

# 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:

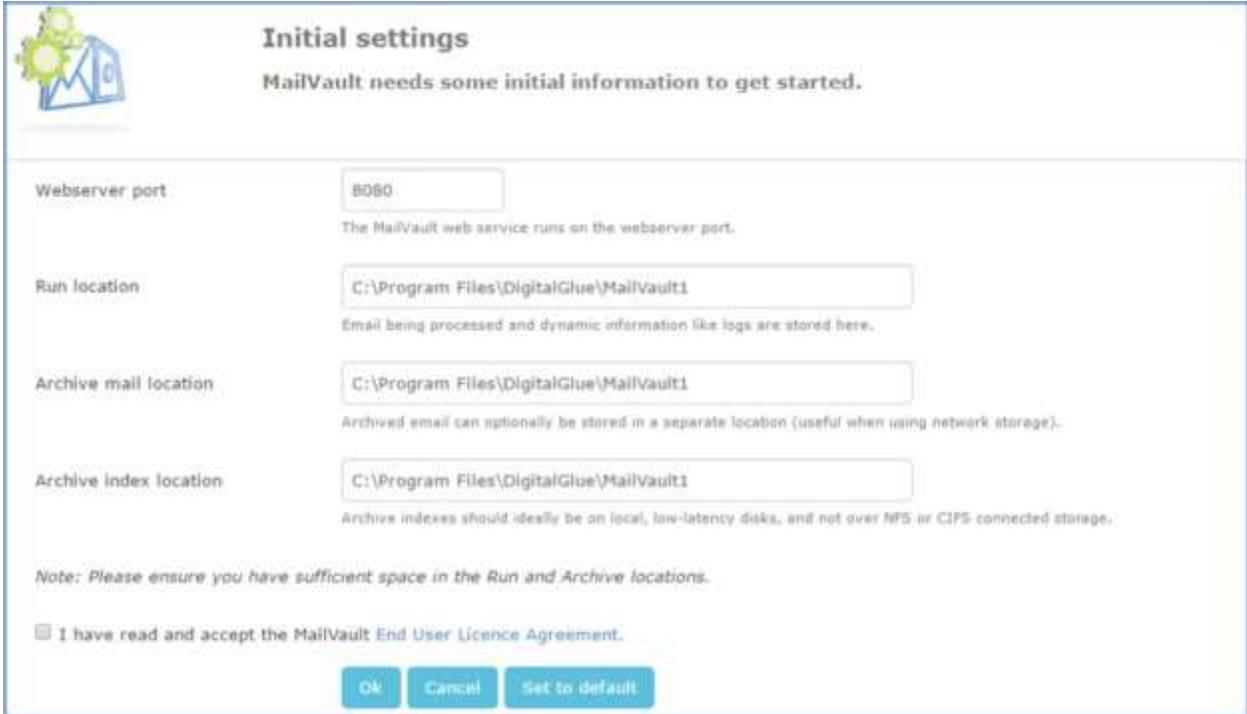


Figure 1: Initial MailVault Configuration

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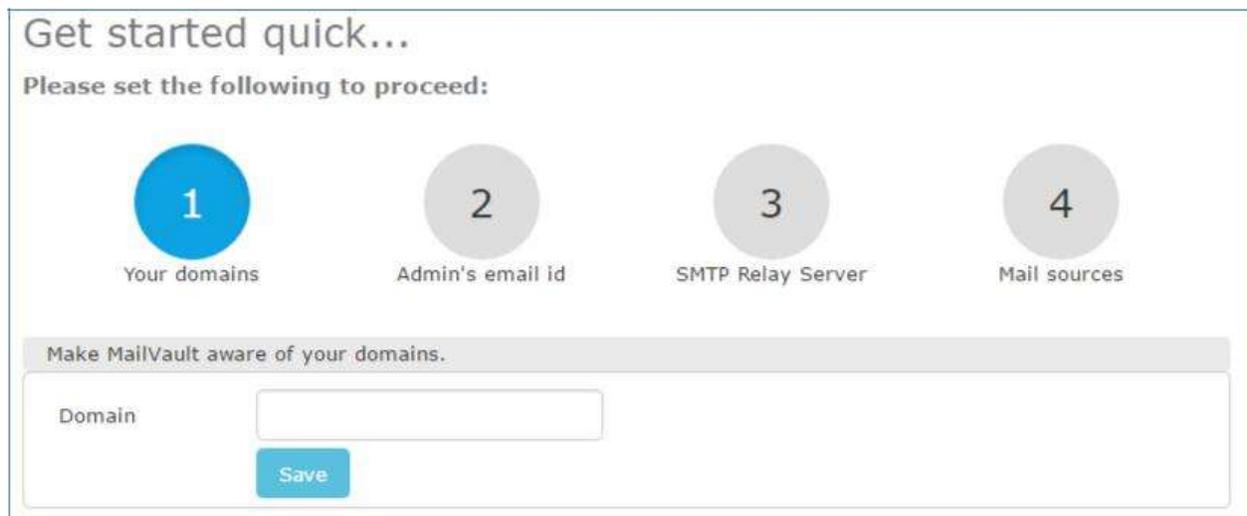
Note: The default username is admin and password is password. It is strongly recommended to change the admin password at the earliest.

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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.