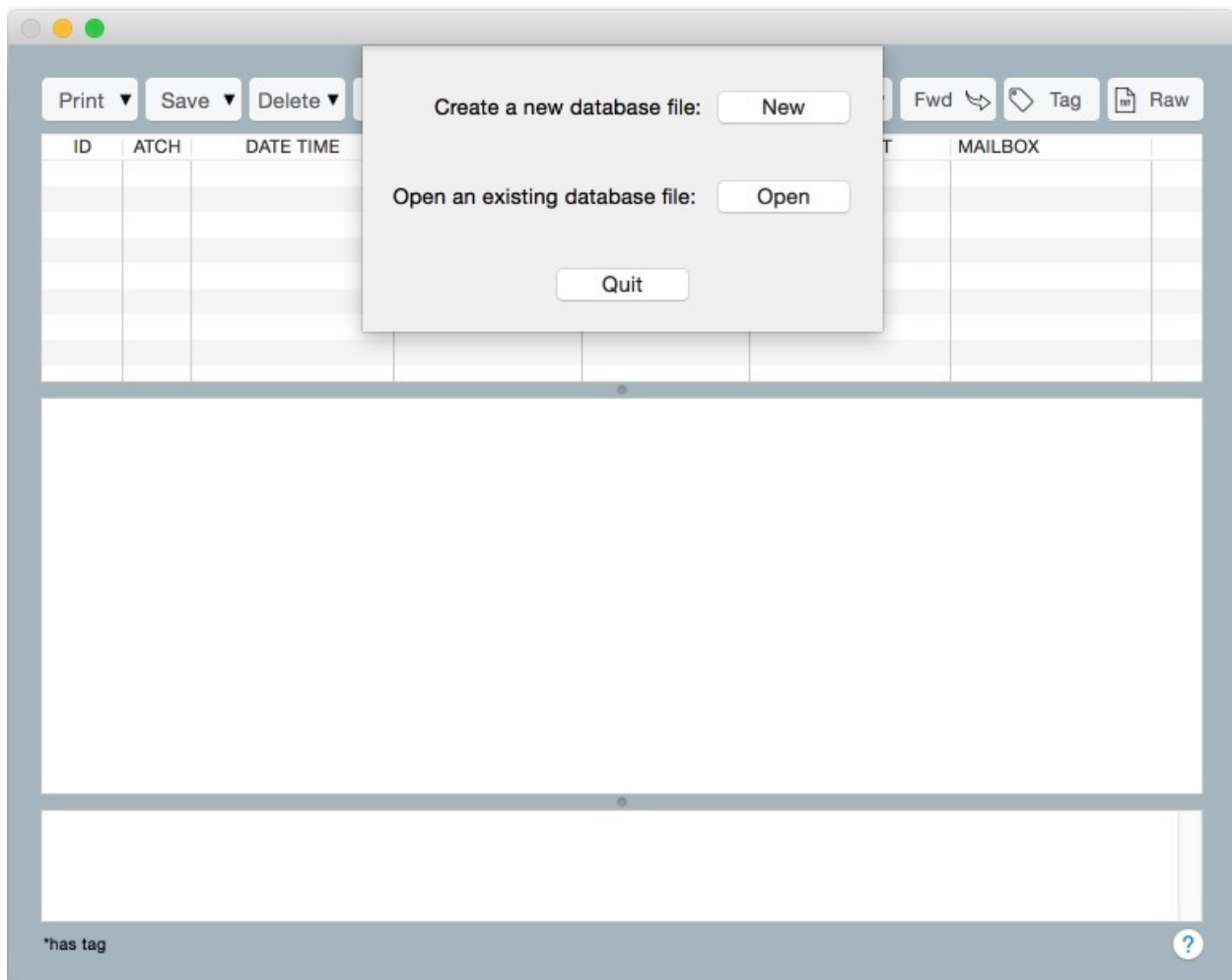
Have you ever wished you could find all those emails between you and your client, Joe, during August and September of last year, that mention the word 'contract'? Now you can. And you can sort them, print them, save them, and export them in several standard formats. MailSteward elegantly solves your email archiving, accessing, and management problems.

Email clients, like Postbox and the Apple OS X Mail application, are very good at sending and receiving email, and doing simple searches, but they are not really designed to efficiently and safely archive and access tens of thousands of emails.

Email has become a vital part of many professional and personal lives. For many, it is not unusual to send and receive thousands of emails every month. Businesses and individuals with large amounts of important email need to be able to:

- safely archive email text and attachments so that none of it is ever lost.
- easily and effectively find particular emails, by any combination of sender, recipient, date range, keywords, and tags.
- export email in standard formats to prevent data obsolescence.

The first time you launch MailSteward, this is what you will see:



To get started, create a new database file. Locate and name the file however you wish. By default MailSteward will automatically select all of your Apple OS X Mail application email accounts to be archived. If you are a Postbox user instead, you will need to go to the Settings to switch from Apple Mail to Postbox.. Then all you have to do is click on the **archive** button, and MailSteward will begin copying your email into the database file that you have created.

Any of the settings can be changed by clicking on the **settings** button. The database file is a single file, like any other file, and can be named anything, and located anywhere, and you can copy it or move it or rename it at any time.

You don't have to worry about doing anything to your email files. They are left untouched.

You don't have to worry about duplicates. If an email is already in the database and you archive it again, MailSteward will skip it rather than add a new entry.

Once they have all been copied into the database, you can delete all or most of the email from your In and Sent boxes, if you wish. MailSteward will archive the attachments, HTML, enriched text, and the original raw source of your email, as well as the plain text.

Then, whenever you need to find an email, you can use MailSteward.

Once your email is in a database, it can be retrieved by clicking on the **search** button and specifying any combination of:

- A range of beginning and ending dates.
- keywords or phrases in the From address.
- keywords or phrases in the To address.
- keywords or phrases in the Subject line.
- keywords or phrases in the Body text.
- text strings in the Mailbox name.
- text strings in an attachment file name.
- Text inside attachments that contain text.
- Tags - category, keywords, notes, and/or priority.

Or, if you know SQL, by editing the generated SQL statement.

And you can sort the retrieved emails by:

- Date
- From
- To
- Subject
- Mailbox
- Or by the unique ID that is assigned to each email

Features:

- Works seamlessly with Postbox or the Mac OS X Mail application to archive all your email in a relational database.
- Will import most "mbox" format files from other email clients such as Microsoft Entourage X and Outlook.
- Works with all locally stored POP, .Mac, and IMAP email accounts.
- Select emails from archive by date range and keywords in the To, From, Subject, Mailbox, or Body fields.
- Sort by date, To, From, Subject, or unique ID.
- Print email list, or individual email, or all emails in a list.
- Save email list, or individual email, or all emails to a text file.
- Save all attachments of selected emails to separate files.
- Reply to or forward individual emails.
- Add your own tags to email & import MailTags©.
- Search attachments, such as word processing documents, that contain any text.

- Schedule MailSteward to archive your email automatically.
- Export emails to a tab-delimited text file, a new MailSteward database file, an mbox file, or an SQL file.
- Merge database files together.
- All Mail or Postbox email and folders are left undisturbed.
- Options to store all attachments, attachments less than a given size, or no attachments.
- Native Cocoa application that supports OS X 10.6 or greater (Snow Leopard, Lion, Mountain Lion, & Mavericks)
- The free version of MailSteward has full functionality, but is limited to a capacity of 15,000 emails.

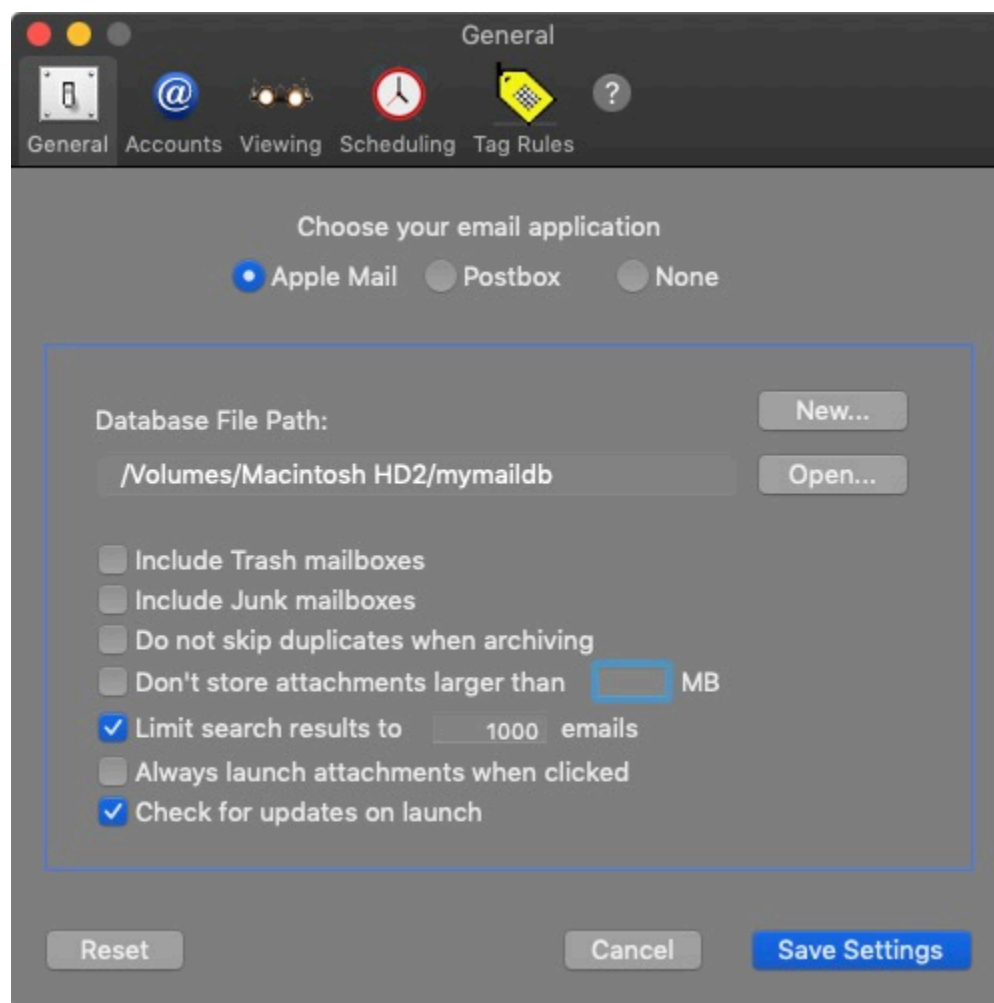
MailTags is Copyright © [Scott Morrison](#).

Settings:

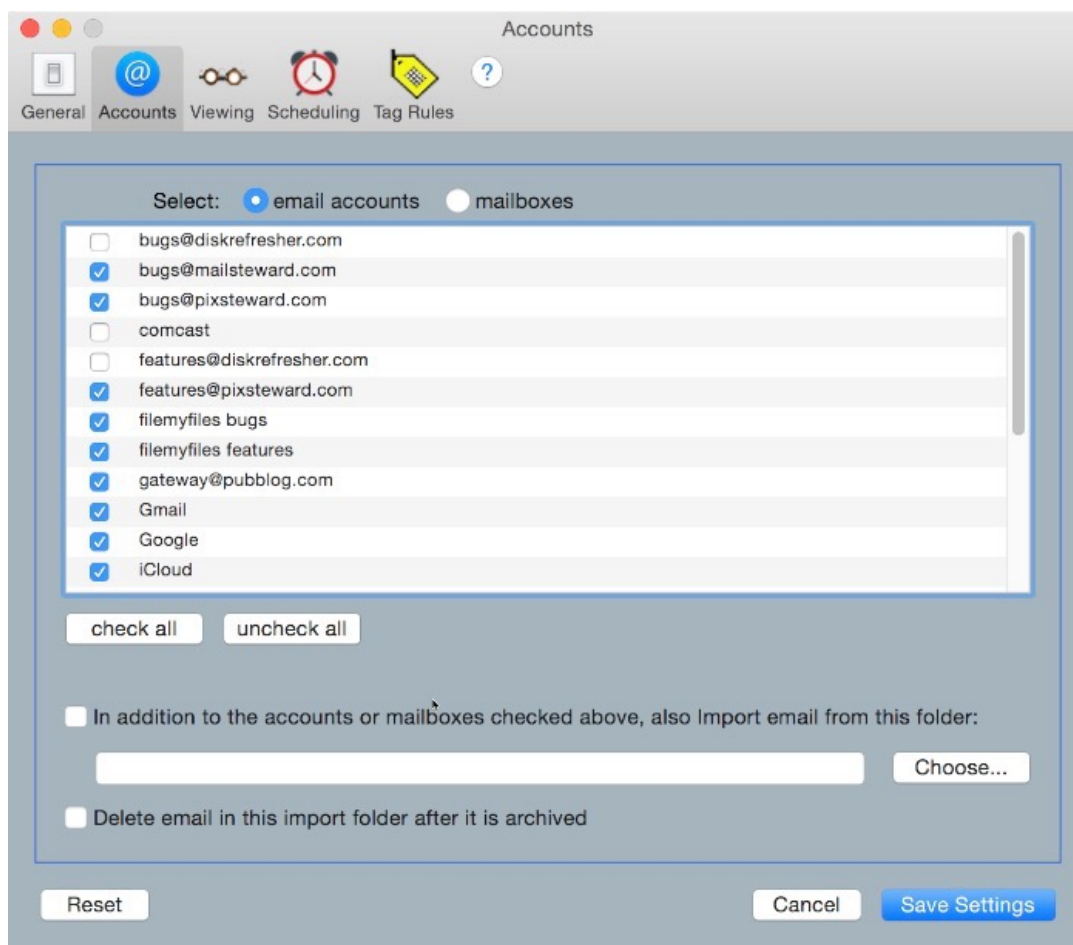
Clicking on Settings brings up the Settings window. When you first launch MailSteward the default Settings are in place. If you click on Archive, MailSteward will archive the email in all of the email accounts that you have in the OS X Mail application, into the database file that you have created. If you are using the Postbox email application instead of Apple Mail, click on the Postbox button and Save Settings. There are also default settings for a number of other options.

Settings are associated with database files. Each database file, if you have more than one, has its own settings. There are several different panels in the Settings window, which are described below. When any of the Settings have been changed, click on the Save Settings button to save the changes. You can also reset all of the Settings back to the defaults by clicking on the Reset button.

The General Settings panel is where you can choose between the Apple Mail and Postbox email clients, and where you can open an existing database file, or create a new one, by clicking on the Open or New buttons.



The path and file name of the current database file is shown in the text box. There is an option to limit the size of archived attachments to some number of megabytes. There are also options to specify whether or not to include Trash and Junk mailboxes, and all mailboxes. Duplicate emails that are already in the database are skipped when archiving. If you don't wish to skip duplicates, you can check the box that says, "Do not skip duplicates when archiving". You can also choose to set an upper limit on the number of emails retrieved by searching or browsing, and you can choose to always launch attachments when they are clicked on instead of being asked whether to launch them or save them as files. By default, MailSteward will automatically check for new versions. If you don't want this you can uncheck the 'Check for updates on launch' box, and you can always check for updates by choosing 'Check for Updates...' from the MailSteward menu.

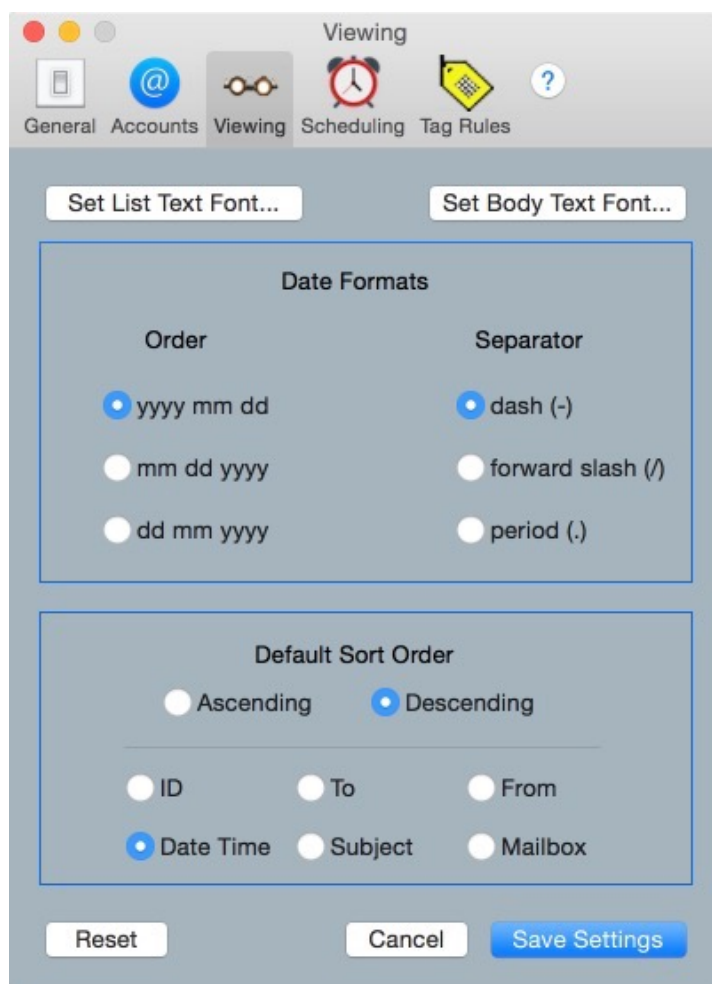


The Accounts panel allows you to select the email accounts or mailboxes that you wish to archive. By default all email accounts are selected. You can choose whether to select accounts or select mailboxes. You select an account or mailbox by clicking on the check box next to it.

You can also tell MailSteward to always archive any email mbox files that are in a particular folder. MailSteward will then look for email files in the specified folder and all of its subfolders and archive them in addition to the email in the selected accounts or mailboxes. If the box is checked to "Delete email in this import folder after it is archived", then the email files in the

designated folder will be deleted once they have been archived. However, MailSteward does not ever delete email from the Apple Mail or Postbox accounts.

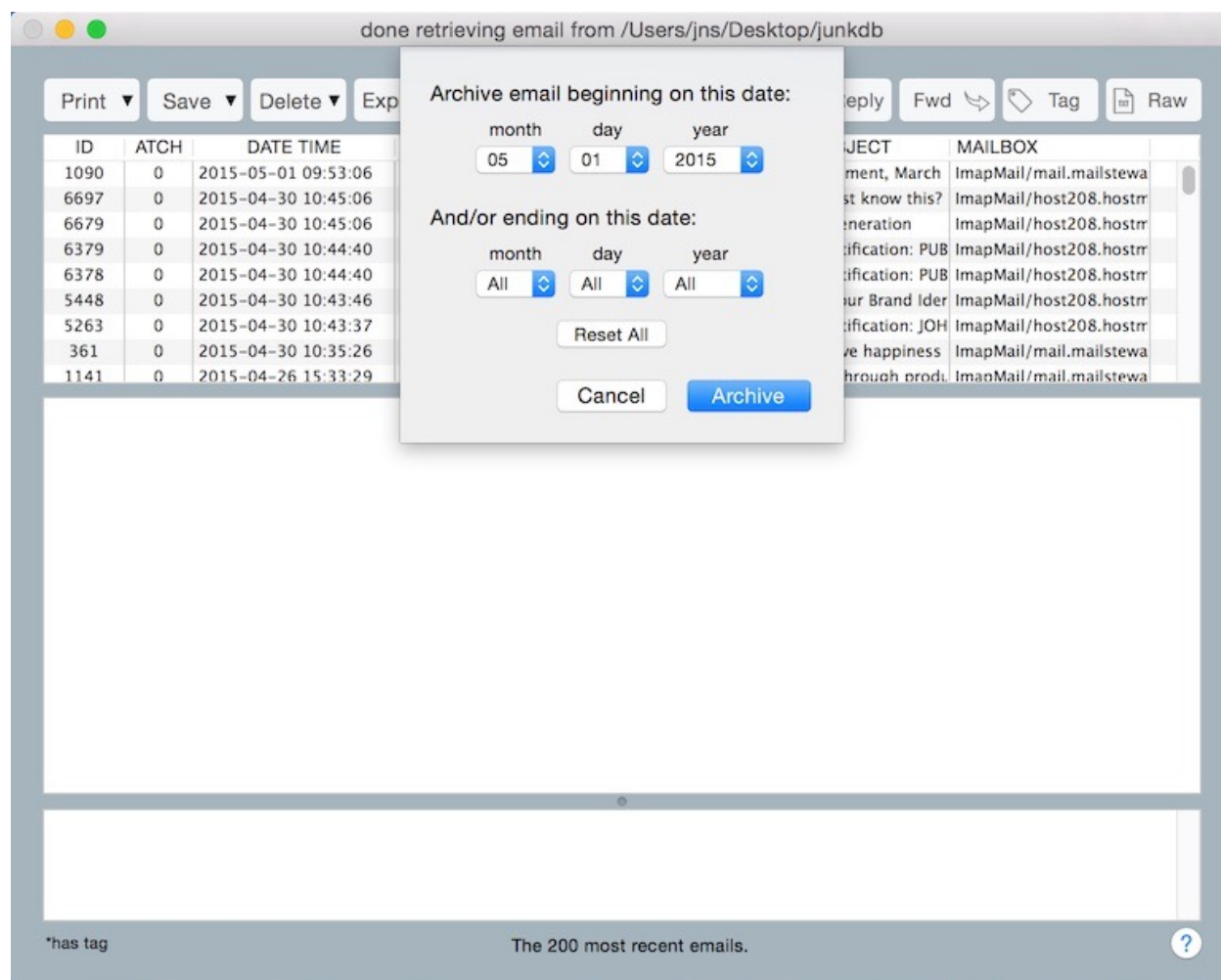
The Viewing panel lets you set the font and the date format to be used when displaying email text. Any combination of year, month, day order and separator character (-, /, .) can be chosen for the date format. You can also choose the default sorting order for Browse and Search results. Choose any of the fields to sort by, and whether the sort should be ascending or descending.



The Scheduling and Tag Rules Settings are explained in separate sections of this manual, *Schedule Archive* and *Set Rules for Tagging*.

Archive Email:

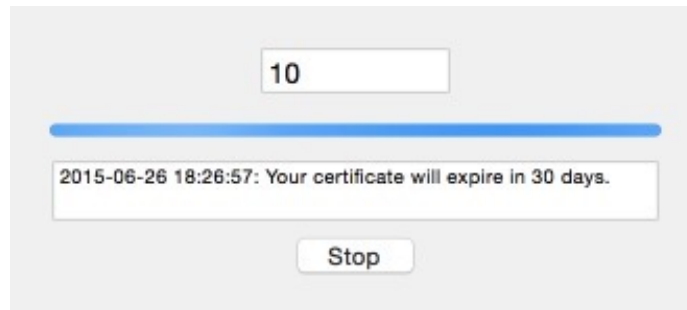
Clicking on the **Archive** button will bring up this sheet:



MailSteward will automatically set the beginning date to the date of the most recent email archived in the database. Any email prior to that date will be skipped. This will save time if you have already processed email prior to a given date. Or you can set the date to "All" for month, day, and year, and MailSteward will process all of the email in your account(s). You can also set an ending date. This can be useful if you want to, for example, just store all of the email prior to 2004. Clicking on the **Reset All** button will reset the beginning and ending dates to "All".

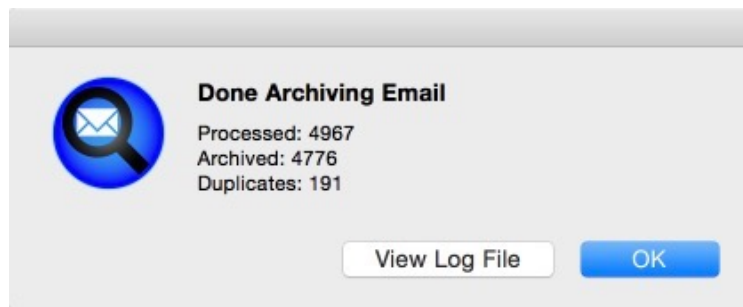
Once you have chosen a beginning date and/or ending date, and clicked on the **Archive** button, MailSteward will begin processing your locally stored email and archiving it into the database. If you have a .mac or other imap account, you must set the account options to keep copies of your email on your local computer. MailSteward does not access email on remote servers. Duplicate email is automatically skipped. If an email is already in the database, it is not archived. However, if the mailbox has changed, or the email tags have changed, they will be updated in the database.

While the email is being archived, this window provides continuous feedback:



Clicking on the **Stop** button will stop the archiving operation and save all of the email in the database that has been processed so far. It can take a little while sometimes to finish processing, so don't worry if it takes a little while for the Stop button to take effect.

When all of the email has been archived in the database, a window will appear showing some stats about the email that has been archived. This information will also be logged in an archive history file. You can view the archive history by choosing "Archive History" from the File menu.



Depending on the options chosen in the Settings window, MailSteward will store the text, HTML, raw source, and, optionally, the attachments of your email. Once MailSteward is done archiving the email, you can:

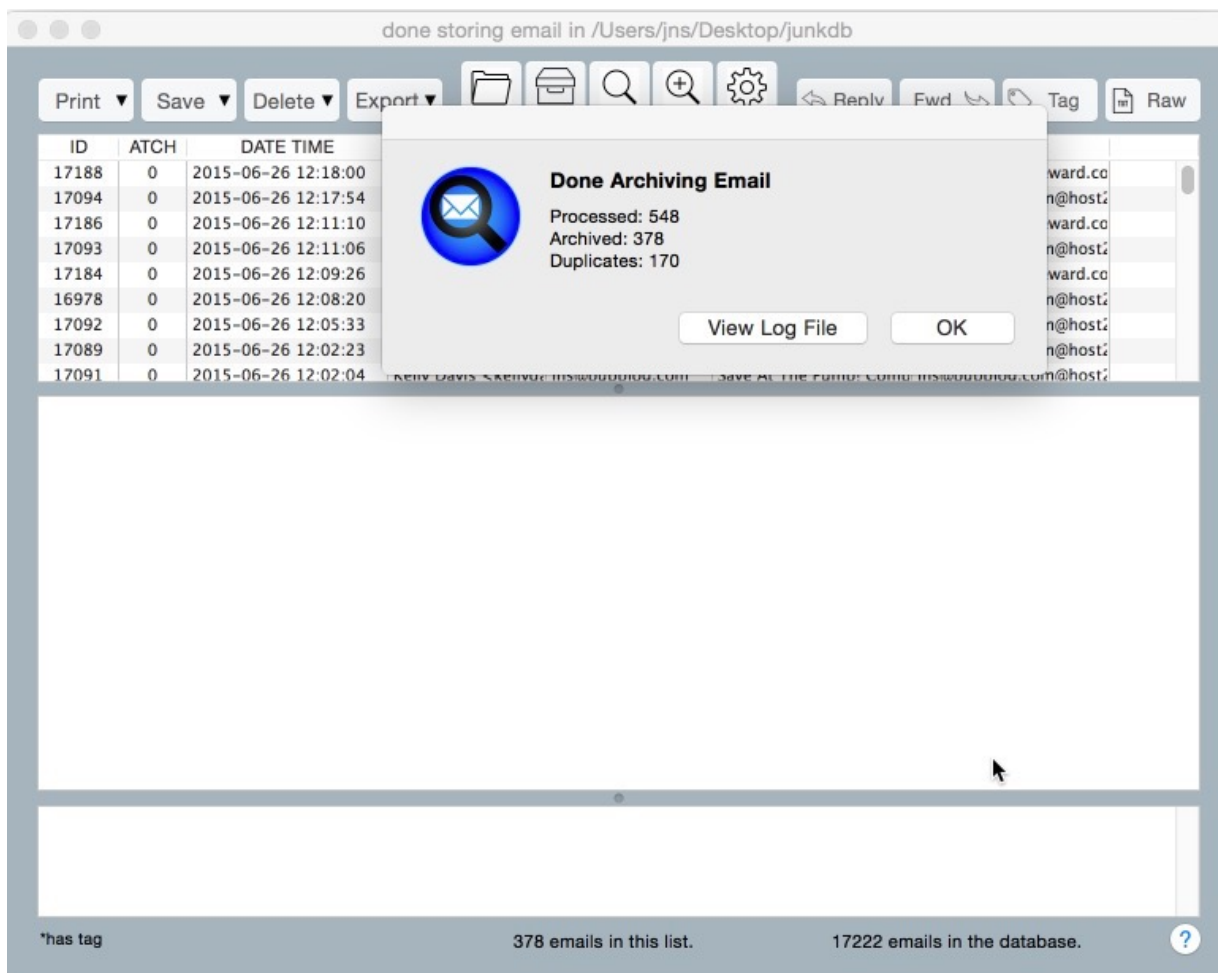
- Launch or save the attachments of individual emails.
- Add tags to email.
- Reply to an email.
- Forward an email.
- Print the email list.
- Print the individual selected email
- Print all the email in the list.
- Save the email list.
- Save the individual selected email.
- Save all the email in the list.
- Save the selected emails to PDF files.
- Save the raw source of the selected email.
- Save the raw source of all the email in the list.
- Save all attachments of selected emails to separate files.

- Delete the selected email from the list.
- Delete the selected email from the database & the list.
- Delete all of the email in the list, from the database.
- Delete attachments of the selected email in the list, from the database.
- View the raw source of the selected email.
- Export email to a tab-delimited text file, a new MailSteward database file, an mbox file, or an SQL file.

If an email has attachments or an HTML or enriched text version that has been saved in the database, a list of the attachments will appear at the bottom of the email text as a blue, underlined link beneath the title **ATTACHMENTS:**. Clicking on the link of an attachment will allow you to launch the attachment using the appropriate application, or save the attachment as a file. If an email has both plain text and HTML versions, the plain text will appear in the body text panel, and the HTML version will be listed as an attachment below in the attachments panel. Clicking on the link will cause the HTML version to be rendered and displayed in the body text panel, instead of the plain text. The number of attachments for each email appears in the **ATCH** column.

You can view the raw source of the selected email by clicking on the **Raw** button in the upper right corner.

You can also Search for email in the database by any combination of date range, key words, and tags.



Search Email:

Once your email is in the database, it can be retrieved by specifying any combination of:

- a range of beginning and ending dates.
- keywords or phrases in the From address.
- keywords or phrases in the To address.
- keywords or phrases in the Subject line.
- keywords or phrases in the Body text.
- text strings in the Mailbox name.
- text strings in an attachment file name.
- text strings in attachment contents, if the attachment contains any text.
- text strings in the raw headings of the email.
- a text string anywhere in the email in any of the fields.
- tags - category, keywords, priority.
- Attachment types, such as graphics, documents, video, etc.

Or, if you know SQL, by editing the SQL statement generated by MailSteward.


If the **only email with attachments** check box is checked, then only email with attachments will be retrieved. If an email has attachments or an HTML or enriched text version that has been saved in the database, a list of the attachments will appear at the bottom of the email text as a blue, underlined link beneath the title **ATTACHMENTS:**. Clicking on the link of an attachment will allow you to launch the attachment using the default application for the type of file, or save the attachment as a file. If an email has both plain text and HTML versions, the plain text will appear in the body text panel, and the HTML version will be listed as an attachment below in the attachments panel. Clicking on the link will cause the HTML version to be rendered and displayed in the body text panel, instead of the plain text. The number of attachments for each email appears in the ATCH column. The number of attachments for each email appears in the **ATCH** column.


Binary attachments, like graphics, sound files, Word documents, or PDF files, are stored in their original binary format. Any attachments that contain text, such as Word documents, can be searched. However, the text in PDF documents is encoded such that it cannot be searched.


Clicking on the drop-down menu next to the Mailbox field will display a list of all the unique Mailboxes in the database. Clicking on one of the mailboxes in the list will place it in the Mailboxes search field.

Clicking on the **Reset** button will set all of the search criteria back to the default.

Once the search is done and the email has been retrieved, you can click on the header of any column to sort in ascending or descending order.

If you click on the **Search List** button  you can refine your search by doing a search within the current search results list.

If you click on the **View raw source** button  a separate window will open containing the raw source of the selected email with all of the original header information.

Click on the Reply button,  to reply to the selected email. The OS X Mail application will be launched and an email message window opened, with the From, To, and Subject information filled in, and the text of the message being replied to, inserted in the body.

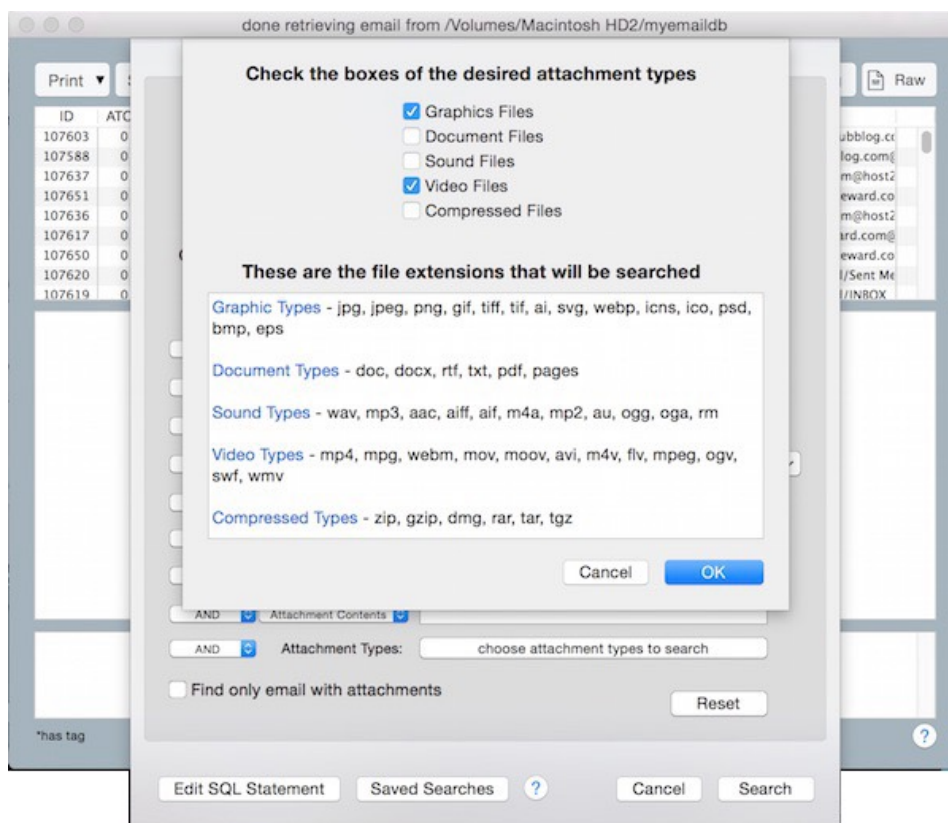


The screenshot displays the MailSteward search interface. At the top, there are tabs for "Search Fields" and "Search Tags". Below these are buttons for "Today", "7 Days", "This Month", and "This Year". There are also "Beginning Date" and "Ending Date" sections, each with "month", "day", and "year" dropdown menus. The "Beginning Date" is set to 04/01/2004 and the "Ending Date" is set to 10/31/2007. A "Quick Search Entire Message:" text input field is present. Below this is a "Database Fields Contain:" section with several rows of search criteria. Each row has a logical operator (AND, OR) dropdown, a field label dropdown, and a text input field. The criteria are: "From" containing "jsmith", "To" containing "jsmith", "Subject" (empty), "Mailbox" (empty), "Body Text" containing "contract", "Body Text" containing "proposal", "Attachment Name" (empty), "Attachment Contents" containing "contract", and "Attachment Types" set to "choose attachment types to search". A checkbox "Find only email with attachments" is checked. A "Reset" button is at the bottom right of the criteria section. At the very bottom, there are buttons for "Edit SQL Statement", "Saved Searches", a help icon "?", "Cancel", and "Search".

Each of the field label drop-down buttons can be changed to a different field label. So you can search for multiple keywords or phrases in the same field. You can also drop down the buttons to the left of the field labels to select AND, OR, AND NOT, or OR NOT.

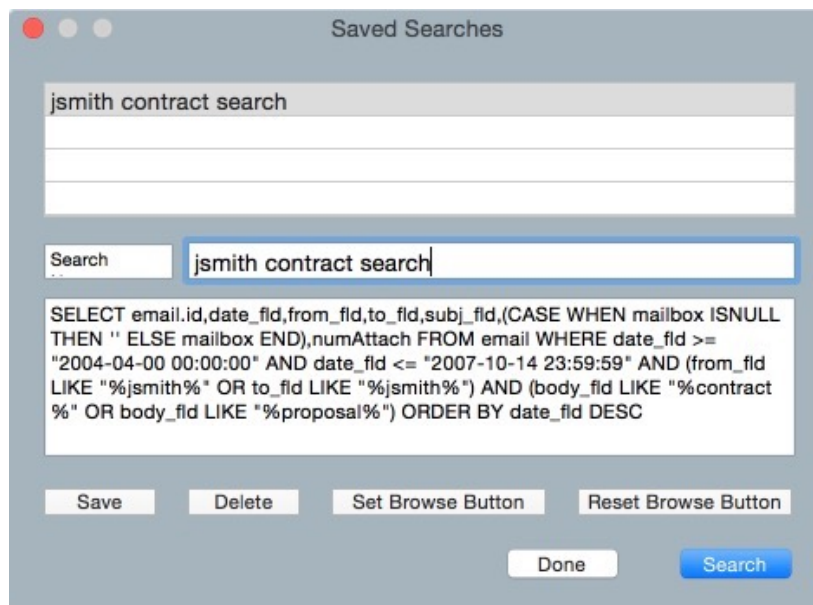
The above search criteria will generate an SQL statement that will return all of the emails either from or to Joe Smith that contain either the word "contract" or "proposal" in the body of the email or the word "contract" in any attached documents. Also only emails with attachments will be retrieved.

If you click on the **choose attachment types to search** button, a sheet will appear where you can choose attachment file types grouped as graphics, documents, sound, video, and/or compressed. If you have tagged some of your email, you can do a search based on your tags, and you can also combine the two and do a search that includes both fields and tags. Clicking on the drop-down menu next to the Keywords field will display a list of all the unique Keywords in the database.

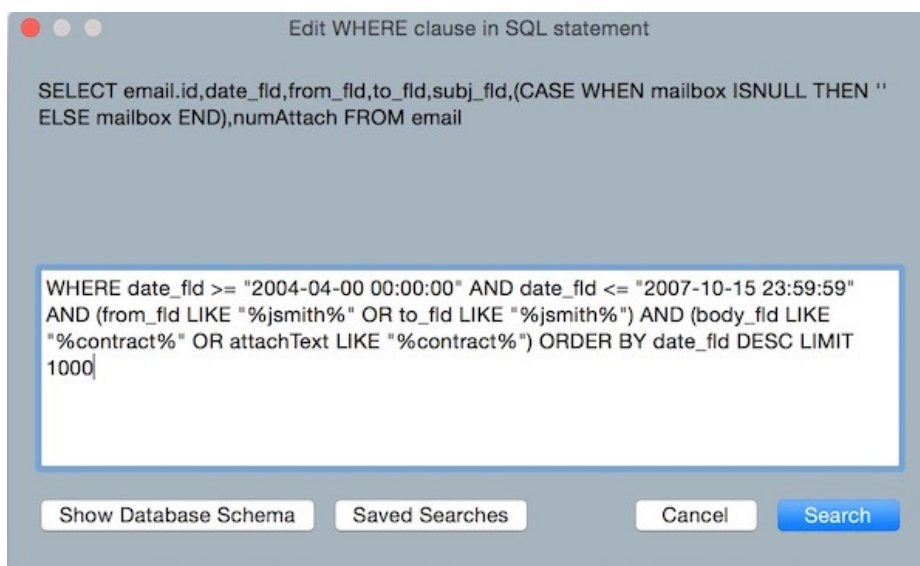


Clicking on one of the keywords in the list will place it in the Keywords search field.

Clicking on the **Saved Searches** button brings up a window to let you save a set of Search criteria, or execute a previously saved Search.






If you click on **Set Browse Button**, the currently selected saved search will be made the default for the Browse button. Whenever you click on the Browse button, this search will be executed instead of listing all of the email in the database. If you click on **Reset Browse Button**, the default for the Browse button will be reset back to listing all email. Clicking on the **Edit SQL Statement** button will bring up the following window, which allows you to add parentheses or NOTs, or enter your own SQL.



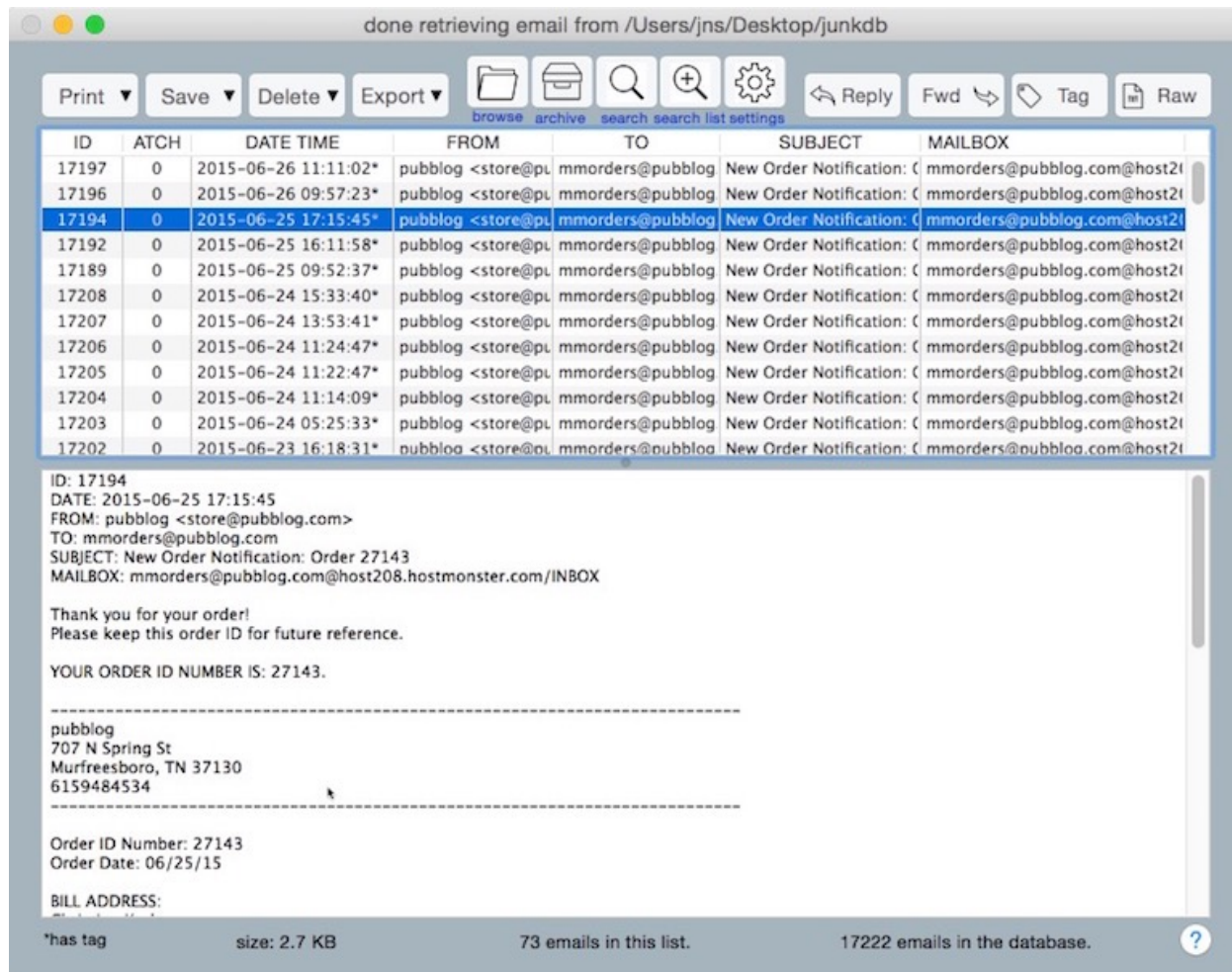
Clicking on the **Show Database Schema** button will display a complete list of the tables and field names in the MailSteward database structure.

Browse Email:

Clicking on the **Browse** button  will retrieve all of the email in the database, sorted by date. It can then be sorted in any order by clicking on the column headers. By default the settings limit the search and browse results to 1,000 emails, in order to speed up the process. However, you can choose to not limit the results, or to limit them by some number other than 1,000.

Click on the Reply button  to reply to the selected email. The OS X Mail application will be launched and an email message window opened, with the From, To, and Subject information filled in, and the text of the message being replied to, inserted in the body. Clicking on the Fwd button, , will also launch the Mail app and open a new forwarded message window.

It is also possible to assign one of the saved Searches to the Browse button. For example, you could specify a Search that begins in the current year, save the Search, and then assign that Search to the Browse button so that when you browse you only see this year's emails rather than all of the email in the database.



done retrieving email from /Users/jns/Desktop/junkdb

Print Save Delete Export browse archive search search list settings Reply Fwd Tag Raw

ID	ATCH	DATE TIME	FROM	TO	SUBJECT	MAILBOX
17197	0	2015-06-26 11:11:02*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17196	0	2015-06-26 09:57:23*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17194	0	2015-06-25 17:15:45*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17192	0	2015-06-25 16:11:58*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17189	0	2015-06-25 09:52:37*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17208	0	2015-06-24 15:33:40*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17207	0	2015-06-24 13:53:41*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17206	0	2015-06-24 11:24:47*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17205	0	2015-06-24 11:22:47*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17204	0	2015-06-24 11:14:09*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17203	0	2015-06-24 05:25:33*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX
17202	0	2015-06-23 16:18:31*	pubblog <store@pubblog.com>	mmorders@pubblog.com	New Order Notification: Order 27143	mmorders@pubblog.com@host208.hostmonster.com/INBOX

ID: 17194
 DATE: 2015-06-25 17:15:45
 FROM: pubblog <store@pubblog.com>
 TO: mmorders@pubblog.com
 SUBJECT: New Order Notification: Order 27143
 MAILBOX: mmorders@pubblog.com@host208.hostmonster.com/INBOX

Thank you for your order!
 Please keep this order ID for future reference.

YOUR ORDER ID NUMBER IS: 27143.

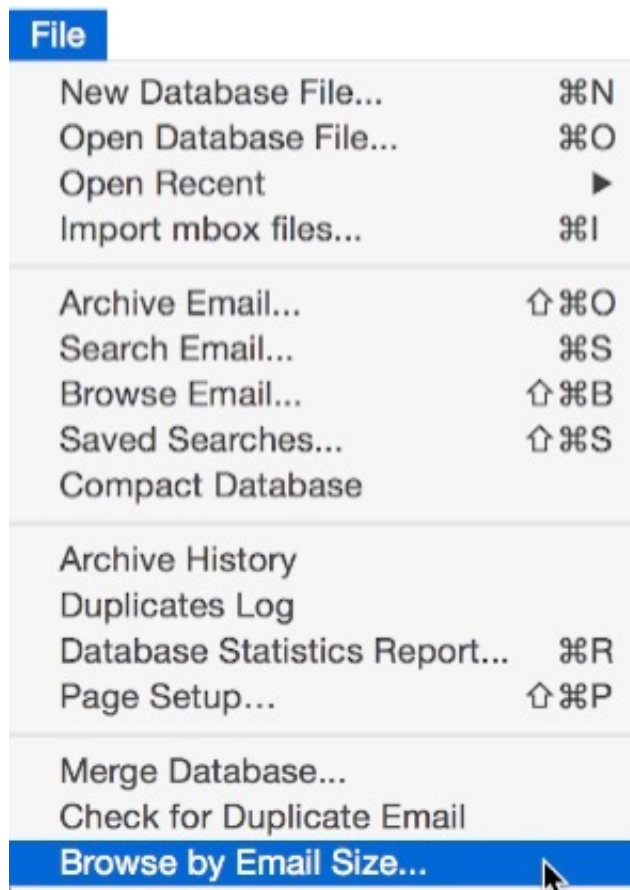
 pubblog
 707 N Spring St
 Murfreesboro, TN 37130
 6159484534

Order ID Number: 27143
 Order Date: 06/25/15

BILL ADDRESS:

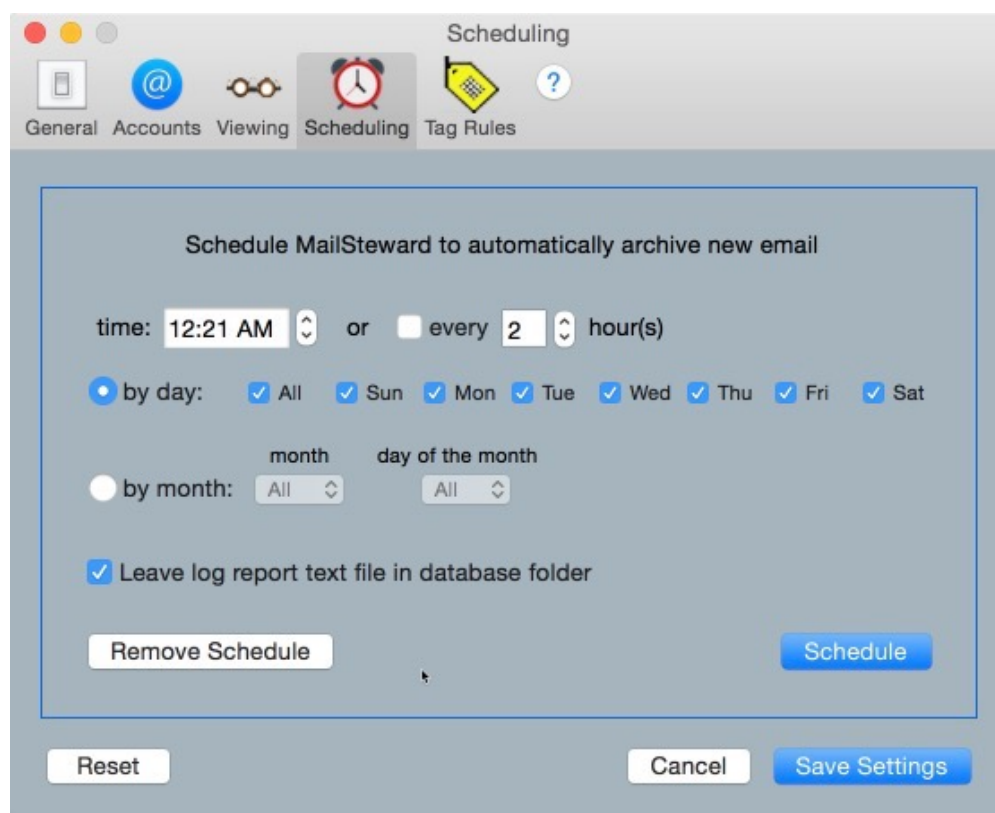
*has tag size: 2.7 KB 73 emails in this list. 17222 emails in the database.

You can also browse by email size and get a list of email sorted by the size of the individual emails, in descending order, largest first. Finding and sorting email by size is somewhat slow, so you may want to set a maximum limit on search results in the MailSteward General Settings.



Schedule Archiving:

MailSteward can be set to automatically schedule an archive of recent email. If you select the Scheduling panel in the MailSteward Settings, you can specify a schedule for automatically launching MailSteward to do an archive of new email. MailSteward should not be already running. The scheduled instance will not launch if MailSteward is already running. The schedule will launch MailSteward, archive all email starting on the most recent date in the database, and then it will quit when it is done. In order for the scheduled archive to happen, the computer must not be asleep. Make sure your Energy Saver System Preferences are set to never let the computer sleep.




Archives can be scheduled either by days of the week, or by months and days of the month. They can be scheduled for any specific time of day, or every so many hours. After setting the scheduling options, clicking on the **Schedule** button will put an entry into your crontab file, which will tell the operating system to run MailSteward at the specified time and dates. MailSteward will then automatically archive email beginning on the date of the most recent email in the database file. As always, any duplicates will be skipped. The scheduling options can be changed at any time. Changing the options and clicking on the Schedule button will replace the MailSteward entry in the crontab file. Don't forget to click on the Schedule button, and don't schedule so frequently that a new instance of MailSteward is launched before the previous one has finished.

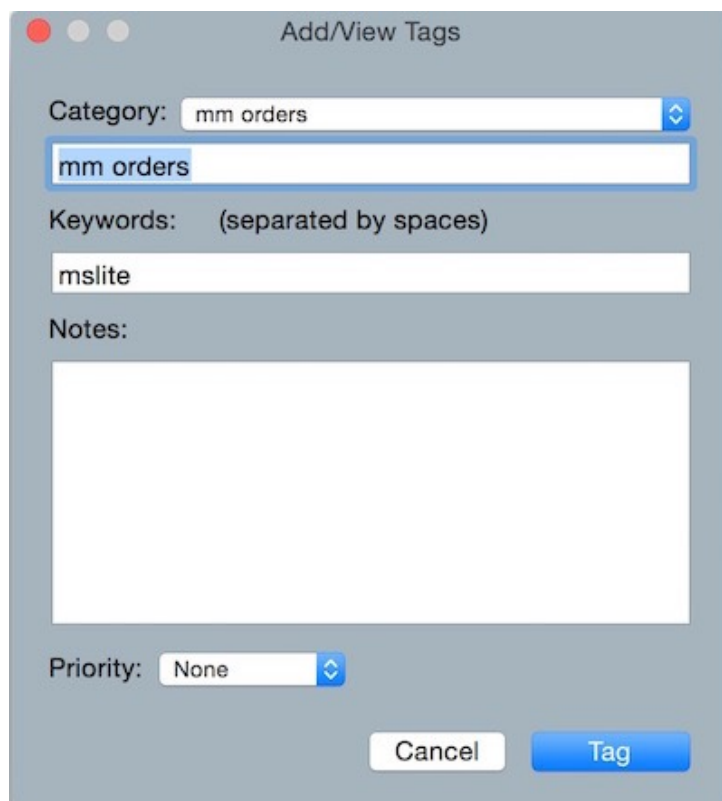
If the box to optionally leave a log file is checked, then a small text file with information about the completed archive will be left in the same folder as the database file, making it easy to see that the archive was done. If you don't want the log file to appear, uncheck this box.

Clicking on the **Remove Schedule** button will delete the existing MailSteward schedule from the crontab.

The crontab is a standard UNIX facility for scheduling applications. An excellent utility for viewing and updating the crontab is [CronniX](#).

Add, Search, & View Tags:

Clicking on the Tag button  in the upper right corner will bring up the **Add/View Tags** window (see below). If the currently selected email has a tag, there will be an asterisk next to the date-time of that email in the DATE TIME column, and the tag for that email will appear in the **Add/View Tags** window. You can then add a tag or edit an existing tag by entering your choices and clicking on the **Tag** button. If multiple emails are selected, then they will all be tagged. You can remove a tag, or set of tags, by clearing out the text boxes, setting the priority to "None" and clicking on the **Tag** button. To see how searching with tags works, go to the Search Email section.



The image shows a macOS-style dialog box titled "Add/View Tags". It has a light gray background and standard window controls (red, yellow, green buttons) in the top-left corner. The dialog contains the following fields and controls:

- Category:** A dropdown menu with "mm orders" selected. Below it is a text box containing "mm orders".
- Keywords:** A label followed by "(separated by spaces)" and a text box containing "mslite".
- Notes:** A large, empty text area.
- Priority:** A dropdown menu with "None" selected.
- At the bottom right are two buttons: "Cancel" (white with gray border) and "Tag" (blue).

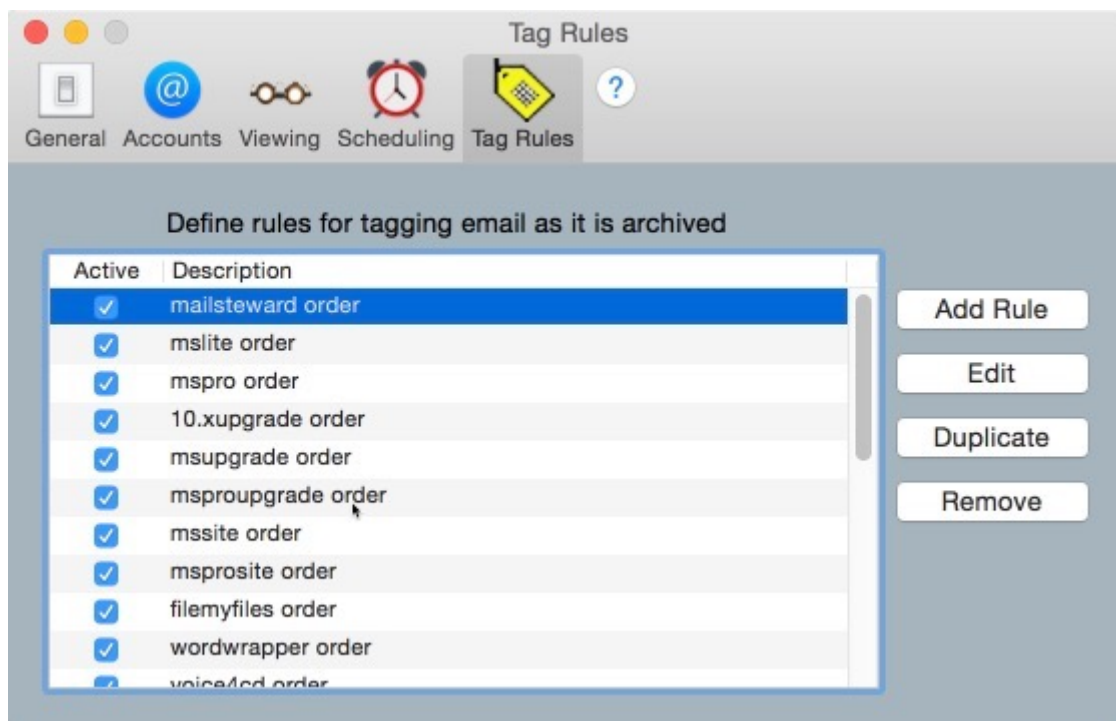
If you have been using the excellent [MailTags ©](#) plug-in for the OS X Mail app, MailSteward will automatically import your MailTags. If, during an Archive, a duplicate email is found, it is skipped. In other words, tags on emails that are already in the MailSteward database will not be replaced by imported MailTags.

If MailTags are imported, they will be translated into MailSteward tags. The MailTags Project tag becomes the MailSteward Category tag. MailTags Keywords become MailSteward keywords. MailTags Notes becomes MailSteward notes. And the MailTags Priority becomes the MailSteward priority. The MailTags iCal To Do and Due Date tags are not imported.

You can also define rules to automatically tag email as it is archived, as explained in the *Set Rules for Tagging* section.

Set Rules for Tagging or Excluding:

Tags can be added to email in the database at any time, but it is also possible to define rules to automatically tag email as it is archived into the database. You can also define a rule to exclude email from being archived. Once a rule is defined, it is listed in the Tag Rules Settings and can be enabled or disabled by checking the box next to it. By clicking on the right hand buttons you can add a new rule, edit an existing rule, duplicate an existing rule, and remove an existing rule.



Clicking on the Add Rule, Edit, or Duplicate buttons will drop down a sheet for defining a rule

The screenshot shows a 'Rule Definition' dialog box. At the top, there is a 'Description:' field with the text 'mailsteward order'. Below this is a section 'If' with a dropdown menu set to 'all', followed by the text 'of the following conditions are met:'. There are four rows of conditions, each with a dropdown for the field, a dropdown for the operator, and a text box for the value. The conditions are: 'from' contains 'store', 'to' contains 'mmorders', 'subject' contains 'notification', and 'body' contains 'pb1'. Below the conditions are two radio buttons: 'Tag this email' (selected) and 'Do not archive this email'. A section titled 'Tag this email' contains a 'Category:' dropdown set to 'None', a text box with 'mm orders', a 'Keywords: (separated by spaces)' section with a text box containing 'mailsteward', a 'Notes:' section with a large empty text area, and a 'Priority:' dropdown set to 'None'. At the bottom right are 'Cancel' and 'OK' buttons.

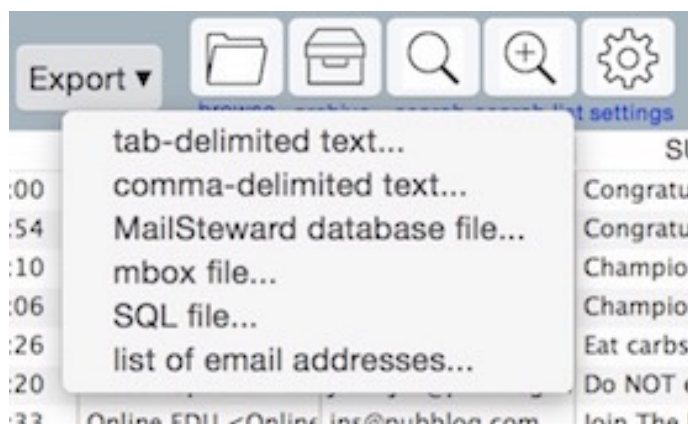
A rule may have up to four conditions. If the text box for a condition is left blank, that condition is ignored. A rule can require all of the conditions to be met, or any one of them to be met, depending on whether "all" or "any" is chosen in the top popup button. Once the conditions have been set, you can choose to either tag email or exclude email from being archived, based on the rule. If you choose to tag the email, the tag category, keywords, note, and priority can be defined. Clicking on OK will add the rule to the list. As email is archived into the database, it is checked against all active rules and tagged or excluded accordingly. As tag rules are checked, tag keywords are added on separated by spaces. The other tags are replaced by subsequent rules.

Back Up Your Database:

A MailSteward database is a single file like any other file. It can have any name and can be located anywhere you choose. Since it is a single file like any other file, things can happen to it. So, as with any important file, it is a good idea to maintain a backup. Because the file can become quite large if you have a lot of email, you will probably want to exclude it from your Time Machine backups. Otherwise the entire file will be copied by Time Machine every time it is changed by archiving new email. Instead you can periodically make a copy of the file yourself so that if your database file is ever damaged you can restore it from the backup.

Export a Tab or Comma Delimited Text File, a MailSteward Database File, an Mbox File, an SQL File, or a list of email addresses:

Any list of stored or retrieved email can be exported to a tab or comma delimited text file, or to a new MailSteward database file, or to an "mbox" format file that can then be imported into most email clients, or to an SQL file that can be imported into a MySQL database. Or a list of all the From, To, or both email addresses can be exported. Just click on the **Export** drop-down button and select the desired export format. A tab or comma delimited text file can then be imported into FileMaker or Benton or other database and spreadsheet applications. A MailSteward database file can then be accessed by MailSteward by specifying it in the MailSteward Settings. An mbox file can then be imported back into OS X Mail or Microsoft Entourage or other email clients, or MailSteward itself. An SQL file can be imported into MySQL. If the tab or comma delimited text file option is chosen, attachments and tags are not exported. Only the plain text portion of the email is exported. If the MailSteward database file option or the SQL option is chosen, then everything will be exported, including any attachments and tags and copies of the email raw source. In the case of the mbox format, everything will be exported except for the mailbox and tags. The standard mbox email format does not include the concepts of tags or mailboxes.



Binary attachments are stored in the original binary format in MailSteward. The SQL generated by MailSteward will also cause the binary attachments to be stored in MySQL as binary blobs.

Here are the SQL statements used to create the MySQL database and the *email* and *attachments* and *origemail* and *tags* tables:

```
CREATE DATABASE IF NOT EXISTS [database name];
USE [database name];
```

```
CREATE TABLE IF NOT EXISTS email (id INTEGER PRIMARY KEY NOT NULL
AUTO_INCREMENT,from_fld VARCHAR(255) NOT NULL DEFAULT "",to_fld
MEDIUMTEXT NOT NULL,subj_fld MEDIUMTEXT NOT NULL,date_fld datetime NOT
NULL,mailbox varchar(127) NOT NULL DEFAULT "",mailto varchar(127) NOT NULL
DEFAULT "",body_fld LONGTEXT NOT NULL,numAttach INTEGER NOT NULL DEFAULT
```

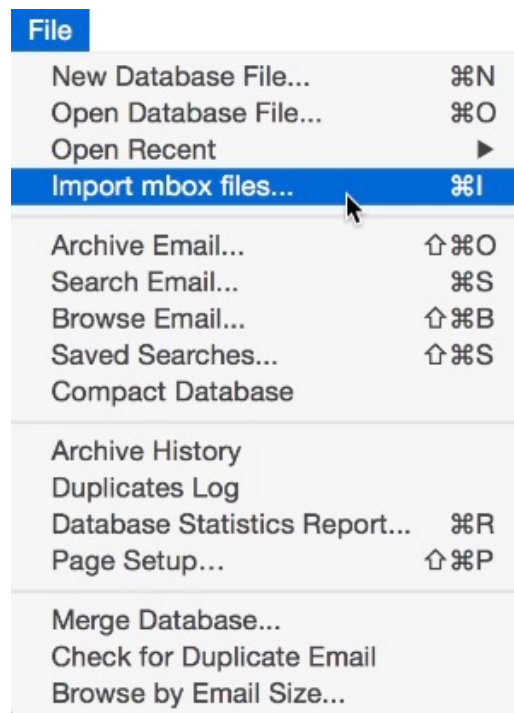
```
0,attachNames mediumtext NOT NULL,attachText mediumtext NOT NULL,headings  
MEDIUMTEXT NOT NULL,INDEX dateIndex (date_fld));
```

```
CREATE TABLE IF NOT EXISTS attachments (id INT NOT NULL,type_fld varchar(127) NOT  
NULL DEFAULT "",filename_fld varchar(127) NOT NULL DEFAULT "",encode_fld INT default  
0,attach_fld LONGBLOB NOT NULL,INDEX idIndex (id));
```

```
CREATE TABLE IF NOT EXISTS origemail (id INTEGER PRIMARY KEY,orig_fld  
LONGBLOB NOT NULL);
```

```
CREATE TABLE IF NOT EXISTS tags (id INTEGER PRIMARY KEY,cat_fld varchar(127)  
NOT NULL DEFAULT "",key_fld varchar(127) NOT NULL DEFAULT "",priority_fld INT  
DEFAULT 0,notes_fld mediumtext NOT NULL);
```

Import mbox Files...:



The Microsoft Entourage X email client uses a proprietary database to store email. However if you drag a mailbox from Entourage onto your desktop or into a folder, Entourage will export the dragged mailbox as a standard format UNIX mbox file that MailSteward can understand. Entourage only converts the email at the top level of any folder that you drag. It doesn't convert any email contained in subfolders. Each subfolder has to be dragged individually. Most other email clients also can export mbox files. Mbox files that have been created in this way can be read into your MailSteward email archive by selecting **Import mbox files...** from the File menu. Also, in the MailSteward Settings, you can specify a folder that contains mbox files, that you want to be imported whenever you do an Archive.

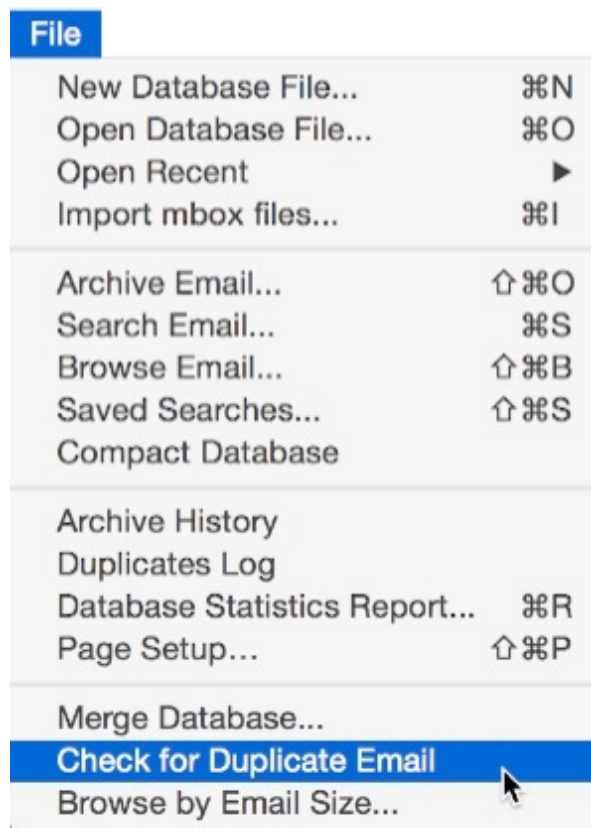
To export email from Outlook 2011 in a format that can be imported into MailSteward, perform an Edit -> Select All in the folder or Inbox you wish to Export. Click & hold the mouse until you see the number

count come up on the cursor. Then move the cursor over a Finder folder window and release the mouse. Wait while Outlook locks up & churns from exporting the emails. There will be no progress bar. This will fill the folder with .eml files of all the emails. The .eml files can then be imported into MailSteward by selecting **Import mbox files...** from the File menu.

Eudora mailboxes are also in an mbox format that can be imported into MailSteward. Eudora mailboxes are usually found in the ~/Documents/Eudora Folder/Mail Folder directory. If you are importing a Eudora mailbox, do not move or copy it to a different directory. MailSteward depends on the Eudora folder hierarchy to correctly process Eudora email files.

There is a problem with Eudora email attachments. Eudora removes the attachments from the email and stores them in a separate folder and puts a reference to them into the mbox file that it generates. The reference to the attachment does not say where the attachment is located. Its location is something known to Eudora, but is not defined in the mbox file itself. With a simple default Eudora folder hierarchy, MailSteward will find the attachments, but with a more complicated folder hierarchy, sometimes MailSteward is unable to find the attachments. The mail will be successfully imported, but the links to the attachments will not always be viable.

Check for Duplicate Email:



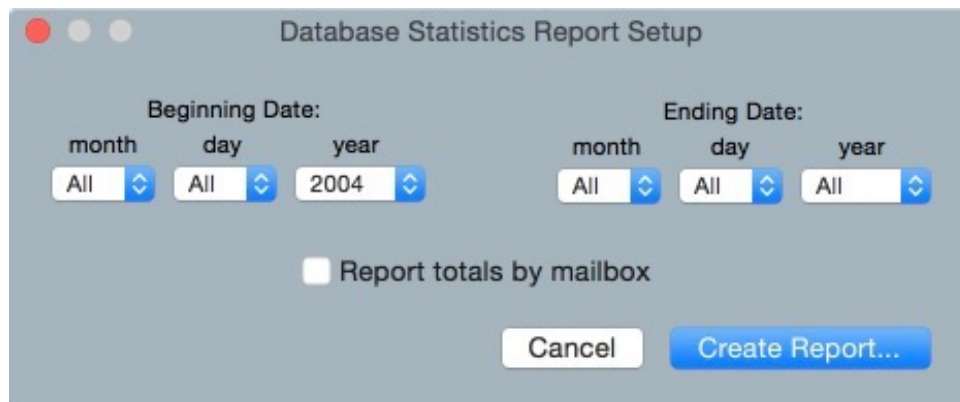
As email is archived into the database, MailSteward will automatically skip duplicates. An email is considered a duplicate if there is an exact match on the From, To, Date and Time, and the first 500 characters of the body, with an email that is already in the database. This will work most of the time, but sometimes a duplicate email will get through. It is also possible that some duplicates may have gotten into the database because of changes in previous versions of MailSteward. Duplicate emails that are skipped during an archive are logged in the Duplicates Log. Click on Duplicates Log in the File menu to view the list of logged duplicates.

You can check for duplicates in the database by clicking on the Check for Duplicate Email item in the File menu. MailSteward will then go through the entire database and look for email that has an exact match on the From, To, Date, minutes, seconds, and Subject. It does not match on the hour in case some email was archived in different time zones, and it does not match on the body, but it does look for a match on the subject.

The duplicate email will then be listed in the Browser window where it can be examined and deleted.

Database Statistics Report:

Clicking on the **Database Statistics Report...** item in the File menu will bring up the following Settings window. Clicking on **Create Report** will produce a report like the one below.



From 2005-01-01 thru 2009-02-23

Total Number of emails in date range: 10,107

Number of emails with attachments: 1,325

Number of emails with tags: 2,511

Number of mailboxes: 42

By Year:

2005: 5,020

2006: 5,087

Top Twenty Senders:

1,164 RegNow Order Server <automated@regnow.com>

848 john seward <jns@pubblog.com>

797 MailSteward <mailstew@mailsteward.com>

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Top Twenty Recipients:

1,164 orders@mailsteward.com <orders@mailsteward.com>

942 jns@pubblog.com

654 nickseward@mac.com

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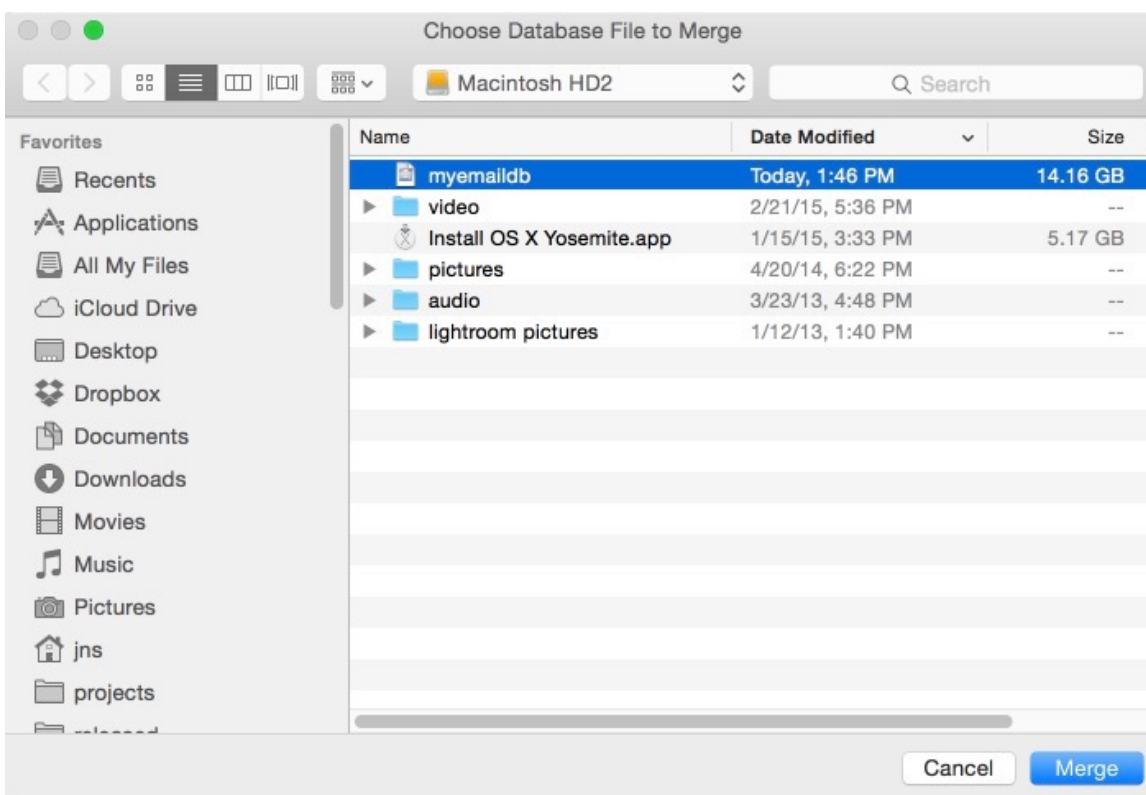
By Mailbox:

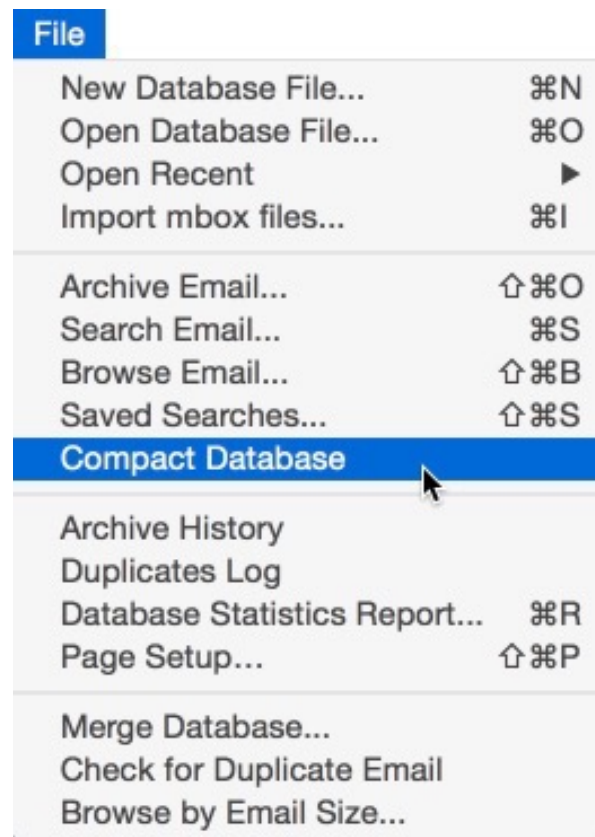
2,284	mailstew@mailsteward.com@mail.mailsteward.com/
INBOX	
2,024	jns@pubblog.com@mail.pubblog.com/INBOX
1,875	Mac-nickseward/INBOX

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Merge Database Files:

Clicking on the **Merge Database...** item in the File menu brings up a standard Open dialog to choose a MailSteward database file that you want to merge with the current database file. This can be useful if, for example, you have one database file on your desktop computer and a different one on your laptop. You can periodically merge the laptop data into your desktop database file. If there are duplicates, the email in the current database file is retained, rather than being replaced by the database being merged into the current database. However, if the email in the current database does not have a raw source or tags, and the email in the database to be merged does have either or both, then they will be added to the database.



Compact Database:

As email is archived and then deleted, empty records are created in the database. This doesn't hurt anything, but it does make the database file larger than it needs to be. The empty space can be reclaimed by selecting **Compact Database** from the **File** menu. This will remove all of the empty records and compact the database. The compacting is done in place, so you should always make a backup copy of the database file before compacting the database.

Another, somewhat safer way of compacting the database is to do a Browse, listing all of the email in the database, and then export it as a new MailSteward database file.

System Requirements:

The system requirements are simple. You have to have a Macintosh running OS X 10.8 or greater (Mountain Lion, Mavericks, or Yosemite), and you have to be either using the Mac OS X Mail application that came with your computer or the Postbox email application, in which case MailSteward will automatically list all of your email accounts or mailboxes in the Settings dialog.

Or, if you are using Microsoft Entourage X, then you will need to drag your Entourage mailboxes onto your desktop or into a folder, and import the resulting mbox files into MailSteward by selecting the **Import mbox files...** item from MailSteward's File menu. Other email clients also have the ability to export mbox files. MailSteward supports POP, .Mac, and IMAP email accounts that are stored locally on your computer. The free version of MailSteward has full functionality, but is limited to a capacity of 15,000 emails.