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Introduction:

MailSteward™

Safely archive thousands of emails

Access your email with all the power of a relational database

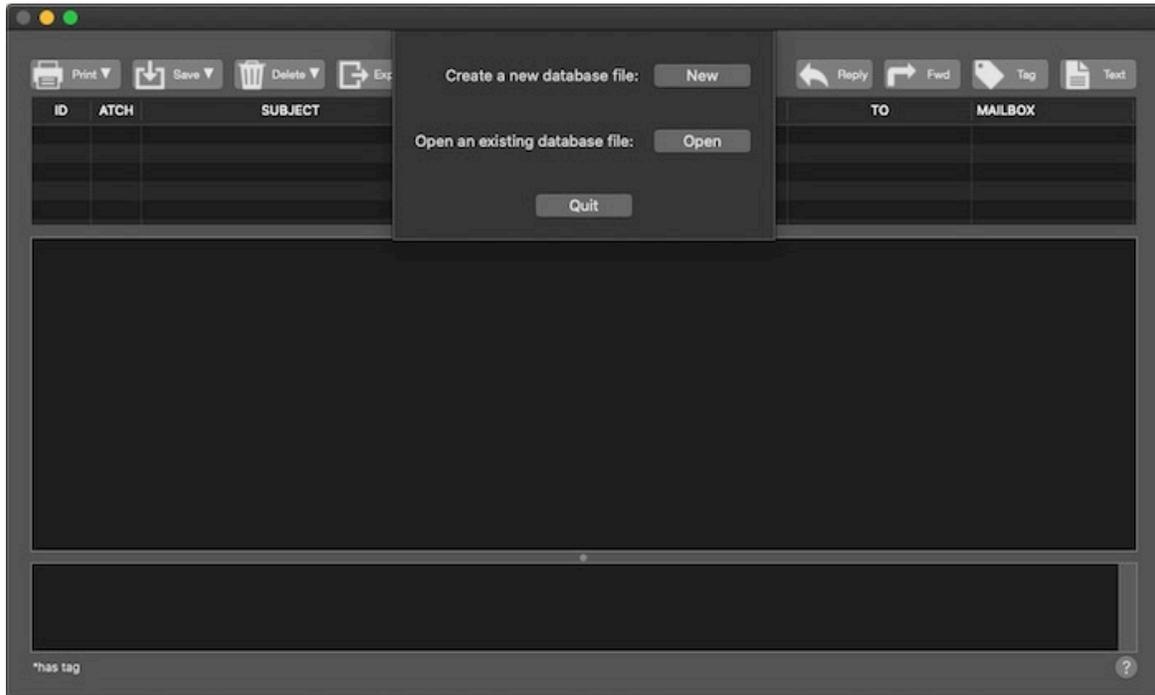
Have you ever wished you could find all those emails between you and your client, Joe, during August and September of last year, that mention the word 'contract'? Now you can. And you can sort them, print them, save them, and export them in several standard formats. MailSteward elegantly solves your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

Email clients, like the Apple OS X Mail application and Gmail, are very good at sending and receiving email, and doing simple searches, but they are not really designed to efficiently and safely archive and do sophisticated searches on 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. 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.

Or if you use Gmail instead of Apple Mail, you can periodically download your email from your online Gmail account and import it into your MailSteward database and thereby have not only the peace of mind of having a local backup of all of your Gmail but also access to all of MailSteward's sophisticated search, tagging and other capabilities.

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:

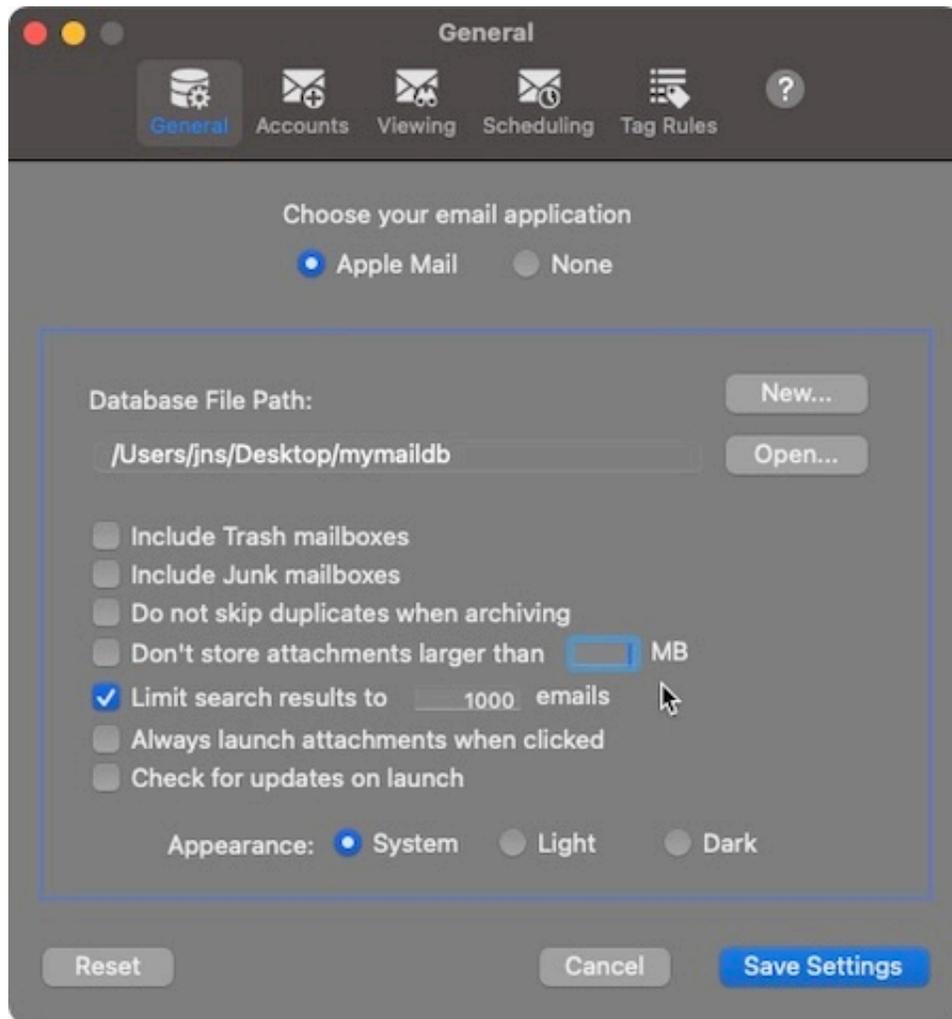
- Date
- From
- To
- Subject
- Mailbox
- Or by the unique ID that is assigned to each email

Features:

- Works seamlessly with the Mac OS X Mail application to archive all your email in a relational database.
- Will import most mbox format files exported from Gmail and other email clients such as Microsoft Entourage X and Outlook.
- Works with all locally stored POP 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.
- 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 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 10.15 or greater (Catalina, Big Sur, Monterey, Ventura, Sequoia, Tahoe)
- The free version of MailSteward has full functionality, but is limited to a capacity of 15,000 emails.

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.. There are also default settings for a number of other options.

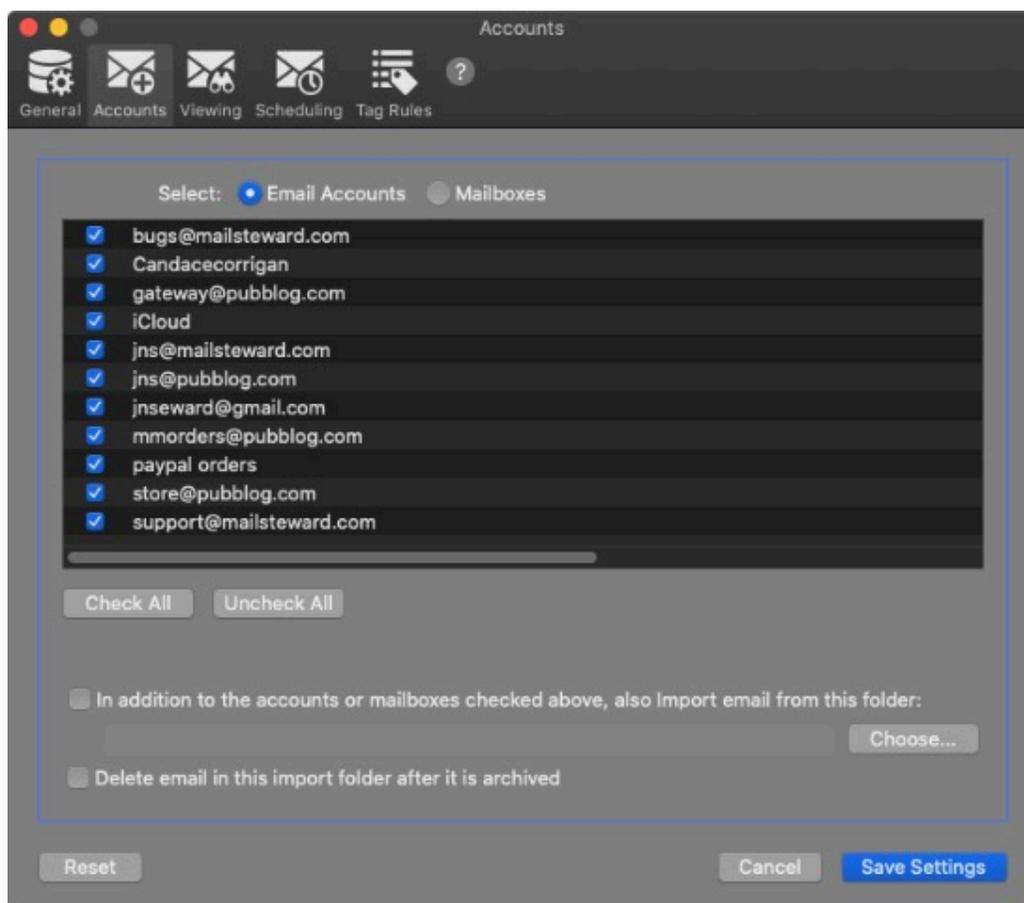


Settings are associated with database files. Each database file, if you have more than one, has its own settings. There are several different panels in the Settings window, which are described below. When any of the Settings have been changed, click on the Save Settings button to save the changes. You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

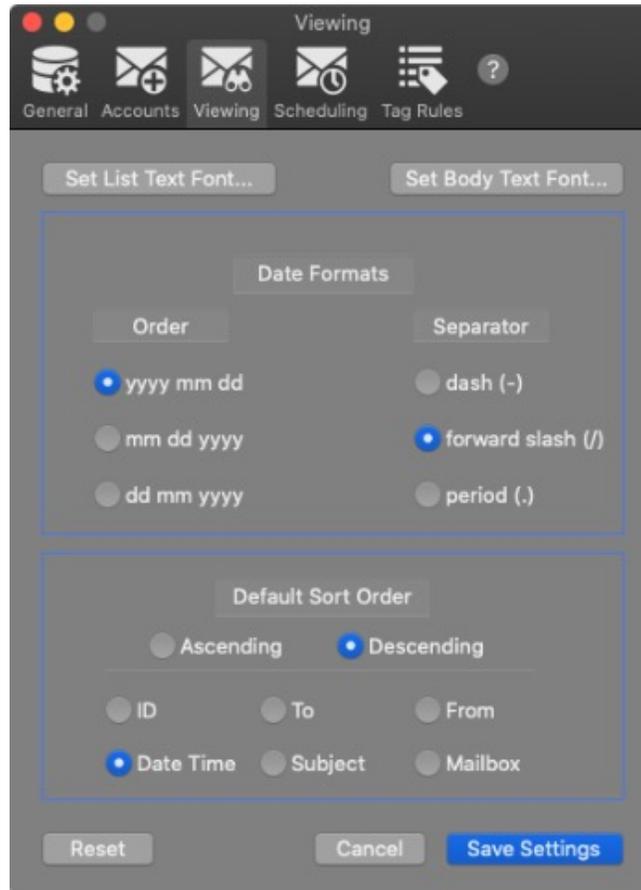
The General Settings panel is where you can choose between the Apple Mail email client or no email client, and where you can open an existing database file, or create a new one, by clicking on the Open or New buttons.

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.

This 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. Be warned, if you choose mailboxes and you have a large number of mailboxes, it can take MailSteward awhile to find them all and populate the list. You select an account or mailbox by clicking on the check box next to it. You may have to select mailboxes instead of accounts in the MailSteward settings to make sure you are archiving email that may have been moved into mailboxes other than In and Sent. This is especially true of some gmail accounts, which are handled differently by Apple Mail.



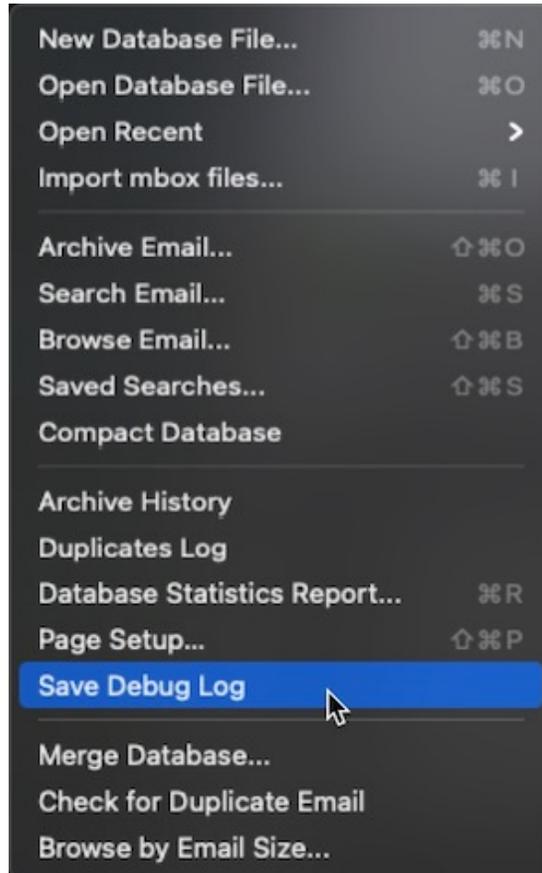
You can also tell MailSteward to always archive any email mbox files that are in a particular folder. MailSteward will then look for email files in the specified folder and all of its subfolders and archive them in addition to the email in the selected accounts or mailboxes. If the box is checked to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



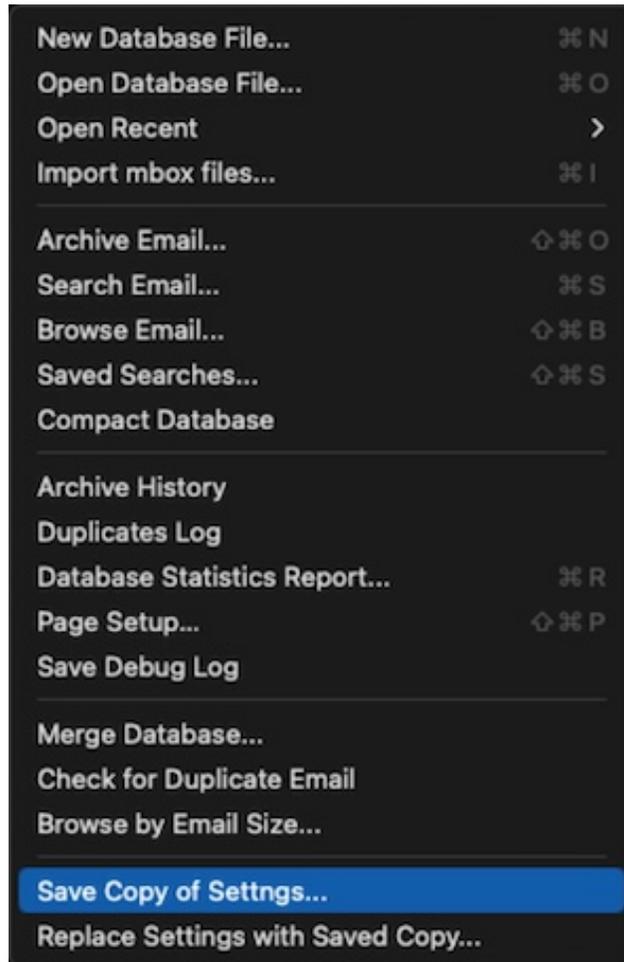
The Viewing panel lets you set the font and the date format to be used when displaying email text. Any combination of year, month, day order and separator character (-, /, .) can be chosen for the date format. You can also choose the default sorting order for Browse and Search results. Choose any of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

If the Save Debug Log menu item in the File menu is checked, a log file will be saved in the same folder as your database file with the same name as your database file and an extension of .log. It will contain a list of the email files that have been processed. If MailSteward should crash or be interrupted for any reason, the last file in the list will be the file that MailSteward was processing at the time it was terminated.



If you have multiple databases with different settings, you can save a copy of your settings and later use it to replace the current settings, allowing you to switch between databases easily. Choose Save Copy of Settings... from the File menu to save a copy of the current settings. Choose Replace Settings with Saved Copy... to replace the current settings with a saved copy. Once the settings have been replaced, MailSteward will quit and you will need to relaunch it for the replaced settings to take effect.



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".

Archive email beginning on this date:

month day year
08 28 2020

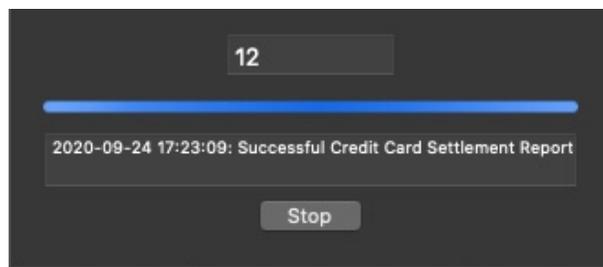
And/or ending on this date:

month day year
All All All

Reset All

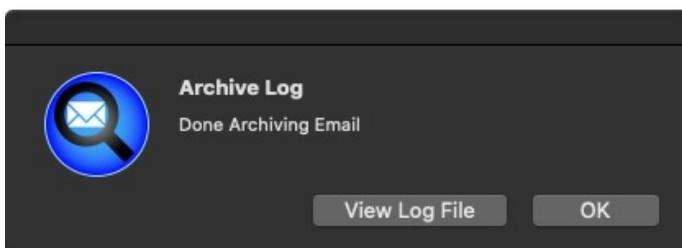
Cancel Archive

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 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 HTML version will appear in the body text panel, and the plain text version can be viewed by clicking on the Text button on top of the main window. 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 View Raw Source item in the Window menu.

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.

The screenshot displays the MailSteward search interface. At the top, there are two tabs: "Search Fields" (active) and "Search Tags". Below the tabs are four date range buttons: "Today", "7 Days", "This Month", and "This Year". The "Beginning Date" section has three dropdowns for month (09), day (01), and year (2020). The "Ending Date" section has three dropdowns for month (09), day (16), and year (2020). Below these is a "Quick Search Entire Message:" text input field. The "Database Fields Contain:" section lists several search criteria with dropdown menus for logical operators (AND/OR) and field names (From, To, Subject, Mailbox, Body Text, Attachment Name, Attachment Contents, Attachment Types). The criteria are: From: jsmith; To: jsmith; Subject: (empty); Mailbox: (empty); Body Text: contract; Body Text: proposal; Attachment Name: (empty); Attachment Contents: contract; Attachment Types: choose attachment types to search. At the bottom left, there is a checked checkbox "Find only email with attachments" and a "Reset" button. At the very bottom, there are buttons for "Edit SQL Statement", "Saved Searches", "Cancel", and "Search".

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

If the **Find 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 HTML version will appear in the body text panel, and the plain text version can be viewed by clicking on the Text button on top of the main window. 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 mailbox 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.

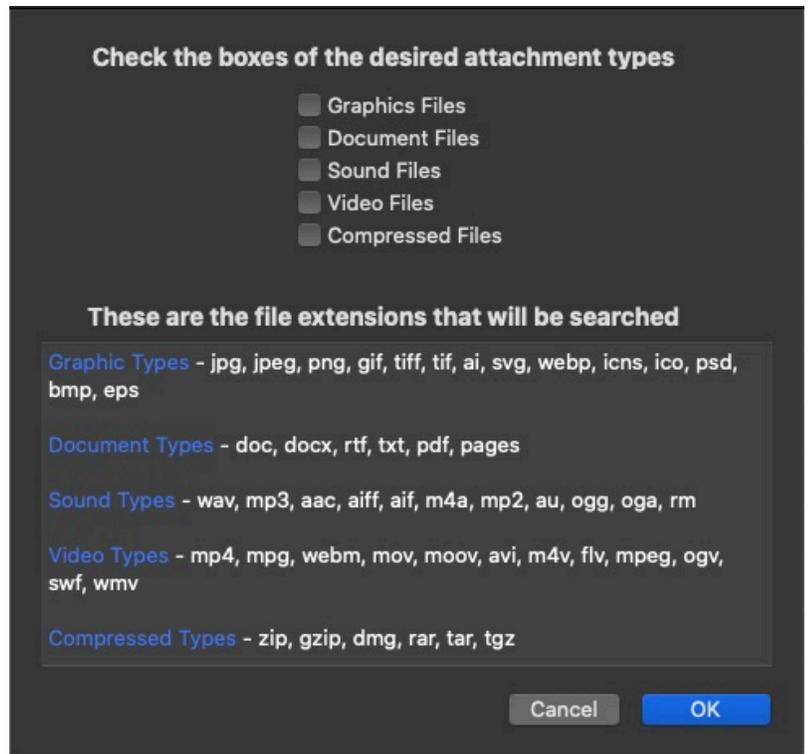
If you click on the View Raw Source item in the Window menu, a separate window will open containing the raw source of the selected email with all of the original header information.

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.

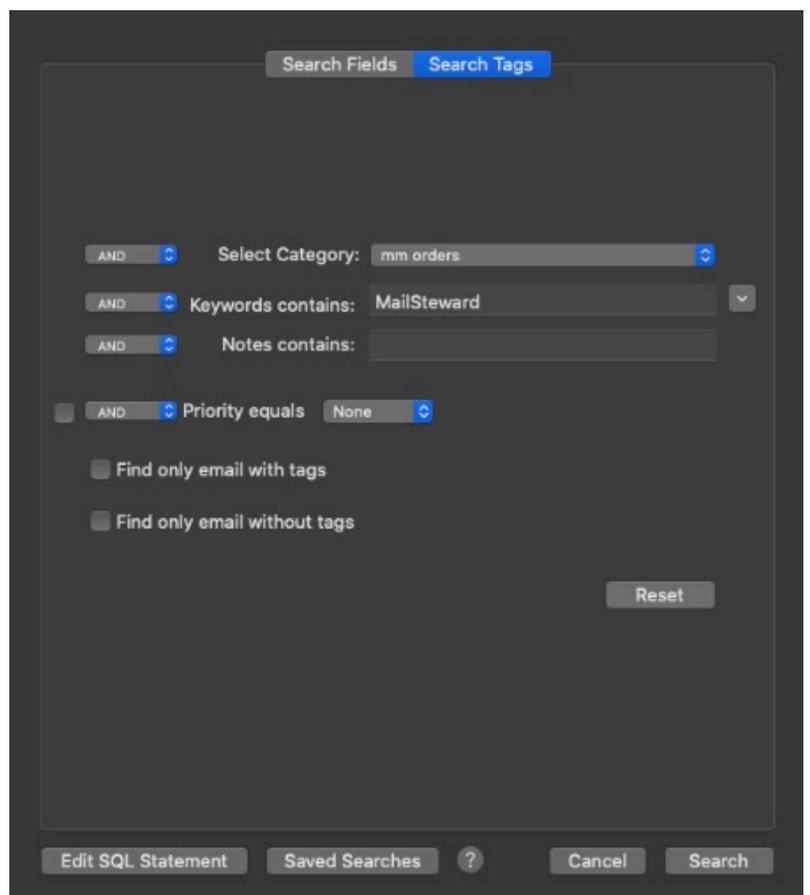
Each of the field label drop-down buttons can be changed to a different field label. So you can search for multiple keywords or phrases in the same field. You can also drop down the buttons to the left of the field labels to select AND, OR, AND NOT, or OR NOT.

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.

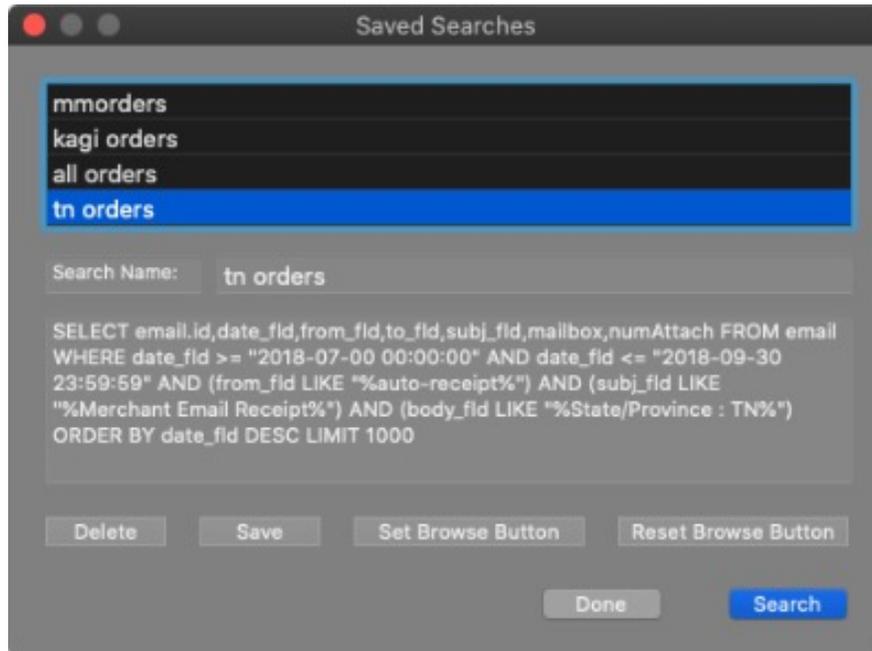
If you click on the **choose attachment types to search** button, a sheet will appear where you can choose attachment file types grouped as graphics, documents, sound, video, and/or compressed.



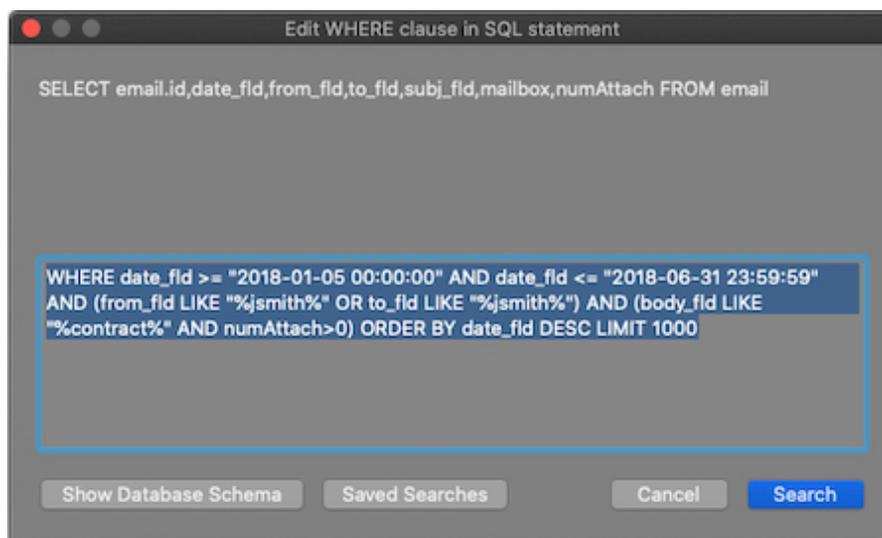
If you have tagged some of your email, you can do a search based on your tags, and you can also combine the two and do a search that includes both fields and tags. Clicking on the drop-down menu next to the Keywords field will display a list of all the unique Keywords in the database. Clicking on one 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.

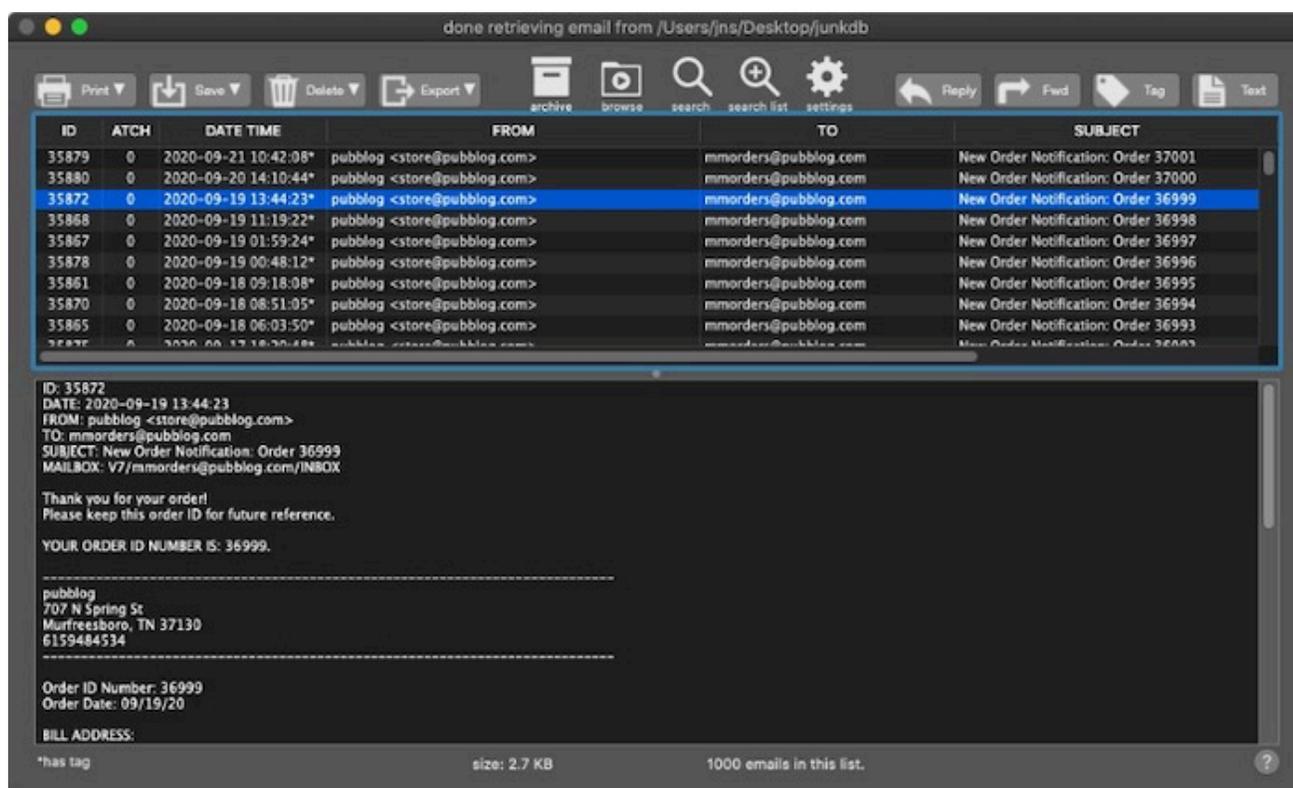


Browse Email:

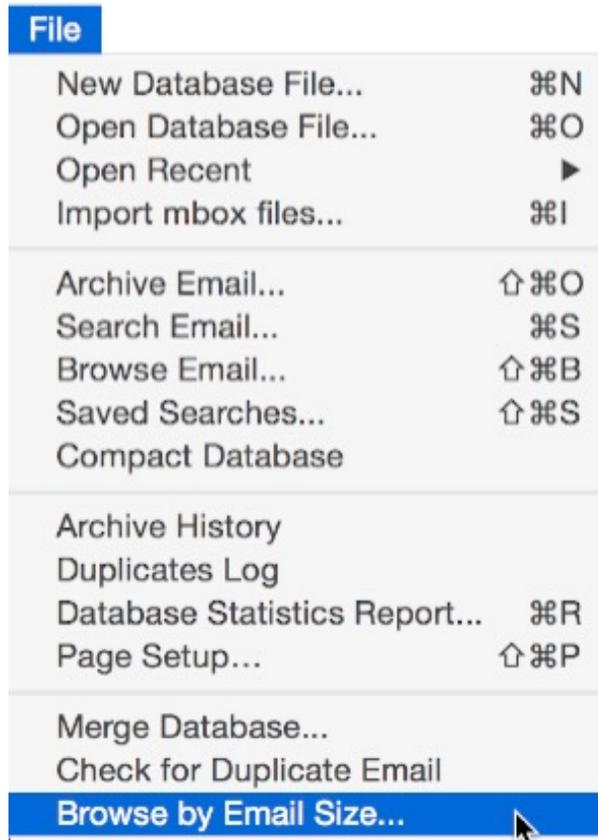
Clicking on the Browse button will retrieve all of the email in the database, sorted by date. It can then be sorted in any order by clicking on the column headers. By default the settings limit the search and browse results to 1,000 emails, in order to speed up the process. However, you can choose to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

Click on the Reply icon 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 icon 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.



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.



Backing Up Gmail:

MailSteward is the ultimate backup solution for your Gmail. If you use Apple Mail and have your Gmail accounts set up in Apple Mail, then MailSteward is already archiving your Gmail into your MailSteward database. But if you don't use Apple Mail and Gmail is your main or only email provider, you can still archive all of your Gmail into a MailSteward database and have not only the peace of mind of having a local backup of all of your Gmail but also access to all of MailSteward's sophisticated search and tagging and other capabilities. Here is how to download and import all of your gmail into a MailSteward database:

- * Go to takeout.google.com and log in to your gmail account.
- *
- * Deselect All to uncheck all the boxes.
- *
- * Scroll down to Mail and check the box.
- *
- * Click on Next at the bottom of the page.
- *
- * Click on Download.

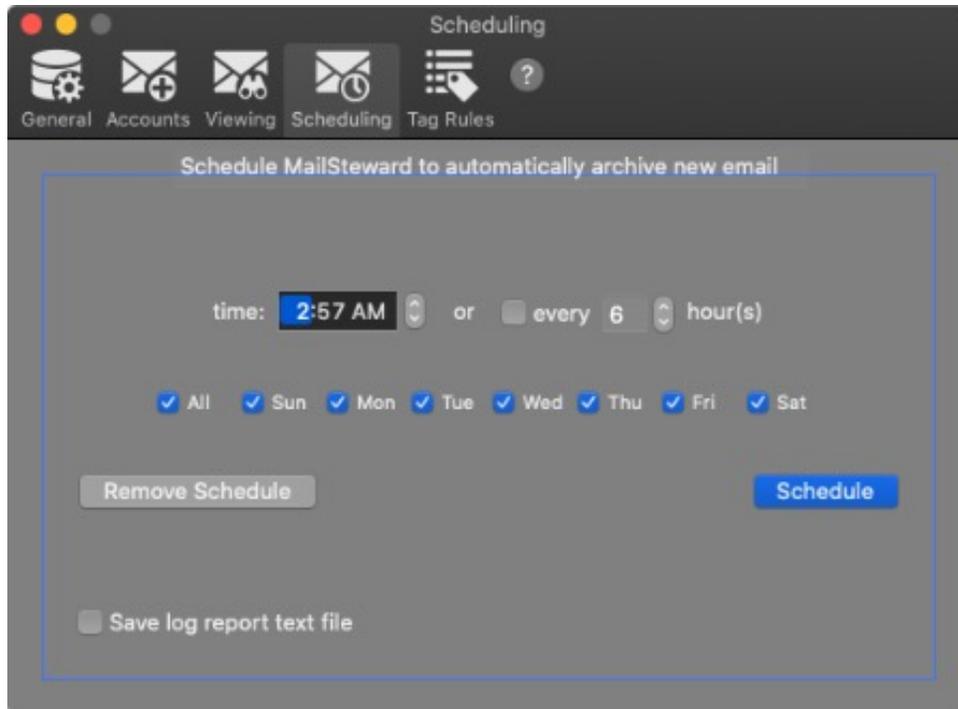
Unzip the downloaded file. This will create a folder in your download folder named Takeout. Inside that folder will be another folder named Mail in which will be two mbox files named Inbox.mbox and Sent.mbox.

Choose the **Import mbox Files...** item from the MailSteward File menu and select those two mbox files to be imported into your MailSteward database.

That's all there is to it.

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.



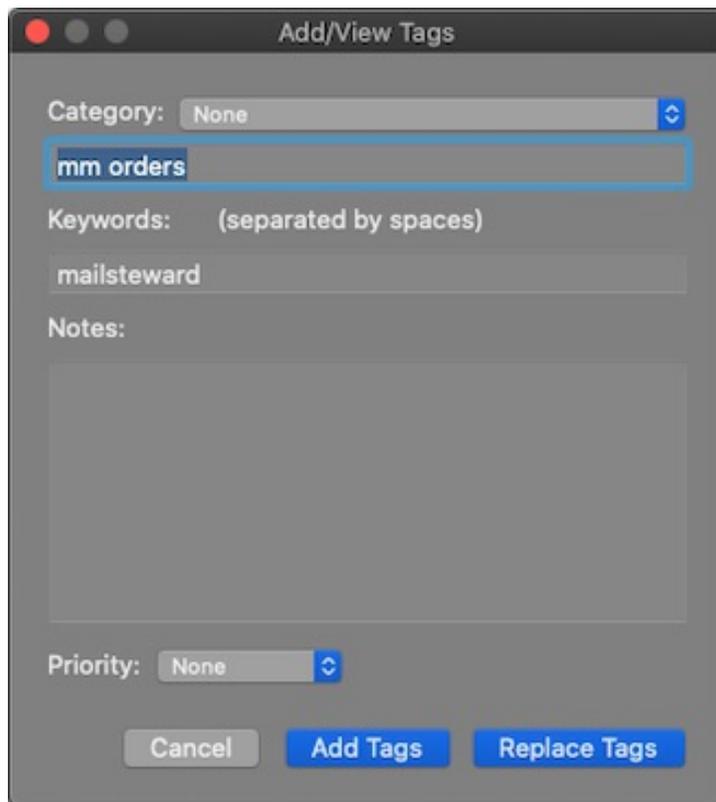
Archives can be scheduled either by days of the week, or by months and days of the month. They can be scheduled for any specific time of day, or every so many hours. After setting the scheduling options, clicking on the **Schedule** button will put an entry into your crontab file, which will tell the 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.

Add, Search, & View Tags:

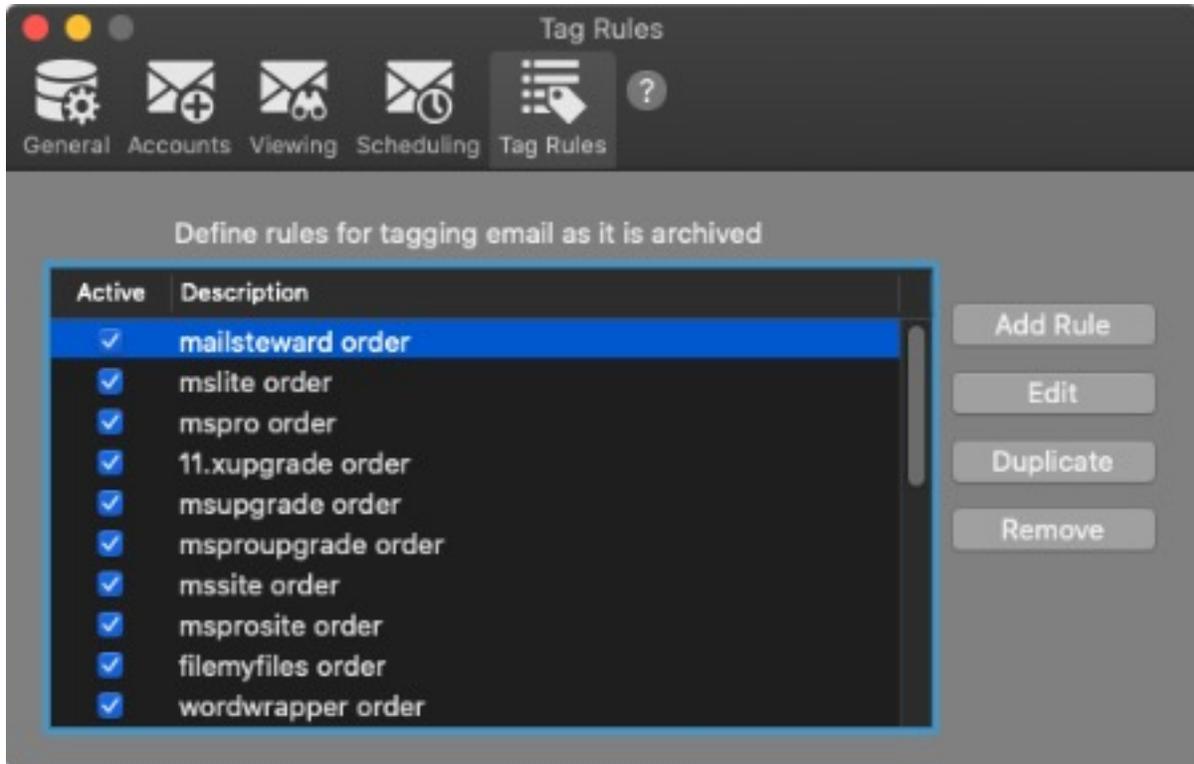
Clicking on the Tag button in the upper right corner will bring up the **Add/View Tags** window (see below). If the currently selected email has a tag, there will be an asterisk next to the date-time of that email in the DATE TIME column, and the tag for that email will appear in the **Add/View Tags** 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.



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.



The screenshot shows a dark-themed dialog box for configuring an email rule. At the top, the 'Description' field contains 'mailsteward order'. Below this, a dropdown menu is 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 input for the value:

- from contains store
- to contains mmorders
- subject contains notification
- body contains pb1

Below the conditions, there are two radio buttons: 'Tag this email' (which is selected) and 'Do not archive this email'. A section titled 'Tag this email' contains a 'Category' dropdown set to 'None' with 'mm orders' listed below it. The 'Keywords: (separated by spaces)' field contains 'mailsteward'. There is an empty 'Notes' text area. At the bottom of this section, the 'Priority' dropdown is set to 'None'. At the very bottom of the dialog are 'Cancel' and 'OK' buttons.

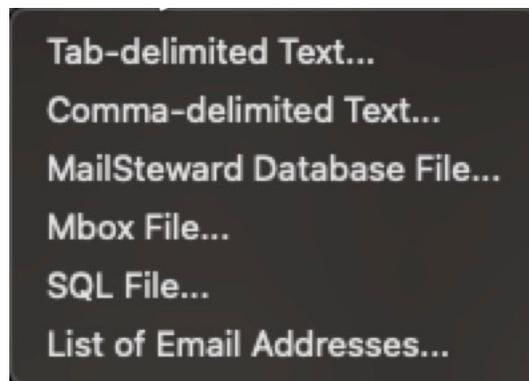
Clicking on the Add Rule, Edit, or Duplicate buttons will drop down a sheet for defining a rule. A rule may have up to four conditions. If the text box for a condition is left blank, that condition is ignored. A rule can require all of the conditions to be met, or any one of them to be met, depending 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);
```

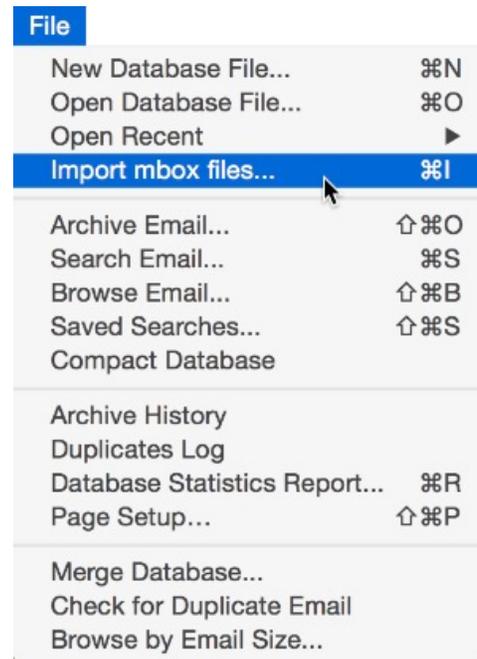
```
CREATE TABLE IF NOT EXISTS tags (id INTEGER PRIMARY KEY,cat_fld varchar(127) NOT NULL DEFAULT "",key_fld varchar(127) NOT NULL DEFAULT "",priority_fld INT DEFAULT 0,notes_fld mediumtext NOT NULL);
```

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.

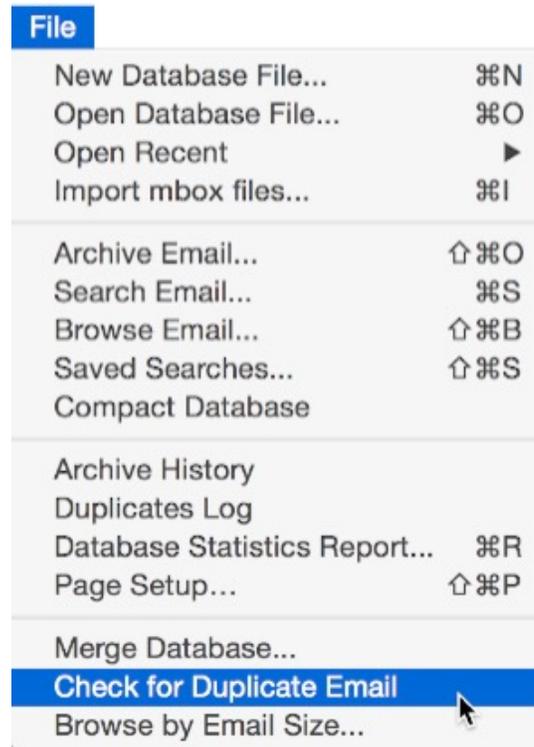


Eudora mailboxes are also in an mbox format that can be imported into MailSteward. Eudora mailboxes are usually found in the ~/Documents/Eudora Folder/Mail Folder directory. If you are importing a Eudora mailbox, do not move or copy it to a different directory. MailSteward depends on the Eudora folder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

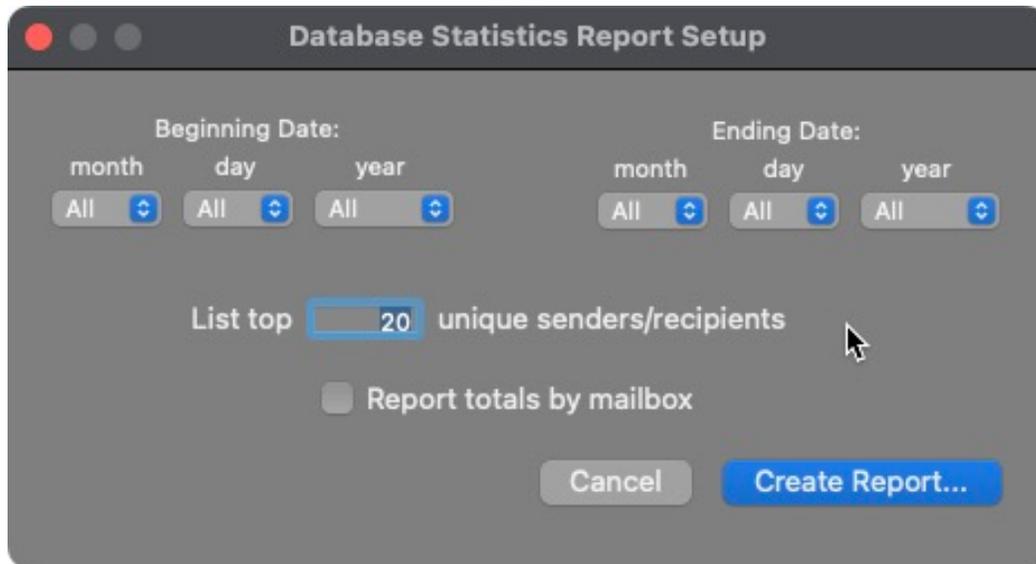


You can check for duplicates in the database by clicking on the Check for Duplicate Email item in the File menu. MailSteward will then go through the entire database and look for email that has an exact match on the From, To, Date, minutes, seconds, and Subject. It does not match on the hour in case 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:

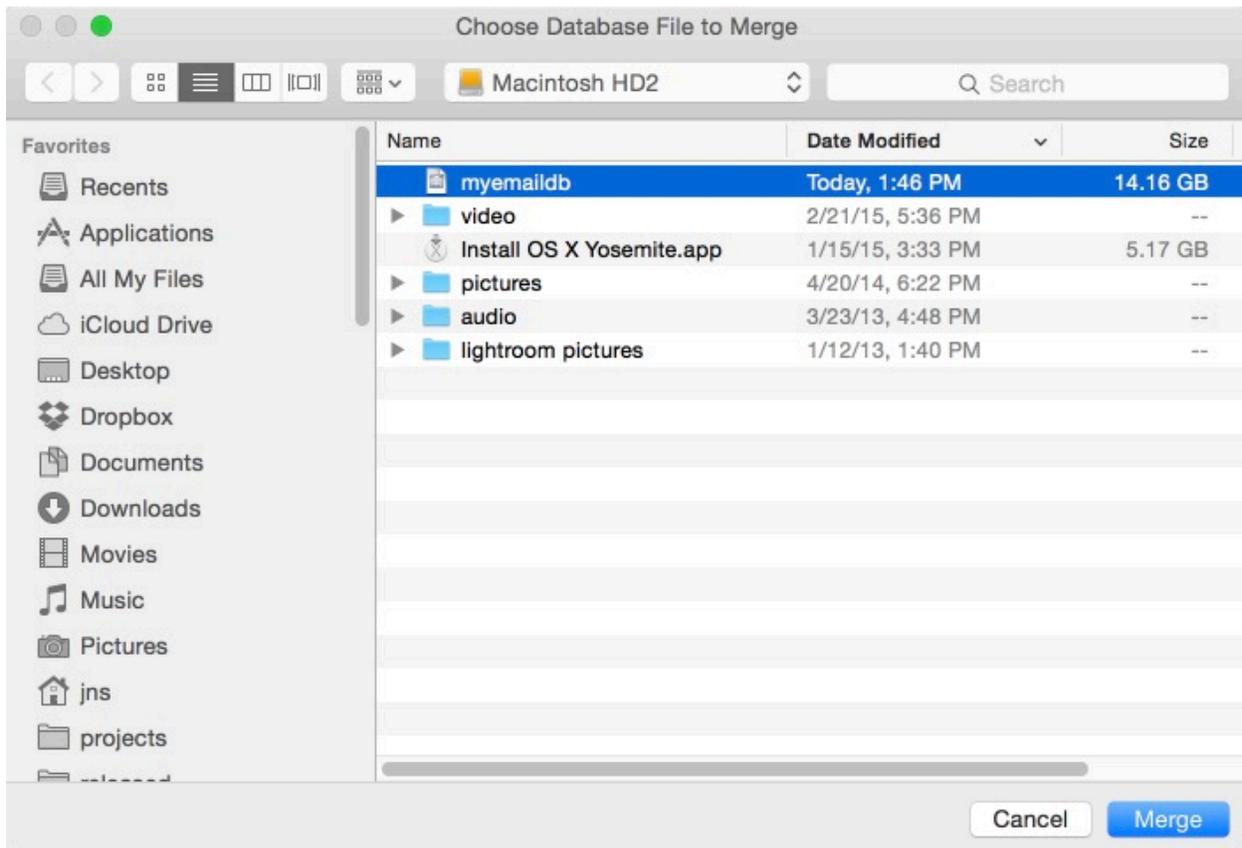
1,164	orders@mailsteward.com <orders@mailsteward.com>
942	jns@pubblog.com
654	nickseward@mac.com
.	
.	
.	

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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.	

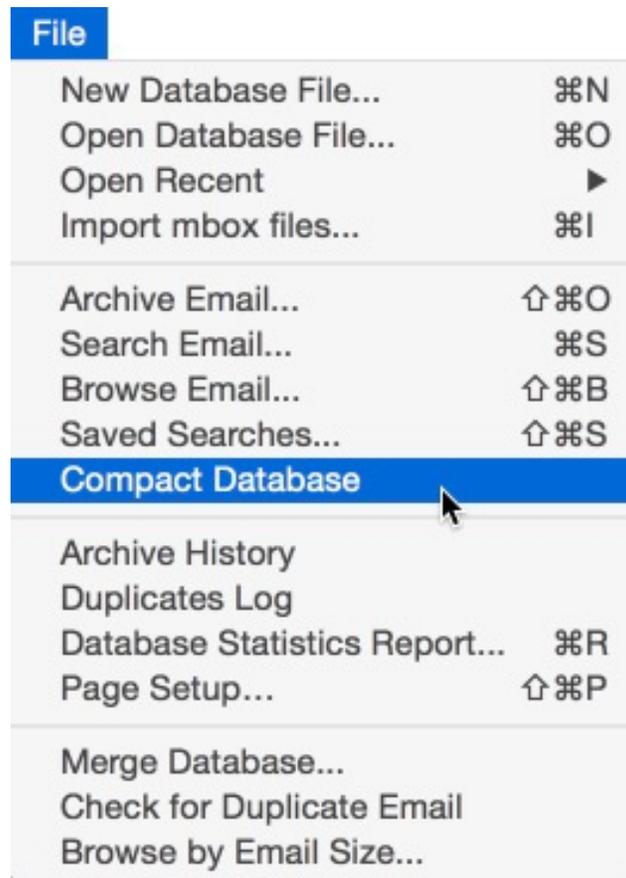
Merge Database Files:

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 way to compact the database is to do a browse, listing all of the email in the database, and then click on the Export button and choose MailSteward database file... from the dropdown menu. This will create a new database file with all of the empty space removed.

System Requirements:

The system requirements are simple. You have to have a Macintosh running OS X 10.15 or greater (Catalina, Big Sur, Monterey, Ventura, Sonoma, Sequoia, Tahoe), and you have to be either using the Mac OS X Mail email client that came with your computer or no email clients. If you are using Apple Mail, 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 or .eml 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.