

Email Address Collector

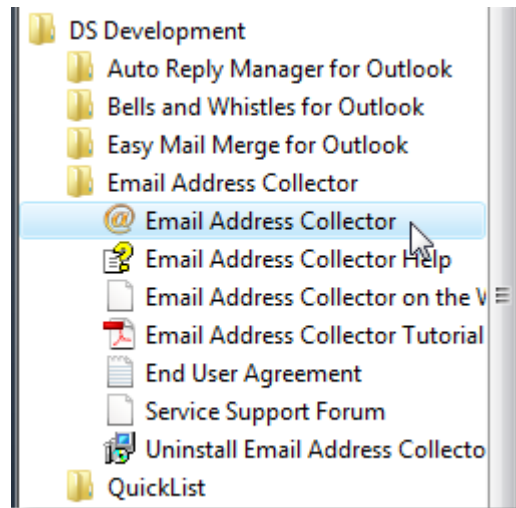


- Tutorial -

How to extract email addresses from mail folders

1. Open Email Address Collector

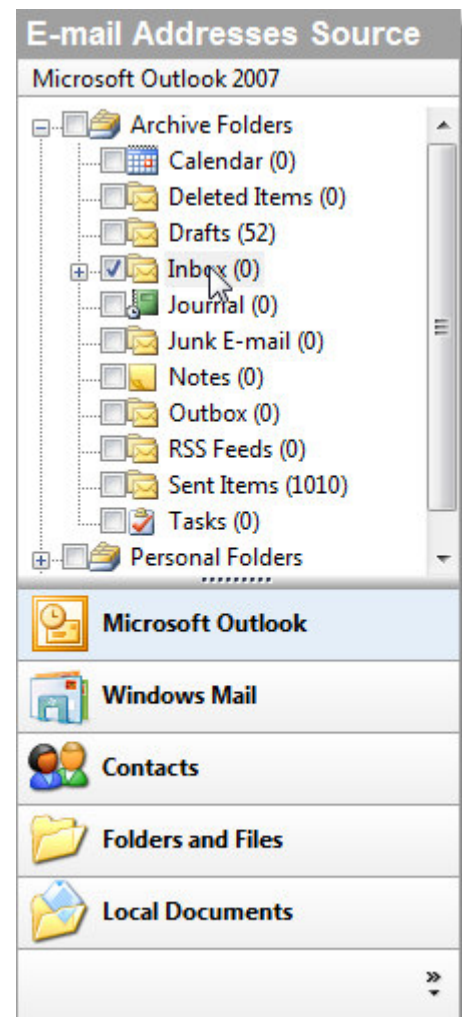
Once the product is installed and your license is activated, you can start extracting email addresses. You need to access Email Address Collector from your Windows Start menu-> Programs-> DS Development-> Email Address Collector.



2. Select the email extraction source

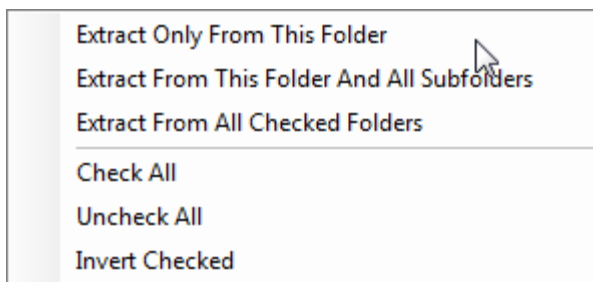
Selecting the extraction source is done by navigating on the left panel of the Email Address Collector main window. By using the bottom tabs, you can switch between various extraction sources, such as Microsoft Outlook, Outlook Express, local files & folders, etc.

For example, we will select to extract email addresses from the Inbox folder of Microsoft Office Outlook 2007: click on Microsoft Outlook from the bottom tabs, then open the mail folders treeview from the top panel and mark the checkbox located before the mail folder name (Inbox, in our example).



Then, right click on the folder name and choose the extraction method:

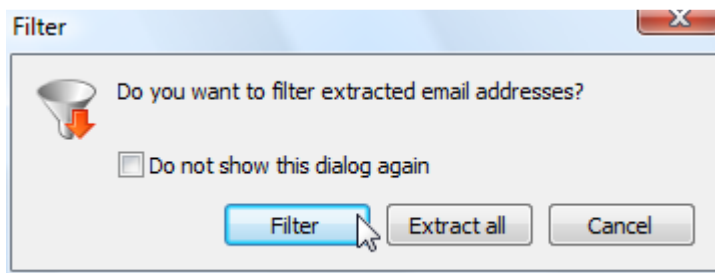
- "extract only from this folder": the program will search for email addresses only in the selected mail folder (Inbox) and it will ignore all addresses from other mail folders or subfolders;
- "extract from this folder and all subfolders": the program will search for email addresses in the selected folder (Inbox) and it will continue the search in the subfolders of the selected folder (for example, if you have a subfolder created under the Inbox folder, it will extract from that one, too);
- "extract from all checked folders": the program will search for email addresses on all folders that you marked, no matter if the subfolders are grouped under the same folder or not.



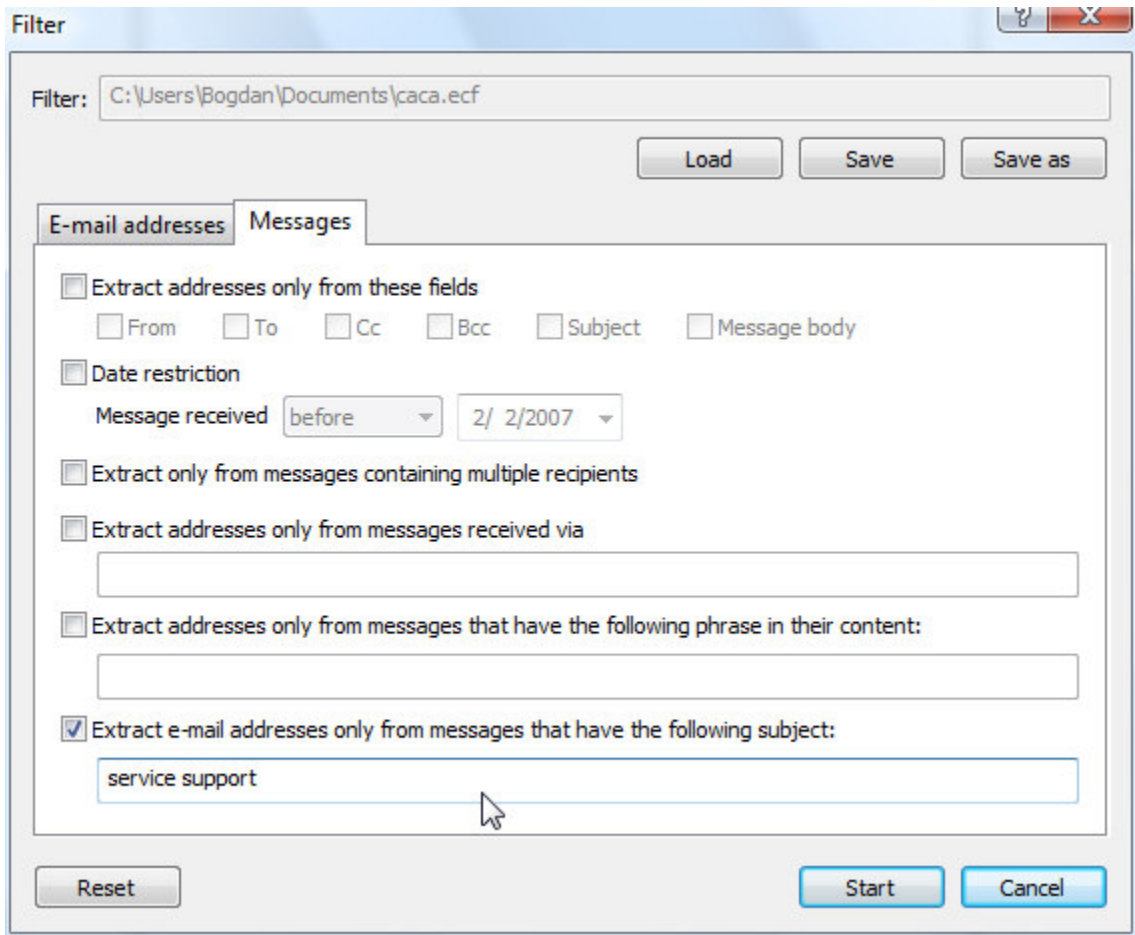
On our example, we will choose to extract only from Inbox, so we will select "Extract only from this folder".

3. Applying extraction filters

After you choose the extraction method, a popup window will ask you if you want to extract all addresses or if you want to filter them during the extraction process. On our example, we will choose to extract only email addresses from email messages that contain the words "service support" in their subject lines. To do so, we will choose to filter addresses:



The filters window will open, allowing you to define various filtering options (see the product help manual for details on each filter). To extract addresses only from messages having the words "service support" on their subject lines, we will go to the "Messages" tab, mark the option "extract e-mail addresses only from messages that have the following subject line" and insert the words "service support" on the related text box:

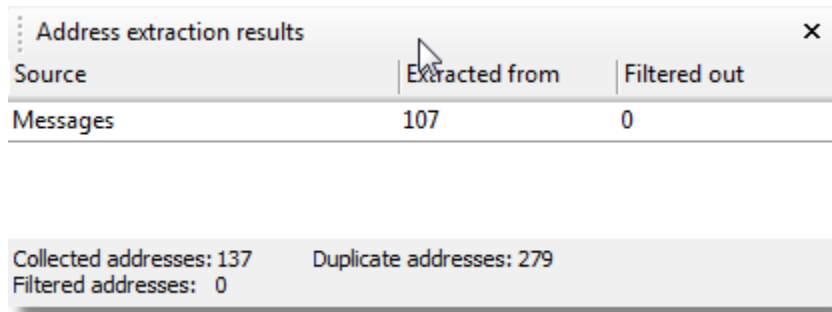


When you are done configuring the extraction filters, you can save the filter (for future use) by using the Save button located on the top side of the filters window. The filter will be automatically reloaded on your next extraction job.

To start the extraction process, click on the "Start" button.

4. Handling extracted email addresses

Once the extraction job is done, Email Address Collector will display the resulted addresses in the middle panel. On the top side of the middle panel, the program will display some quick stats regarding the extraction process:

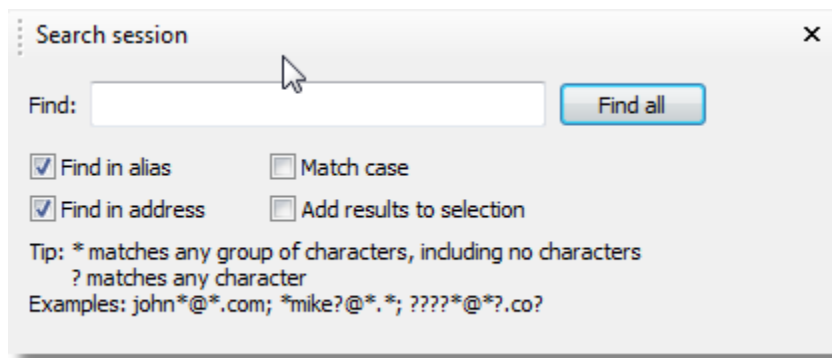


Source	Extracted from	Filtered out
Messages	107	0

Collected addresses: 137 Duplicate addresses: 279
Filtered addresses: 0

The above window shows how many addresses were found, how many passed the filtering process and how many duplicates were found.

You can use the Find function (F3) to search through the extracted list:



Find:

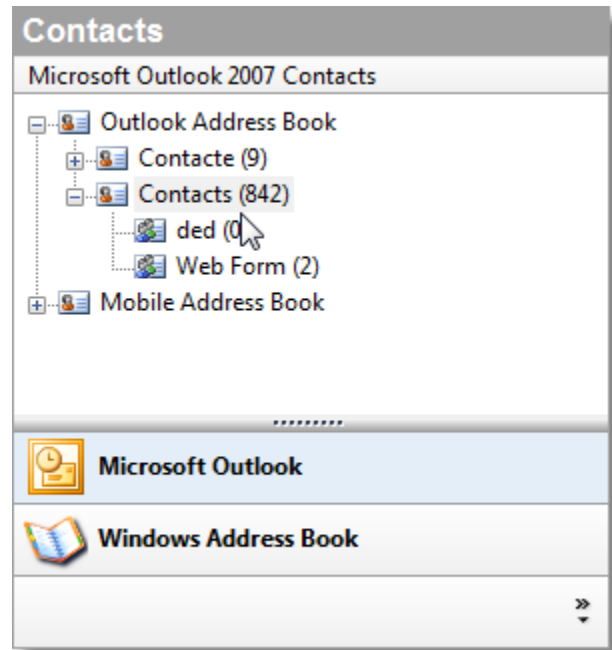
Find in alias Match case
 Find in address Add results to selection

Tip: * matches any group of characters, including no characters
? matches any character
Examples: john*/*.com; *mike?@*.*; ?????*@?.co?

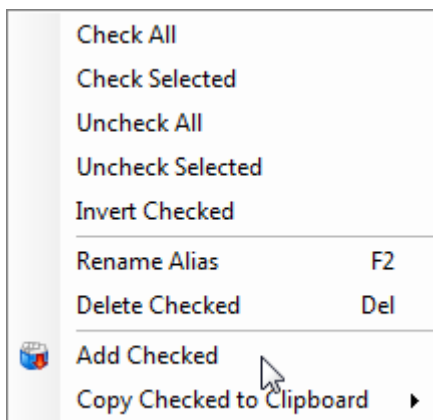
5. Saving the email addresses list

Email Address Collector allows you to save the extracted email addresses to various formats: CSV files, Excel tables, Outlook Contacts items, Outlook distribution lists or simply as a Windows clipboard object (so you can paste them to your desired application).

On our example, we will choose to save the email addresses to the main Outlook Contacts folder. Before exporting them as Contacts, we have to select (highlight) the destination folder on the right sided panel.



To begin exporting the email addresses to the Outlook Contacts folder, you have to select the addresses from the middle panel (you can right click on them and choose "Check All" if you want to export all addresses), then right click over them and choose "Add Checked":



When the exporting job is done, the newly created Contacts will be accessible from your Outlook Contacts folder.