

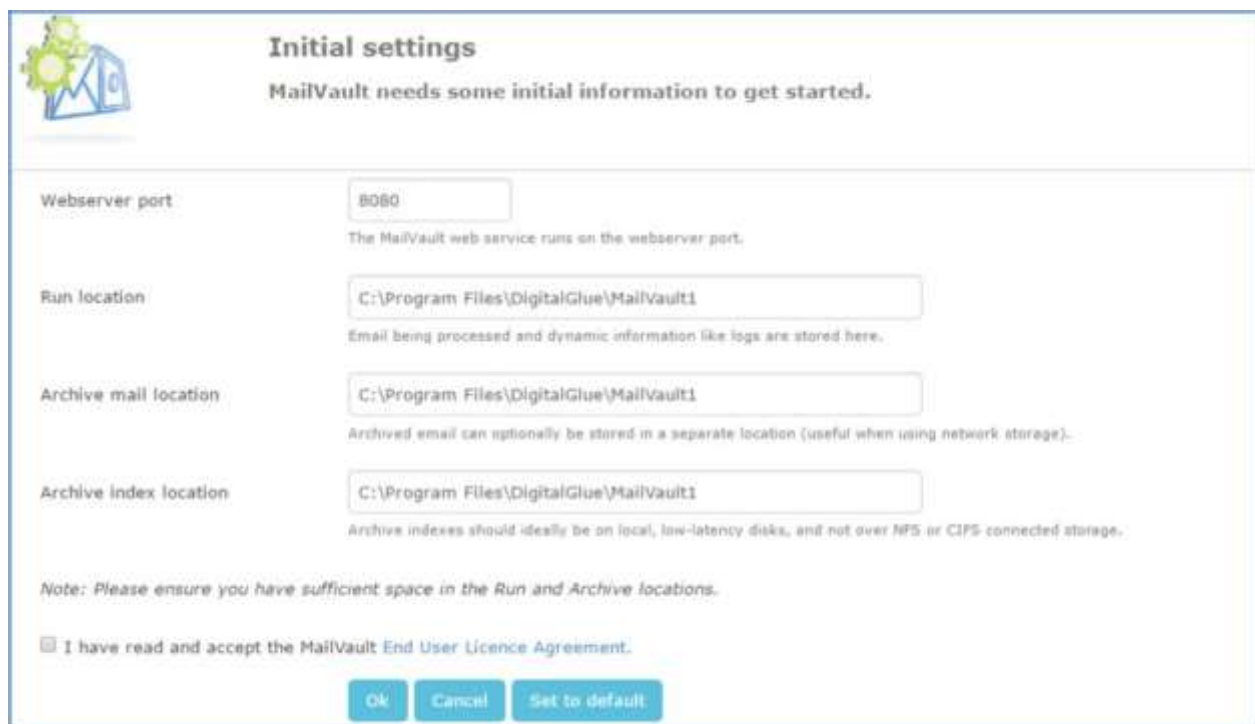
# MailVault Setup

Installing and setting up MailVault is easy.

MailVault is a web application and is accessed from your web-browser. Starting MailVault will launch your browser automatically, or if the browser is already running, will open a new tab.

## First Run

The first time MailVault is run, it needs the following information:



The screenshot shows the 'Initial settings' window for MailVault. The window title is 'Initial settings' and the subtitle is 'MailVault needs some initial information to get started.' The window contains four configuration fields:

- Webserver port:** A text box containing '8080'. Below it, a note reads: 'The MailVault web service runs on the webservice port.'
- Run location:** A text box containing 'C:\Program Files\DigitalGlue\MailVault1'. Below it, a note reads: 'Email being processed and dynamic information like logs are stored here.'
- Archive mail location:** A text box containing 'C:\Program Files\DigitalGlue\MailVault1'. Below it, a note reads: 'Archived email can optionally be stored in a separate location (useful when using network storage).'
- Archive index location:** A text box containing 'C:\Program Files\DigitalGlue\MailVault1'. Below it, a note reads: 'Archive indexes should ideally be on local, low-latency disks, and not over NFS or CIFS-connected storage.'

At the bottom of the window, there is a note: 'Note: Please ensure you have sufficient space in the Run and Archive locations.' Below the note is a checkbox labeled 'I have read and accept the MailVault End User Licence Agreement.' At the very bottom, there are three buttons: 'Ok', 'Cancel', and 'Set to default'.

Figure 1: Initial MailVault Configuration

1. In the **WebServer Port** text box, enter the port number on which you want to run the MailVault web service. By default it is set as **8080**.



2. The **Run Location** is where email is processed before being archived. It also contains MailVault logs and other dynamic data. This should ideally be on a local disk of the computer. By default it is saved under the installed location.
3. The **Archive mail location** is where your email is archived and stored. You should have sufficient space here to hold all the mail you plan to archive. This may be a local disk or externally connected network storage, preferably on a separate partition. By default it is saved under the installed location.
4. The **Archive index location** the mail indexes are stored. This should be a low-latency disk and ideally locally connected. By default it is saved under the installed location.
5. Read the MailVault **End User License Agreement** and click on checkbox to accept.
6. To revert back to the default values click on **Set to default** or click **Ok** to save.
7. MailVault will restart and you can login.

### Login to MailVault

Start MailVault and the Login page appears.



Figure 2: Login Page

1. In the **Username** text box, enter the user name.
2. In the **Password** text box, enter the password.
3. Click the **Open Vault** button. The MailVault Search page appears.

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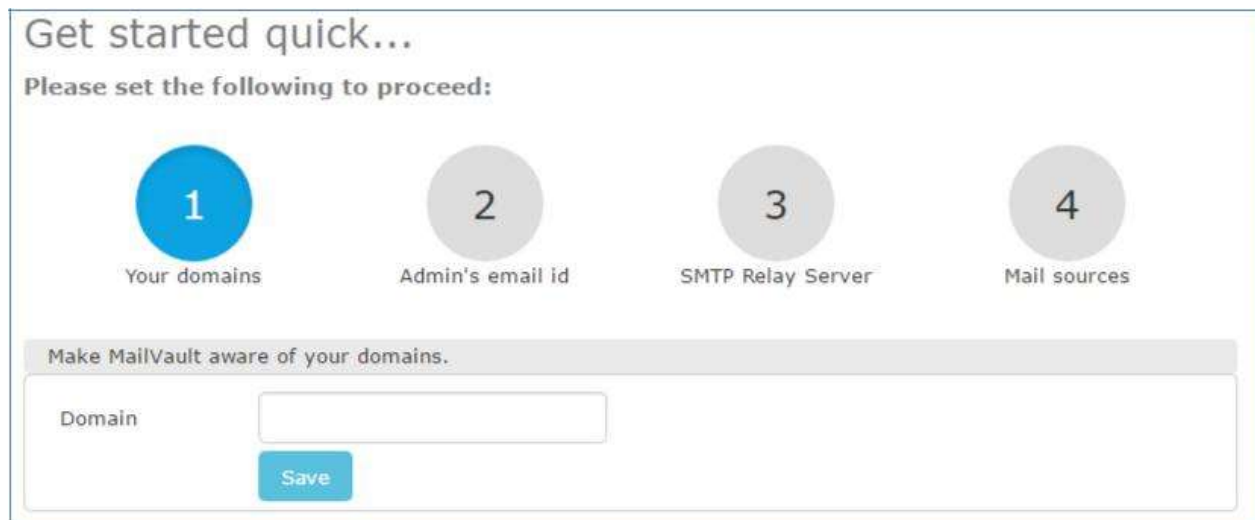
Note: The default username is admin and password is password. It is strongly recommended to change the admin password at the earliest.

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## 1-2-3-4... Go!

MailVault provides a quick 4-step setup option which allows you to start archiving your organization's email immediately. Other parameters can be configured later, as and when required.

Login to MailVault and complete the 4 steps shown below to get MailVault up and running.



Get started quick...

Please set the following to proceed:

1 Your domains

2 Admin's email id

3 SMTP Relay Server

4 Mail sources

Make MailVault aware of your domains.

Domain

Save

Figure 5: Quick Start MailVault

1. Configure **Your Domains**. You can configure multiple domains from **Settings > Core > My domains**. This section is used to identify your corporate email from other external mails.
2. Configure **Admin's email id**. This will be used as the sender email-id for mail originating from MailVault (alerts, search result forwarding, etc.). Additionally, in case you forget your password, this will be needed to reset your password.
3. Configure **SMTP relay server**. MailVault uses email to send out alerts and handle automatic password reset requests. It uses this mail relay server settings. Normally this will be your corporate email server.
4. Configure **Mail Sources**. Select the source in **Retrieve Mail from** section and enter the mail source details. You can choose to configure this later from **Settings > Mail sources**.

Once these 4 steps are completed, MailVault will start archiving your mails.