



# Safe PST Backup Enterprise Edition Administrator Guide

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## Introduction

The Safe PST Backup product from the 4Team Corporation is the backup solution for Microsoft Outlook Personal Storage files (PST) and Offline Storage Table (OST) files (Exchange, IMAP account types). This document describes the administrative options for this product.

Safe PST Backup has 2 editions: Enterprise and Free.

- The **Enterprise Edition** is intended for corporate use. It provides system administrators full control via configuration files and a command line utility to organize centralized backups of PST files for a large number of end-users. The application must be installed on each end-user computer and has a minimalistic GUI which can be completely hidden.
- The **Free Edition** is for personal use. It has no advanced administrative options and may be used for personal use only.

This document mainly describes Enterprise Edition. Differences between the Enterprise and Free edition are described in the “[Free Edition](#)” section.

The product offers Outlook data file (.OST/.PST) backup. It does not provide any functionality regarding PST files restoration. The restoration of any data backed up with Safe PST Backup must be done manually by the end-user or administrator by:

- Copying PST files. This requires that Microsoft® Outlook® be closed as it will prevent the PST files from being overridden.
- Using 4Team Sync2PST for Microsoft® Outlook® (<http://www.sync2pst.com/>). This allows both One and Two-way PST file synchronization and can work with PST files that are open in Microsoft® Outlook®.

## Installation

Installation of Safe PST Backup client application is available in the following formats:

- .EXE file  
This is the usual setup which checks for the presence of Microsoft .NET Framework 3.5 SP1 and allows for its download and installation if necessary.
- .MSI file  
This is the typical administrative setup.  
Links to all needed installation files are provided after purchasing the product.

## Activation Types

Type of activation	When to use	Pros	Cons
Activation using interface	Recommended to use when small amount of Safe PST Backup clients is used.	<ul style="list-style-type: none"> <li>The simplest way to activate small number of Safe PST Backup clients.</li> </ul>	<ul style="list-style-type: none"> <li>Requires access to the Internet</li> <li>Is not flexible for large amount of clients</li> <li>In case Admin Tool is not used – Clients cannot be monitored</li> </ul>
Activation using configuration file	Recommended to use when there are a lot of devices in the same Network (Group Policy is active).	<ul style="list-style-type: none"> <li>Simple way to activate large amount of Safe PST Backup clients</li> <li>Is ready to use when installed.</li> <li>Can be installed using Group Policy ( <a href="https://en.wikipedia.org/wiki/Group_Policy">https://en.wikipedia.org/wiki/Group_Policy</a> )</li> </ul>	<ul style="list-style-type: none"> <li>Requires access to the Internet</li> <li>Client application customized installation may be required in some cases (can be requested by contacting <a href="mailto:sales@4team.biz">sales@4team.biz</a>)</li> <li>In case Admin Tool is not used – Clients cannot be monitored</li> </ul>
Online Client Activation using Admin Tool	Easiest way to activate when your Monitoring Service server has access to the Internet while the clients do not have access.	<ul style="list-style-type: none"> <li>Simple way to activate large amount of Safe PST Backup clients</li> <li>Requires properly configured Safe PST Backup client. Clients can be configured specifically for your environment. For more information contact <a href="mailto:sales@4team.biz">sales@4team.biz</a>.</li> <li>Control of licenses usage.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Service server requires access to the Internet</li> </ul>

<p>Offline client Activation using Admin Tool</p>	<p>Best method if the server where Monitoring Service is installed does not have access to the Internet.</p>	<ul style="list-style-type: none"><li>• Simple way to activate large amount of Safe PST Backup clients</li><li>• Does not require access to the Internet</li><li>• Control of licenses usage.</li></ul>	<p>-</p>
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## Activation through 4Team Online Activation Service

Product can be activated manually by entering activation code.

Also activation code may be added to configuration file to activate the product automatically during the first start. See the description of the "[ActivationCode](#)" parameter.

## Activation through Monitoring Module Using Admin Tool

Devices can also be activated using the "[UseMonitoringServiceActivation](#)" parameter on the Safe PST Backup and proper setup for client activation on the Admin Tool as shown [here](#).

## Monitoring Module and Admin Tool Activation

Monitoring Module can be activated using online and offline activation methods as described [here](#).

## Safe PST Backup Configuration File

The product is configured via the "Settings.config" configuration file located in the **%AppData%\4Team\SafePSTBackup\Settings\** folder of the users' computer. This configuration file can also be placed in any other location of any other computer. Such file ("network configuration file") can be the only one for several users' computers. Location of "network configuration file" should be specified within "local configuration file" (see parameter "[ConfigPath](#)" below). In this case "local configuration file" can contain the only parameter - "[ConfigPath](#)".

"Settings.config" uses the xml markup language. If you are not sure if configuration file is configured properly you can check the configuration file here: [http://www.w3schools.com/xml/xml\\_validator.asp](http://www.w3schools.com/xml/xml_validator.asp)

Some of the parameters described below can be changed via the interface of Safe PST Backup client. Parameters that can be changed using the interface are shown on this document. Some of them can also be changed via the Admin Tool on the selected device(s) by pressing the "Settings..." on the context menu.

## Configuring Safe PST Backup Client with Monitoring Service

In the configuration file of the Safe PST Backup client the [ServiceHost](#) and [ServicePort](#) tags should be used to enable the reporting of the backup statuses to the monitoring service:

```
<ServiceHost>{Monitoring Service server Host name / IP address}</ServiceHost>
```

```
<ServicePort>{Monitoring Service server port}</ServicePort>
```

These parameters are supported by both local and server configuration files.

If these parameters are not defined – Safe PST Backup client will not connect to Monitoring Service. This must be configured properly for the Online and Offline Safe PST Backup activation using Administration Tool to work.

## Application parameters

The following parameters are globally applied for the application and can only be set in <Settings> tag:

- **ActivationCode:** The activation code of the product. The product can also be activated manually by right clicking on the tray icon, selecting “About Safe PST Backup Enterprise Edition”, and clicking the “Activate” button when the HideGUI parameter is false (GUI is visible).

Example of use:

```
<ActivationCode>123456AB0101</ActivationCode>
```

- **ConfigPath:** Read configuration file again from the specified path. The value can be either a file path (e.g. [%LOGONSERVER%\Backups\configuration.xml](#)) or a folder path (e.g., [\\SERVER\Backups\](#)) in which case the “Settings.config” will be read. When this parameter is defined, the application reads all the other parameters from the configuration file found in the specified location. All previously read parameters will be overwritten except **ConfigPath**. This parameter can only be used once, i.e. a “chain” of configuration files can have no more than 2 members. This parameter turns on [administrative mode](#).

Example of use:

```
<ConfigPath>D:\Outlook</ConfigPath>
```

- **HideGUI**  
Allowed values: True/False. If set to “True”, the application works without any user interface including tray icon or message boxes, warnings, etc. This parameter turns on [administrative mode](#).  
Default value: False.

Example of use:

```
<HideGUI>True</HideGUI>
```

```
<HideGUI>False</HideGUI>
```

- **StartWithWindows:** Flag indicating that the application starts with Windows startup. This parameter turns on [administrative mode](#).

Allowed values: True/False.

Default is “True”. If “True”, the application automatically starts when Windows starts.

Example of use:

```
<StartWithWindows>True</StartWithWindows>
```

```
<StartWithWindows>False</StartWithWindows>
```

- **DelayWhenStartedWithWindows:** The number of minutes the application needs to wait before proceeding with a backup during Windows startup.

This parameter turns on [administrative mode](#).

Allowed values: Integer number >=0.  
Default is "3".

Example of use:

```
<DelayWhenStartedWithWindows>3</DelayWhenStartedWithWindows>
```

- **DetailLogPath:** Custom folder for the local log file. The default value is %AppData%\4Team\SafePSTBackup\Logs\. This parameter turns on [administrative mode](#).

Example of use:

```
<DetailLogPath>%AppData%\4Team\SafePSTBackup\Logs\</DetailLogPath>
```

- **AllowProfileManagement:** Additional profile management interface is displayed on Safe PST Backup application. Instead of adjusting settings for program only – settings, status, and backup location can be changed for each profile individually. New profiles can also be created using this interface. If this tag is disabled, multiple profiles can only be managed in the configuration file.

Allowed values: True/False.

Default is "False". If set to "True" user will be allowed to manage multiple profiles from within client interface.

Example of use:

```
<AllowProfileManagement>True</AllowProfileManagement>  
<AllowProfileManagement>False</AllowProfileManagement>
```

- **UseMonitoringServiceActivation:** Defines whether the product should be activated using Monitoring Service only.  
For this type of activation to work - "ServiceHost" and "ServicePort" parameters need to be defined and the Monitoring Service has to be configured for Client activation. If value is set to "True" - "ActivationCode" will be ignored.  
Allowed Values: True/False. Default value: False.

Example of use:

```
<UseMonitoringServiceActivation>False</UseMonitoringServiceActivation>  
<UseMonitoringServiceActivation>True</UseMonitoringServiceActivation>
```

- **ServiceHost:** Safe PST Backup Monitoring Service hostname or IP address. See [Configuring Safe PST Backup Client with Monitoring Service](#) section for details.

Example of use:

```
<ServiceHost>196.168.6.116</ServiceHost>
<ServiceHost>server.domain.net</ServiceHost>
```

- **ServicePort:** Safe PST Backup Monitoring Service port. See [Configuring Safe PST Backup Client with Monitoring Service](#) section for details.

Example of use:

```
<ServicePort>16501</ServicePort>
```

- **Profile (required):** Defines what settings are used for the destination path set in that profile. Adding additional profiles allows user to setup multiple backup locations. Profile can include all the parameters except for the global application settings. Global settings are listed [here](#). There has to be at least one profile within the configuration file.

Administrator can set a tag for every profile, by adding it in the <Settings> - it will be used by every profile that does not have this parameter defined. There are no limitations to how many profiles can be created. Each profile has 2 attributes – "Name" and "Disabled". "Name" has to be unique for every profile.

Example:

```
<Settings>
<!-- Global application settings.-->
<Profile Name="Logon">
<!-- Profile "Logon" Settings-->
<DestinationPath>%LOGONSERVER%\PSTBackup\%UserName%\</DestinationPath>
</Profile>
  <Profile Name="Server">
    <!-- Profile "Server" settings -->
    <DestinationPath>C:\SafePSTBackup\</DestinationPath>
  </Profile>
</Settings>
```

According to these settings, backup will happen in 2 locations – one is on the logon server and the other is a local copy. Administrator can add unique settings to both of these profiles.

Profiles can be managed from interface if the tag "[AllowProfileManagement](#)" is set to "True".

Allowed values for profile attributes: Disabled – "True" or "False".  
Default is "False".

## Profile parameters

These parameters can be defined inside <Settings> and <Profile> settings:

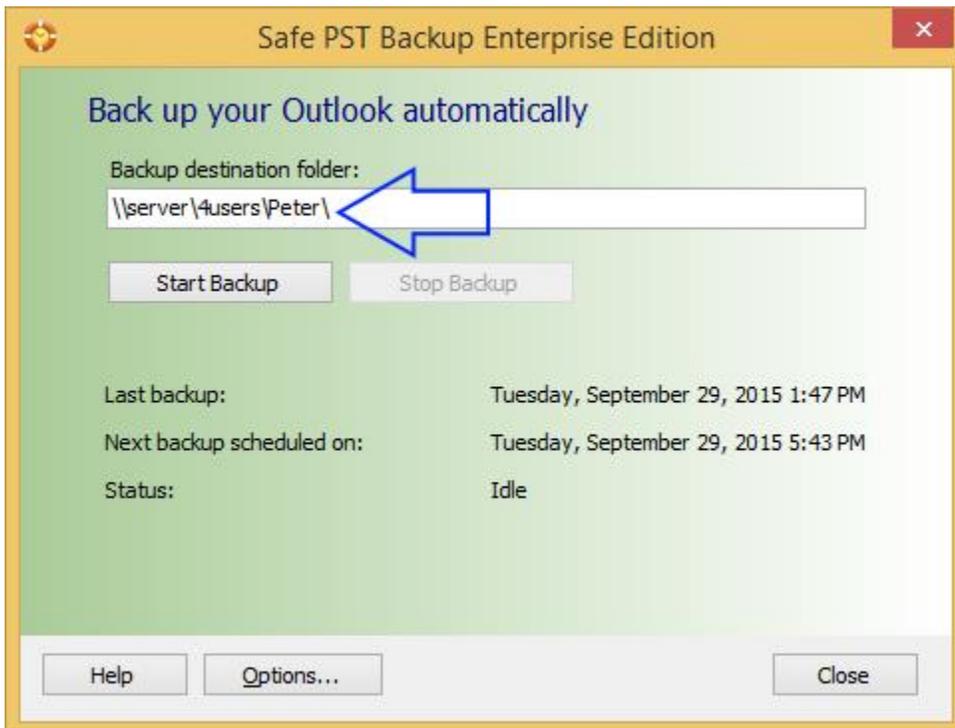
- **DestinationPath** (required): The destination folder path where the backup copy of the Outlook data files will be placed. Backups cannot be performed if this parameter is empty. Administrators can specify any local or network path and Windows Environment Variables may be used in the path. Also the following “shorthand” parameters may be used: Documents, Music, Pictures, Downloads, Desktop, AppData, AppLocalData. This parameter is empty after the first installation of a Free Edition and must be set in the main form.

Examples: [\\MYSERVER\Users\JohnSmith](#), C:\Backup, My Documents\PSTBackupFiles\  
[\\SERVER\Users%\UserName%\BackupPST\](#),  
%LOGONSERVER%\PSTBackup%\USERDOMAIN%\\_UserName%.

Example of use:

```
<DestinationPath>\\server\4users%\username%</DestinationPath>
```

Location on the interface:



- **CreateDestinationPath:** Create the destination path if it doesn't exist. When the product is used to back up PST files under a specified Windows folder (i.e. the [SourcePath](#) parameter is set) a "False" value will only backup subfolders that match the destination subfolders previously created by administrator and non-matching folders are not backed up. Allowed values: True/False.  
Default value is "True".

Example of use:

```
<CreateDestinationPath>True</CreateDestinationPath>  
<CreateDestinationPath>False</CreateDestinationPath>
```

- **SourcePath:** This is the root folder for the source Outlook data files. The application will scan this folder and all its subfolders for Outlook data files and back them up (all or selected, depending on the **PSTToBackup** parameter). If this parameter is missing, only PSTs (all or selected, depending on the **PSTToBackup** parameter) within the default Outlook profile are backed up. Please note that default location of PST files is:
  - For Outlook 2002..2007:  
%USERPROFILE%\Local Settings\Application Data\Microsoft\Outlook\
  - For Outlook 2010:  
%USERPROFILE%\My Documents\Outlook Files\  
Sample of value: D:\Outlook\ or %USERPROFILE% or %USERPROFILE%\Local  
Settings\Application Data\Microsoft\Outlook\
  - For Outlook 2013, 2016:  
%USERPROFILE%\AppData\Local\Microsoft\Outlook

Example of use:

```
<SourcePath>D:/Outlook Backup Files</SourcePath>
```

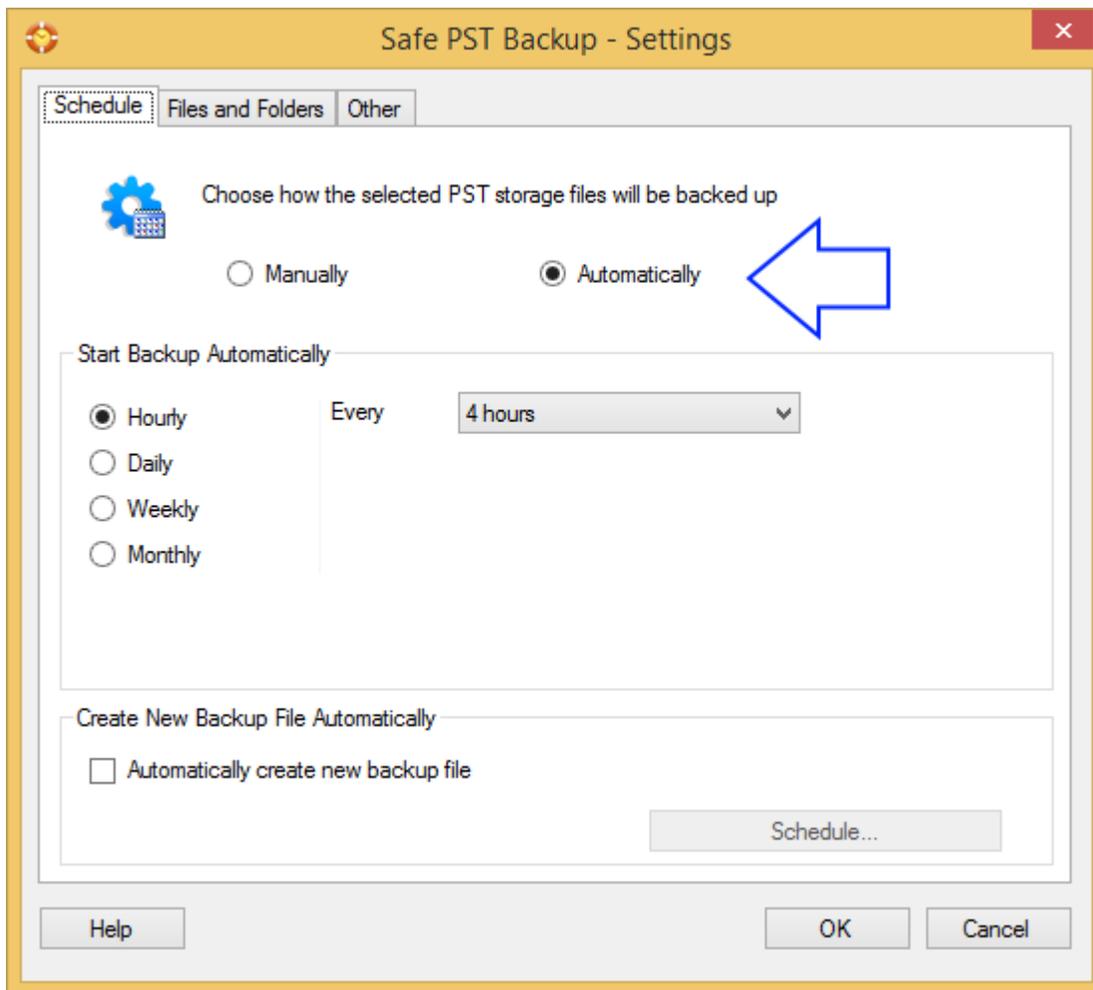
- **BackupType:** Defines if the backup is made manually or automatically according to schedule settings in Scheduling parameter.

Allowed values: Automatic/Manual  
Default value is "Automatic".

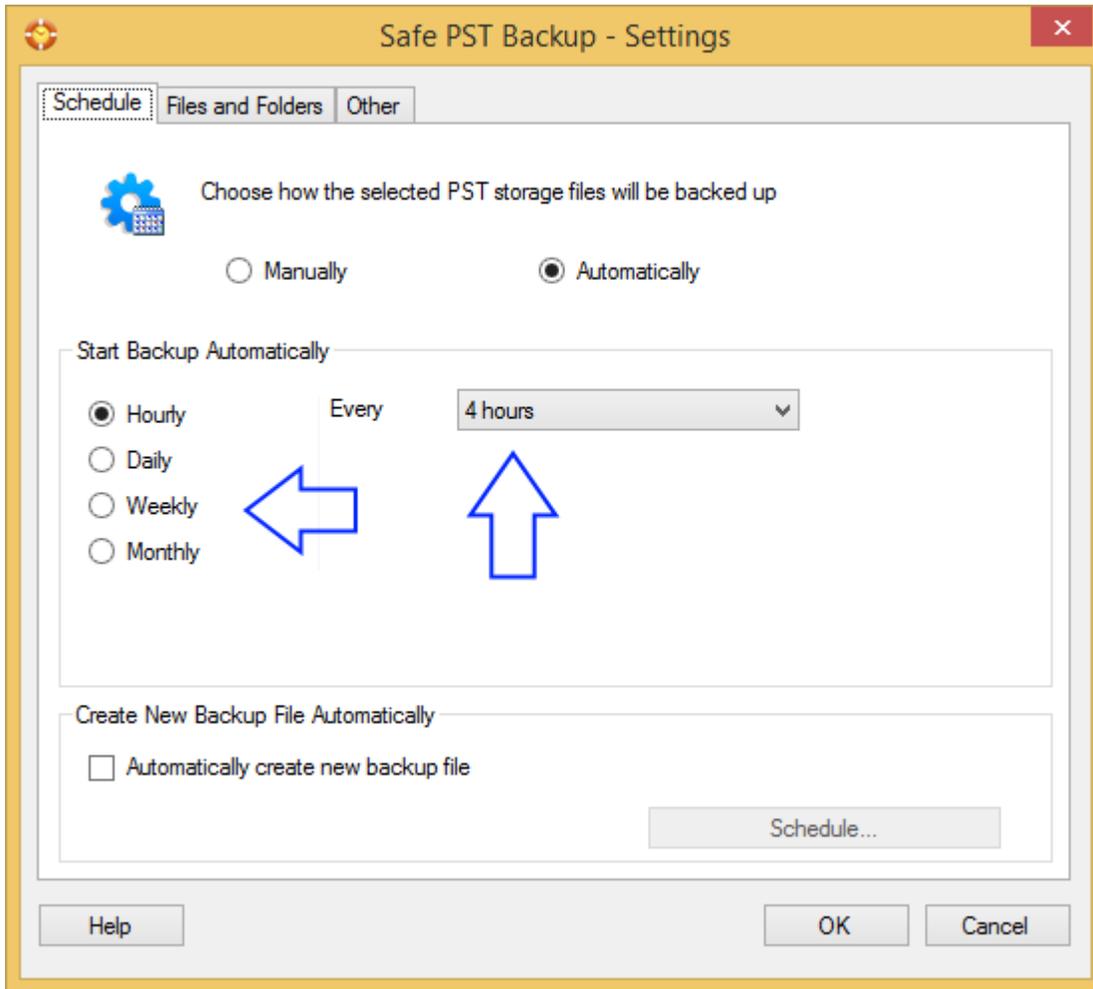
Example of use:

```
<BackupType>Automatic</BackupType>  
<BackupType>Manual</BackupType>
```

Location on interface:



- **Scheduling:** Defines backup schedule type and times.  
Has "type" parameter with the following allowed values: Hourly/Daily/Weekly/Monthly



- **Hourly.** This type is used to set the parameters for hourly backup schedule. Tag <Every> is used to set the periodicity in minutes.

Example:

```
<BackupType>Automatic</BackupType>
<Scheduling type="Hourly">
  <Every>360</Every>
</Scheduling>
```

According to these settings the backup process will start every 6 hours.

- **Daily.** This type is used to set the parameters for daily backup schedule. Tag <Every> is used to set the periodicity in days.

Tag <Time> is used to define up to 3 exact times when backup should start.

Allowed values: from 0000 to 2359. Times are defined using “military” format, i.e. 1400 means 2pm. See [http://en.wikipedia.org/wiki/24-hour\\_clock#Military\\_time](http://en.wikipedia.org/wiki/24-hour_clock#Military_time).

In order to enable that time, attribute “selected” should be set to “True”.

Example:

```
<BackupType>Automatic</BackupType>
<Scheduling type="Daily">
  <Every>2</Every>
  <Time selected="true">0830</Time>
  <Time selected="false">1300</Time>
  <Time selected="true">1700</Time>
</Scheduling>
```

According to these settings the backup process will start every 2<sup>nd</sup> day twice during the day, at 8:30 am and at 5:00 pm.

- **Weekly.** This type is used to set the parameters for weekly backup schedule. Tag <Every> is used to set the periodicity in weeks.

Tag <Days> is used to define the week days when the backup should start.

The following values are allowed: Sun/Mon/Tue/Wed/Thu/Fri/Sat.

Values should be separated with the comma symbol. Example:

```
<Days>Mon,Tue,Wed,Fri</Days>
```

Tag <Time> is used to define up to 3 exact times when backup should start.

Same requirements as in “Daily” schedule type.

Example:

```
<Scheduling type="Weekly">
  <Every>1</Every>
  <Time selected="true">0830</Time>
  <Time selected="true">1300</Time>
  <Time selected="true">1700</Time>
  <Days>Mon,Tue,Wed,Thu,Fri</Days>
</Scheduling>
```

According to these settings the backup process will start every day except Saturday and Sunday, at 8:30 am, 1:00 pm and 5:00 pm.

- **Monthly.** This type is used to set the parameters for monthly backup schedule. Tag <MonthDay> is used to set the day of the month when the backup should start.

Tag <Time> is used to define the exact time when backup should start (in this case only one value is supported).

Same requirements as in “Daily” schedule type.

Example:

```
<BackupType>Automatic</BackupType>
<Scheduling type="Monthly">
  <Time selected="true">1700</Time>
  <MonthDay>20</MonthDay>
</Scheduling>
```

According to these settings the backup process will start every 20<sup>th</sup> day of the month at 5:00 pm.

- **AttemptBackupWhenMissed:** When enabled – backup will be started if backup did not occur on a Daily / Weekly / Monthly scheduled time. Backup will start as soon as client application is launched.

Allowed values – True/False. Default value – True.

Example of use:

```
<AttemptBackupWhenMissed>True</AttemptBackupWhenMissed>
<AttemptBackupWhenMissed>False</AttemptBackupWhenMissed>
```

- **DeleteDeletedItems:** Flag for handling deleted items. This parameter turns on [administrative mode](#).

Allowed values: True/False. When true and if after the previous backup some items within source Outlook data file are deleted, the delete will be performed within the destination PST file. This parameter applies for each Outlook data file folder separately. For example: *Item has been deleted from the “Inbox” folder and it has been moved to a “Deleted Items” folder. In this case that item will be deleted from the “Inbox” folder of the backup file and created in the “Deleted Items” folder.*

Default is "True".

Example of use:

```
<DeleteDeletedItems>True</DeleteDeletedItems>
<DeleteDeletedItems>False</DeleteDeletedItems>
```

- **DeleteDeletedFolders:** Flag for handling deleted folders. This parameter turns on [administrative mode](#).

Allowed values: True/False. When true and if after the previous backup some folders within source OST/PST are deleted, the delete will be performed within the destination PST file. Default is "False".

Example of use:

```
<DeleteDeletedFolders>True</DeleteDeletedFolders>  
<DeleteDeletedFolders>False</DeleteDeletedFolders>
```

- **DeleteDeletedPSTFiles:** Flag for handling deleted PST/OST files. This parameter turns on [administrative mode](#).

Allowed values: True/False. When true and if PST/OST files are deleted / renamed on the user workstation they will be deleted / renamed on the destination server as well. Default is "False".

Example of use:

```
<DeleteDeletedPSTFiles>True</DeleteDeletedPSTFiles>  
<DeleteDeletedPSTFiles>False</DeleteDeletedPSTFiles>
```

- **SkipNonLocalPSTs:** Filter PST/OST files that are located on the remote network or other non-local resources. When set to "True", such PST/OST files are not shown in the list of files in "Options" dialog, and skipped during backup. Ignored if "SourcePath" parameter is used. Allowed values: True/False. Default value is "False".

Example of use:

```
<SkipNonLocalPSTs>True</SkipNonLocalPSTs>  
<SkipNonLocalPSTs>False</SkipNonLocalPSTs>
```

- **FileNameFilter:** Filter PST/OST files with the file name that contain specific text. Files that contain specified text in their file names will not be backed up. Multiple parameters may be specified. This parameter turns on [administrative mode](#).

**Example:**

```
<FileNameFilter>archive</FileNameFilter>  
<FileNameFilter>.ost</FileNameFilter>
```

The following Outlook Data files will be skipped with such settings:

```
PSTarchive.pst  
Archive_20120413.pst  
Outlook_archive2.pst  
Archive.ost
```

JohnSmith.ost

- **AdminEmail:** Admin email address. This is the email address where the problem report will be sent. The report won't be sent if this parameter is not defined. This parameter turns on [administrative mode](#).

Example of use:

```
<AdminEmail>Admin@company.com</AdminEmail>
```

- **FailuresLimit:** Limit of successive failures. When the number of successive failures reaches this threshold, the application will automatically send an email message to the email address specified in the **AdminEmail** parameter. If the email sending is unsuccessful, the application will try to send on every new error regardless of limit value. This parameter turns on [administrative mode](#).

Allowed values: Integer number >0.

Default value is 3. "0" value indicates that the report won't be sent automatically.

Example of use:

```
<FailuresLimit>3</FailuresLimit>
```

- **UseShadowCopy:** Use Windows Shadow Copy service (if available) when backing up PST file for the first time.

Allowed values: True/False

Default value is "True"

Applied only if filtering parameters are not used for PST file, such as <SkipFolders>, <SyncPrivateItems>, <SyncCustomForms>, <SyncInLastMonths>, <SyncInLastMonthsCalendar>, <SyncInLastMonthsJournal>, <SyncInLastMonthsMails>, <SyncInLastMonthsTasks>

Example of use:

```
<UseShadowCopy>True</UseShadowCopy>
```

```
<UseShadowCopy>False</UseShadowCopy>
```

- **SkipFolders:** Folders to skip is a list of Outlook folders that should not be backed up. For non-root folders the path should be provided, e.g. "Work\Contacts" or "{o\FolderInbox}\Personal\Archive". The following literals (pre-defined constants) can also be used:

- {o\FolderCalendar} - default Calendar folder (typically "Calendar");
- {o\FolderContacts} - default Contacts folder (typically "Contacts");
- {o\FolderDrafts} - default Drafts folder (typically "Drafts");
- {o\FolderInbox} - default Inbox folder (typically "Inbox");
- {o\FolderJournal} - default Journal folder (typically "Journal");

- {olFolderNotes} - default Notes folder (typically “Notes”);
- {olFolderOutbox} - default Outbox folder (typically “Outbox”);
- {olFolderSentMail} - default Sent Mail folder (typically “Sent Items”);
- {olFolderTasks} - default Tasks folder (typically “Tasks”);
- {olFolderDeletedItems} - default folder for deleted items (typically “Deleted Items”);
- {olFolderJunk} - default folder for junk mail (typically “Junk E-mail”);

This parameter turns on [administrative mode](#).

By default no folder filters are set.

The list is defined in form of XML nodes within configuration file:

```
<SkipFolders>
  <Folder>{olFolderTasks}</Folder>
  <Folder>{olFolderCalendar}\myPersonalCalendar</Folder>
  <Folder>{olFolderDeletedItems}</Folder>
  <Folder>{olFolderJunk}</Folder>
</SkipFolders>
```

Note that the default to skip {olFolderDeletedItems} and {olFolderJunk} is used only when the <SkipFolders> XML node is missing from the configuration file. As soon as this node is defined, the defaults will not be applied. If the folders {olFolderDeletedItems} and/or {olFolderJunk} should be skipped, then add them to the <SkipFolders> node explicitly.

- **SyncPrivateItems:** Filter "Synchronize Private Items". This parameter turns on [administrative mode](#).

Allowed values: True/False.

Default value is "True".

Example of use:

```
<SyncPrivateItems>True</SyncPrivateItems>
<SyncPrivateItems>False</SyncPrivateItems>
```

- **SyncCustomForms:** Filter "Synchronize Custom Forms". This parameter turns on [administrative mode](#).

Allowed values: True/False.

Default value is "True ". "True" indicates that forms are to be backed up with items. "False" indicates that only items are backed up and forms are skipped.

Example of use:

```
<SyncCustomForms>True</SyncCustomForms>
<SyncCustomForms>False</SyncCustomForms>
```

- **CreatePST:** Specifies whether a new file should be created on the directory [DestinationPath](#) if a backup file is not found. This parameter turns on [administrative mode](#).

Allowed values: True/False

Default value is "True". "False" indicates that source PST/OST files will be skipped if the destination file does not already exist.

Example of use:

```
<CreatePST>True</CreatePST>  
<CreatePST>False</CreatePST>
```

- **CreateNewPSTOnFileCopy:** When full PST file is copied during the backup (for example, in case of Outlook 2000, as differential backup is not supported there), this parameter indicates if new PST file should be created each time.

Allowed values: True/False

Default value is "False".

```
<CreateNewPSTOnFileCopy>True</CreateNewPSTOnFileCopy>  
<CreateNewPSTOnFileCopy>False</CreateNewPSTOnFileCopy>
```

- **DestinationFolderCheckInterval:** Destination folder check schedule. The number of minutes between the checking of destination folder availability in cases when the last backup failed due to unavailable destination folders. This is typical when destination folders are placed on a network or removable drive. This parameter turns on [administrative mode](#).

Allowed values: Integer number  $\geq 0$ .

Default is 5 (i.e. every 5 minutes). A value of "0" indicates that the destination folder check by schedule is disabled. i.e. no additional checking until the next backup schedule.

See also the **DestinationFolderCheck** parameter.

Example of use:

```
<DestinationFolderCheckInterval>5</DestinationFolderCheckInterval>
```

- **DestinationFolderCheck:** How many times to check for destination folder availability. This parameter turns on [administrative mode](#).

Allowed values: Integer number  $\geq 0$ .

Default value is "3". "0" indicates "endless".

See also the **DestinationFolderCheckInterval** parameter.

Example of use:

```
<DestinationFolderCheck>3</DestinationFolderCheck>
```

- **DestinationFolderRequiredSpace:** Defines how much free storage space is required on the destination folder. If space is lower than required – backup will not start. Allowed values: Integer in MB. Default value – 0. Value “0” indicates that destination folder will not be checked for free space.

Example of use:

```
<DestinationFolderRequiredSpace>500</DestinationFolderRequiredSpace>
```

- **MergeDestinationFiles:** Defines whether to merge PST/OST file to an already existing one. The profile name used on product and file names of source and destination have to match. Typically this feature should be used if Outlook is used on multiple workstations by the same user and the backup destination is the same.

In case the file type is "Exchange" and the profile names match - the file will be incrementally backed up to an existing once regardless of this parameter.

Allowed Values: True/False.

Default value is “False”.

Example of use:

```
<MergeDestinationFiles>True</MergeDestinationFiles>
```

```
<MergeDestinationFiles>False</MergeDestinationFiles>
```

- **SyncInLastMonths:** Filter “Synchronize Items for Last N Months” for all folder types. Allowed values: Integer number  $\geq 0$ . Default value is “0”. A “0” indicates that the filter is disabled (synchronize all items). This parameter turns on [administrative mode](#).

Example of use:

```
<SyncInLastMonths>3</SyncInLastMonths>
```

- **SyncInLastMonthsCalendar, SyncInLastMonthsJournal, SyncInLastMonthsMails, SyncInLastMonthsTasks:** Filters "Synchronize Items for Last N Months" for each folder type separately. Separate filters for "Calendar Items", "Journal Items", "Mail and Post Items", "Task Items". This parameter turns on [administrative mode](#).

Allowed values: Integer numbers  $\geq 0$ . A value of "0" indicates a disabled filter (synchronize all items, i.e. independent of their dates). Parameter **SyncInLastMonths** is ignored if any of these parameters are set.

Default values are "0" for all.

Example of use:

```
<SyncInLastMonthsCalendar>0</SyncInLastMonthsCalendar>
```

```
<SyncInLastMonthsJournal>0</SyncInLastMonthsJournal>
```

```
<SyncInLastMonthsMails>0</SyncInLastMonthsMails>
```

<SyncInLastMonthsTasks>0</SyncInLastMonthsTasks>

- **PSTToBackup:** List of PST/OST files to backup. The list is defined in the form of XML nodes within an XML configuration file. Value "\*" means:
  - If the **SourcePath** parameter is empty or missing, then "All PST/OST Files within default Outlook profile";
  - If the **SourcePath** parameter is not empty, then "All PST/OST Files under specified path".

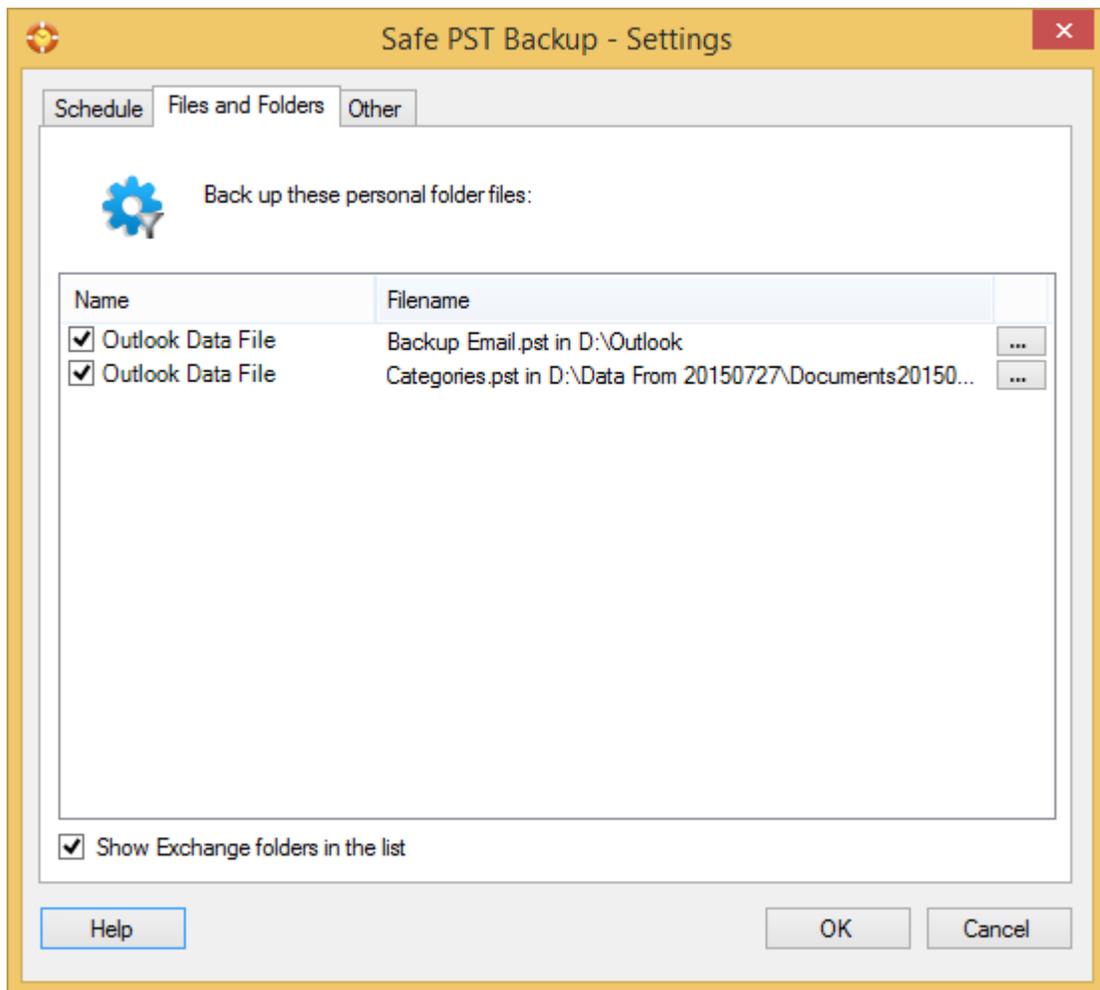
**Example:**

```
<PSTToBackup>
  <PST>C:\PSTBackup\Calendar20100601.pst</PST>
  <PST>C:\Users\AppData\Local\Microsoft\Outlook\contacts.ost</PST>
</PSTToBackup>
```

Default is "\*".

**ServerLogPath:** Custom folder for the server log that contains only the backup summary - one line for one full backup procedure. The default value is the same path as specified in the **DestinationPath** parameter. Note that all entries to the server log are duplicated in the local log with the prefix "Server log: ". This parameter turns on [administrative mode](#).

Location on interface:



- **TruncateLogsWhenExceed**

Allowed values: Integer in KB. A value of "0" indicates that logs are not to be truncated. Default is "1024". This parameter turns on [administrative mode](#).

Example of use:

```
<TruncateLogsWhenExceed>1024</TruncateLogsWhenExceed>
```

- **TruncateLogsTo**

Allowed values: Integer in KB. This parameter turns on [administrative mode](#). Default is "200"

Example of use:

```
<TruncateLogsTo>200</TruncateLogsTo>
```

- **PasswordMode:** Mode for passwords. If not SkipPassworded, then for each PST having a password, the application will ask for the password unless the PST is already open and running in Outlook. When the user enters a correct password for the source PST, the application will try and use the same password for the appropriate destination PST. Therefore, if the source and destination PST files have the same password, the user will only be asked for the password once. Otherwise, the passwords are different (e.g., password on source PST was changed), and the user will be asked for password twice. This parameter turns on [administrative mode](#).

Allowed Values: SkipPassworded/AskAndStore/AskAlways.  
Default is "AskAndStore".

Example of use:

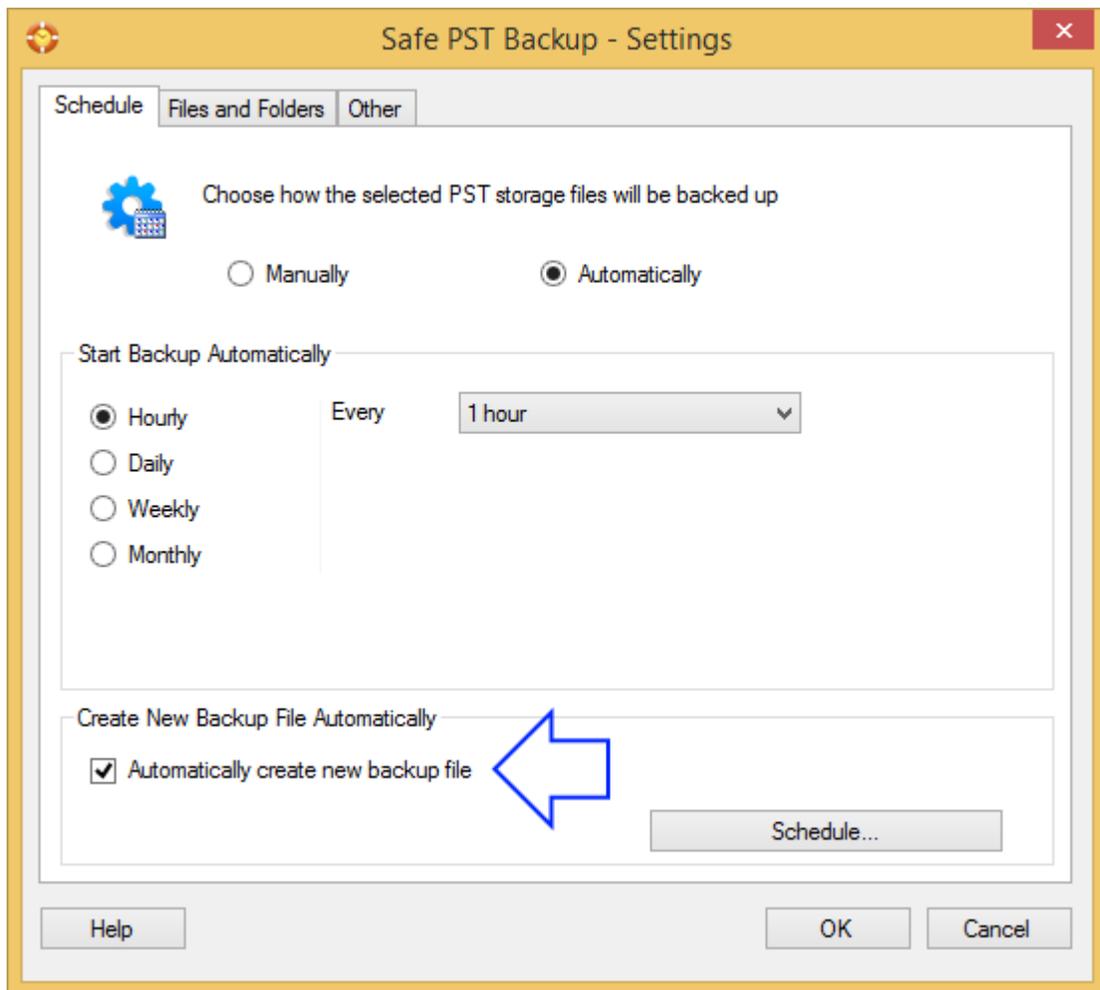
```
<PasswordMode>AskAndStore</PasswordMode>  
<PasswordMode>SkipPassworded</PasswordMode>  
<PasswordMode>AskAlways</PasswordMode>
```

- **EnableHistoryBackup:** Use history backup.

Allowed values: True/False. When set to "True", it will back up the PST/OST file(s) on specified time as usually, but will also make the copy of the backup file with the timestamp in its file name. This way you can have several restore points of your data. Backup will occur according to the schedule set in the <HistoryScheduling> tag.  
Default value is "False".

Example of use:

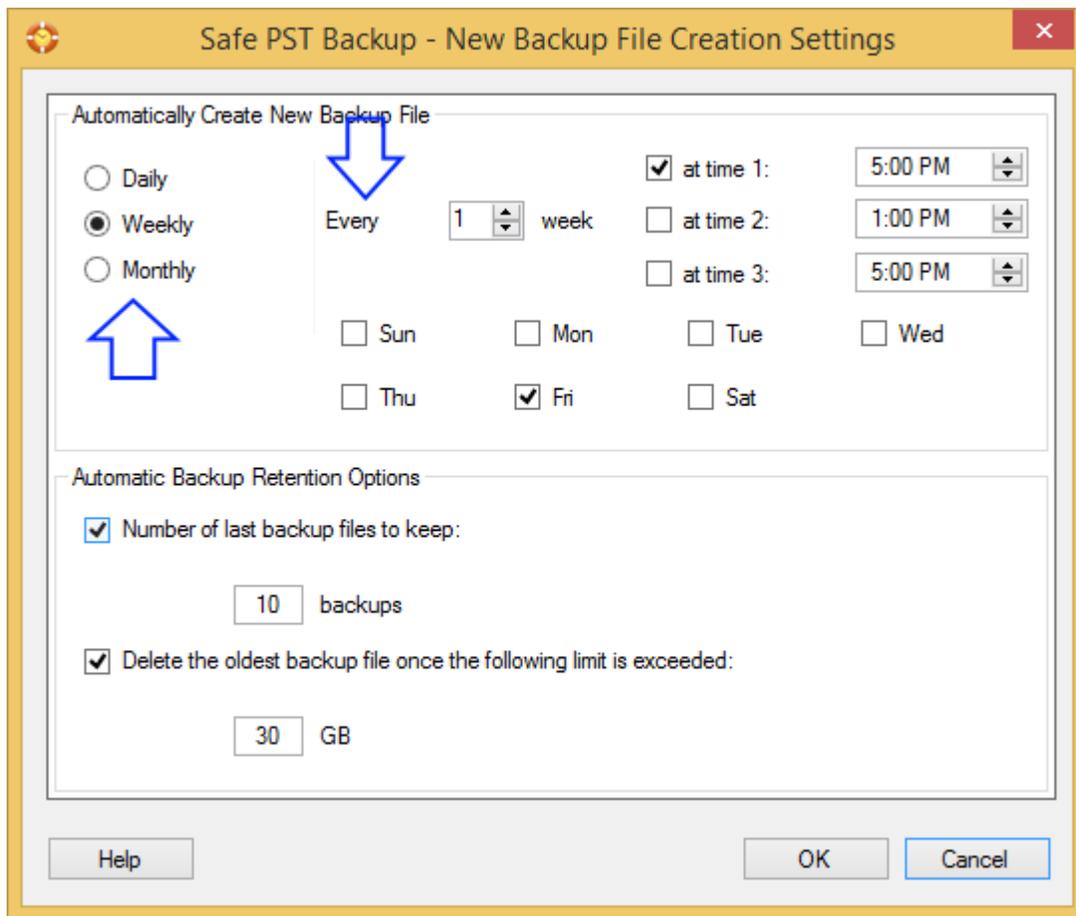
```
<EnableHistoryBackup>False</EnableHistoryBackup>  
<EnableHistoryBackup>True</EnableHistoryBackup>
```



- **HistoryScheduling:** Defines history backup schedule type and times.

This tag supports all child tags and their values as described in [<Scheduling>](#) tag.

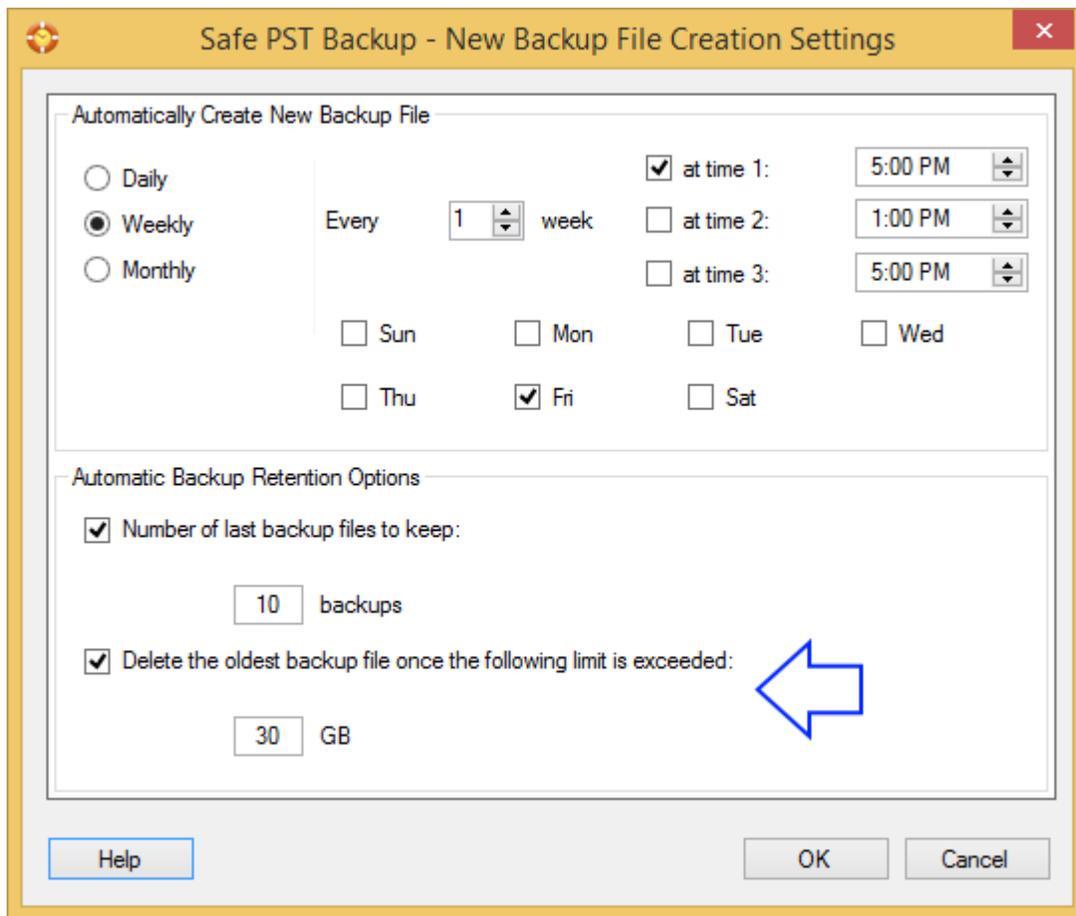
Location on interface:



- **LimitBackupSpace:** Defines how much storage space all restore point files can use (in Gigabytes)

Allowed values: Integer.  
Default is "30".

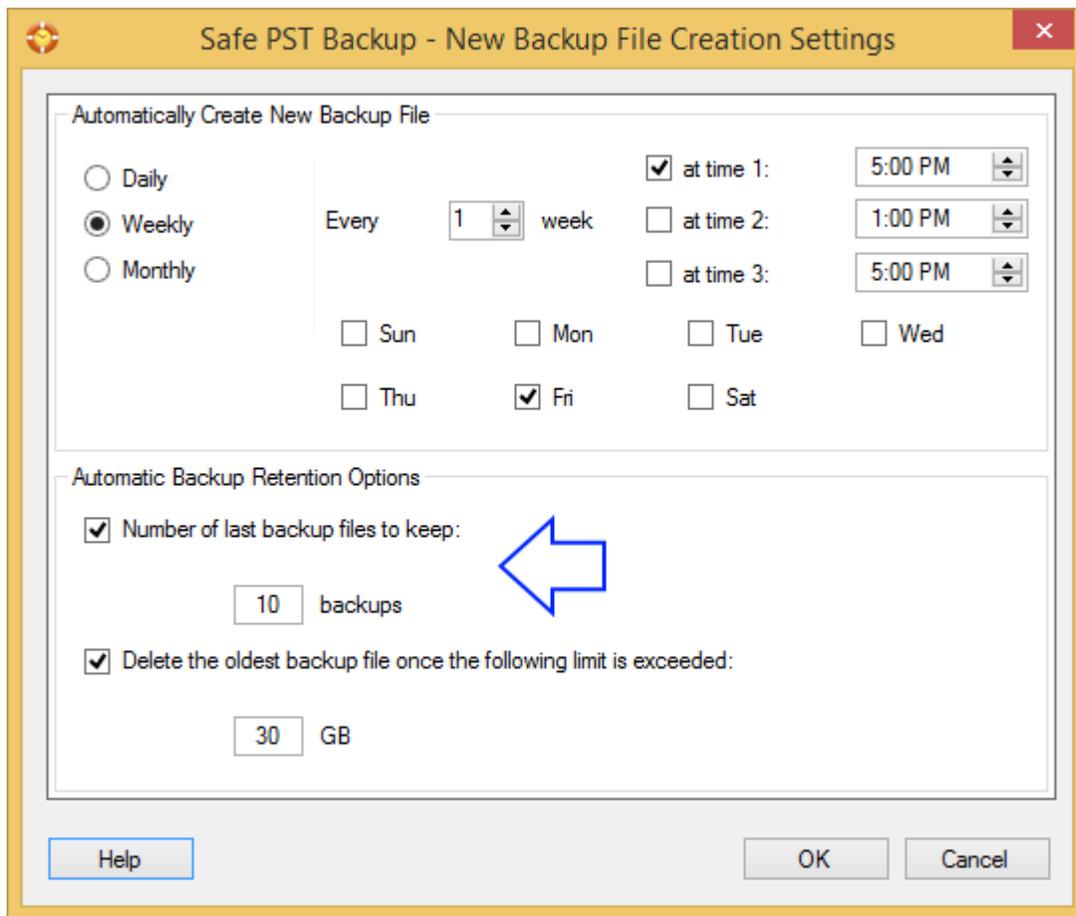
Example of use:  
<LimitBackupSpace>30</LimitBackupSpace>



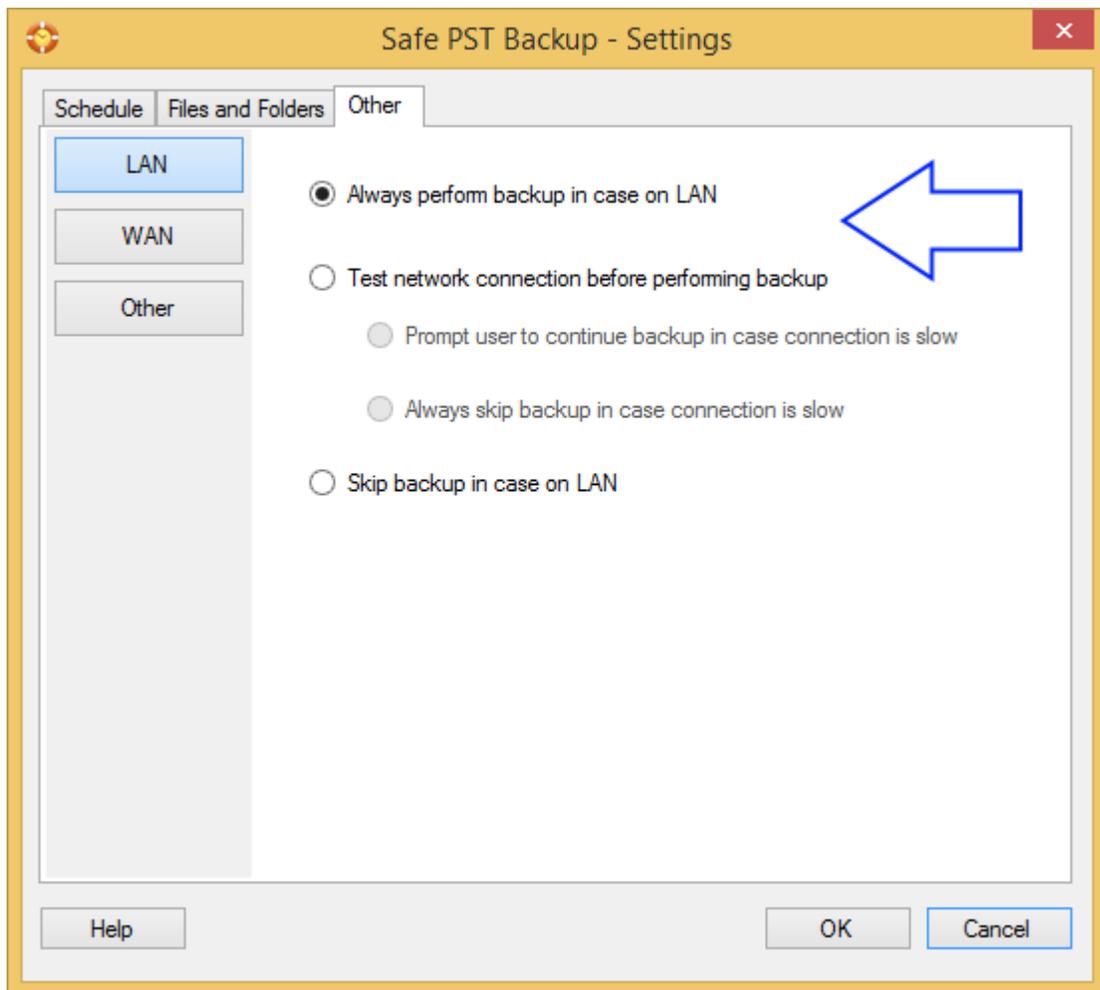
- **LimitBackupCount:** Defines how many copies of the same file should be kept for history backup.

Allowed values: Integer.  
Default is "10".

Example of use:  
<LimitBackupCount>10</LimitBackupCount>



- **Connection:** Detects the current connection and enables the option to check the current connection speed and choose the appropriate actions. The tag has attribute “type” with the following allowed values: IPRange, LAN, WAN, OTHER or ANY. Will only check the connection if the destination folder is on the network location.



Corresponding connection type settings are used according to the current connection:

- **IPRange** settings are used when the current connections IP is included in the list specified in <IPRange> tag;
- **LAN; WAN** settings are used in case the type of current connection is detected as LAN or WAN;
- **OTHER** connection settings are used if the connection is neither of IPRange, LAN or WAN.
- **ANY** connection settings are used if the current connection settings are not described specifically (except for IPRange).

**Example:**

```
<Connection type="IPRange">           or "WAN" or "LAN" or "OTHER"
  <IPRange>192.168.5.10/192.168.5.20</IPRange>
  <RunConnectionTest>True</RunConnectionTest>
```

```
<UsagePercentMaxValue>70</UsagePercentMaxValue>
<PingMaxValue>300</PingMaxValue>
<BackupSizeThreshold>500</BackupSizeThreshold>
<EstTimeMaxValueBelowThreshold>60</EstTimeMaxValueBelowThreshold>
<EstTimeMaxValueOverThreshold>120</EstTimeMaxValueOverThreshold>
<RetryTimes>3</RetryTimes>
<RetryInterval>5</RetryInterval>
<SkipBackup>Yes</SkipBackup>
</Connection>
```

- **IPRange:** Can only be used with type="IPRange" connection type. The collection of IP addresses to include is the junction of all the IPs in all tags from the configuration file. This can be defined as:
  - a comma separated values;
  - exact IP address, for example 192.168.6.116;
  - IP address mask;
  - IP range.

Example of use:

```
<IPRange>192.168.6.116</IPRange>
```

- **RunConnectionTest:** Allowed values: True/False. If "True", the connection test sends small amount of data and measures the ping and speed of the current connection. Using this data threshold can be calculated and then checked by other settings described below.

Default value for the free version is "True" for all connection types. For the Enterprise Edition this parameter is "True" for WAN connection type, and "False" for all other connection types.

Example of use:

```
<RunConnectionTest>True</RunConnectionTest>
<RunConnectionTest>False</RunConnectionTest>
```

- **UsagePercentMaxValue:** Allowed values: Integer. Determines how much of the current connection can the test use in percent.

Default is "70".

Example of use:

```
<UsagePercentMaxValue>70</UsagePercentMaxValue>
```

- **PingMaxValue:** Allowed values: Integer. Determines the highest allowed ping for the connection test in milliseconds.

Default is "300".

Example of use:

```
<PingMaxValue>300</PingMaxValue>
```

- **BackupSizeThreshold:** Allowed values: Integer. Defines the threshold size of backup in Megabytes. If the size of the current backup is larger than the threshold size then the value **EstTimeMaxValueOverThreshold** is used, and if the size of current backup is smaller than the threshold, **EstTimeMaxValueBelowThreshold** setting is used. Both of these settings define how much time can the backup take the longest.

Default value is "500".

Example of use:

```
<BackupSizeThreshold>500</BackupSizeThreshold>
```

- **EstTimeMaxValueOverThreshold:** Allowed values: Integer in min.

Default value is "120".

Example of use:

```
<EstTimeMaxValueOverThreshold>120</EstTimeMaxValueOverThreshold>
```

- **EstTimeMaxValueBelowThreshold:** Allowed values: Integer in min.

Default value is "60".

Example of use:

```
<EstTimeMaxValueBelowThreshold>60</EstTimeMaxValueBelowThreshold>
```

- **RetryTimes:** Allowed values: Integer. When the connection test fails, this setting determines how many times the program should try to repeat the test.

Default value is "5".

Example of use:

```
<RetryTimes>5</RetryTimes>
```

- **RetryInterval:** Allowed values: Integer in min. When the connection test fails, this setting determines how much time should be waited before each retry.

Default value is "5".

Example of use:

```
<RetryInterval>5</RetryInterval>
```

- **SkipBackup:** Allowed values: Yes/Prompt/No. If the connection test detects that the current connection is slow, this option describes what to do in that situation. In case "Yes" is set, it will skip the backup, "Prompt" will ask the user whether to continue this test or not, and in case "No" is set - backup will continue. If the connection test is turned off on the current connection type:
  - **Yes** - will skip the backup;
  - **Prompt** - will prompt the user always on that connection;
  - **No** - backup will always happen.

Default value for the free version is "Prompt" for all connection types. For the Enterprise Edition this parameter is set to "Prompt" for the WAN connection type, and "No" for all other connection types.

Example of use:

```
<SkipBackup>Yes</SkipBackup>  
<SkipBackup>Prompt</SkipBackup>  
<SkipBackup>No</SkipBackup>
```

### Command line parameters

To automate Safe PST Backup Enterprise Edition, an administrator can use the command line utility **spbCmdRun.exe**, found in the product installation folder ("%ProgramFiles%\4Team Corporation\Safe PST Backup\" by default).

The following syntax should be used:

```
spbCmdRun.exe [command [/option]]
```

or, more detailed:

```
spbCmdRun.exe ? | start [/onFinish=unload/shutdown/nothing] | stop | break | unload | reloadconfig
```

Commands (all are not case sensitive):

- **?, /?, -?, help, /help, -help**  
Shows short help.

- **start**  
Start backup process immediately for the first enabled profile (despite the schedule).  
This command can have option “/onFinish” with the following values:
  - **/onFinish=unload**  
Exit application when overall backup process is finished
  - **/onFinish=shutdown**  
Shut down computer when overall backup process is finished.
  - **/onFinish=nothing**  
Resets option if it was previously set. When overall backup process is finished, continue working (do not exit application or shut down computer).  
Note: this option always overwrites the previously set option, i.e. to change “unload” to “shutdown” it is enough to use the “shutdown” option (use of “nothing” is not required).
- **stop**  
Stop the overall backup process when the backup of the currently processed PST is finished.  
If the backup process has not started, this command is ignored.
- **break**  
Cancel the backup process immediately.  
If the backup process has not started, this command is ignored.
- **unload**  
Cancel the backup process (if it is in progress) and exit the application immediately.
- **reloadConfig**  
Reload the config files. New parameter values are applied immediately, even if the backup process is already in progress. Therefore, it is recommended that the system administrator use **/stop** or **/break** first to avoid possible collisions.

If Safe PST Backup is already running, the command line utility passes valid command/options to the running application for execution.

If Safe PST Backup is not yet running, the command line utility will launch it. The only exception to this is when the command line utility is launched with the “help” parameter in which it shows the help information and does not launch Safe PST Backup.

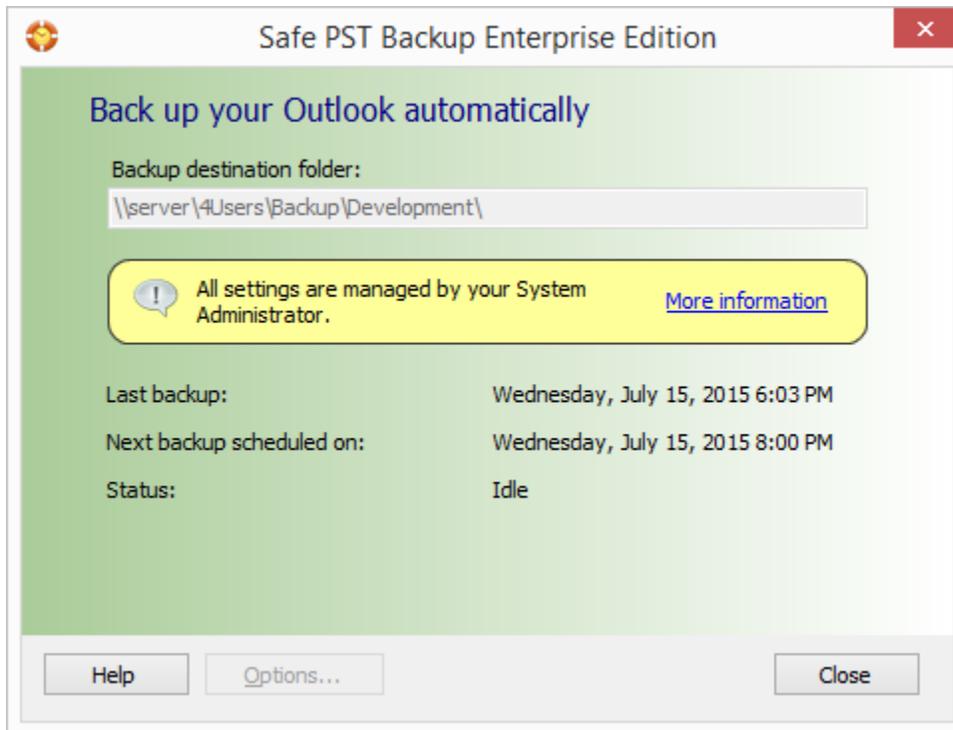
The command line utility without any command line parameters (or with invalid parameters) will only launch Safe PST Backup.

Refer to the subfolder \Documentation\CommandLineSamples\ within the product installation folder for samples.

## Administrative Mode

Safe PST Backup Client will be switched to Administrative Mode using the parameters described [above](#).

Administrative mode disables client reconfiguration on the main dialog. All the configuration changes must be applied in the Settings.config file.



## Free Edition

Differences from the Enterprise Edition are the following:

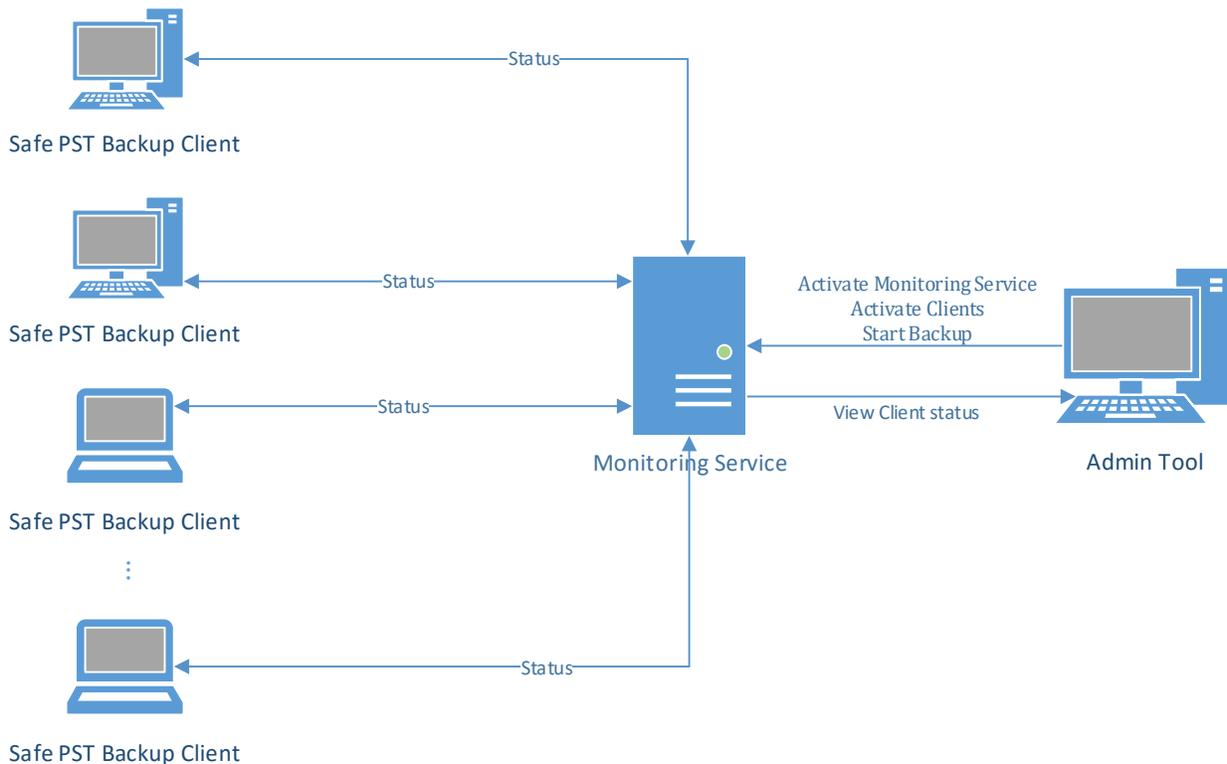
- Only the following 4 parameters are supported in the Free edition:
  - **DestinationPath**
  - **BackupType**
  - **Scheduling (with all sub-parameters and attributes)**
  - **PSTToBackup**
- The **DestinationPath** parameter doesn't allow Windows Environment Variables to be used.
- Only one **Profile** can be created.

- A **PSTToBackup** (List of PST Files to Backup) value of “\*” means “All PST Files within default Outlook profile”.
- The command line utility cannot be used.
- The installation is only available in the .EXE format.
- The Free Edition doesn’t require activation.

## Administration and Monitoring Module

Safe PST Backup Administration and Monitoring Module provides real time monitoring and management of PST files backup process, performed on multiple workstations by Safe PST Backup.

It consists of 2 parts – Monitoring Service and Administration Tool.



## Monitoring Service Installation and Configuration

Install the Safe PST Backup Monitoring Service on one of the workstations that is always on (preferably it should be server machine).

During installation please enter the current server IP/Hostname address and choose a port for it. This is used by Safe PST Backup client application and Admin Tool to submit and retrieve status data, so IP/Hostname and port should be accessible from all workstations with Safe PST Backup client installed.

Monitoring Service itself has no user interface. All information, warning and error messages of the service are logged in Windows application event log.

Email notification template about failed backup of monitored workstations can be modified. It can be found in the following folder: [Service installation path]\Data\email\_template.xml.

## **Administration Tool Configuration**

Administration tool can be installed on any workstation.

After installation, open the Administration tool and go to “Service -> Service Connections” in the top menu.

In the “Administration Tool Settings – Service Connections” dialog click “Add Server” button.

Enter the name for the service (any name may be used), the server hostname or IP address, and port of the server where the Monitoring Service is installed. Click OK.

Click “OK” in the main dialog.

You should now see the status of workstations that are connected to the Monitoring Service.

## **Monitoring Module Activation**

To activate Monitoring Module, on the Administration Tool go to “Help -> Activate...” enter the activation code and press “Activate”. You may choose to activate all licenses available or only a certain amount.

You may also activate the Monitoring Service using offline method by pressing the “Request Offline Activation...” on the activation dialog. To activate the Monitoring Module using offline method – license count and activation code must be filled out. Once they’re filled out press the “Generate offline request code”. Once you have the request code send an e-mail to us at [sales@4team.biz](mailto:sales@4team.biz) – we’ll reply with further instructions.

## **Administration Tool – Safe PST Backup Client Activation**

There are two possible ways to activate Safe PST Backup clients from Administration Tool - online and offline methods.

The Online activation method requires workstation that has the Monitoring Service with access to the Internet. Offline Safe PST Backup client activation method does not require access to the Internet.

For this type of activation to work the “[UseMonitoringServiceActivation](#)” parameter should be set to “true” in Safe PST Backup client configuration file, the steps described under the “[Configuring Safe PST Backup Client with Monitoring Service](#)” have to be completed too.

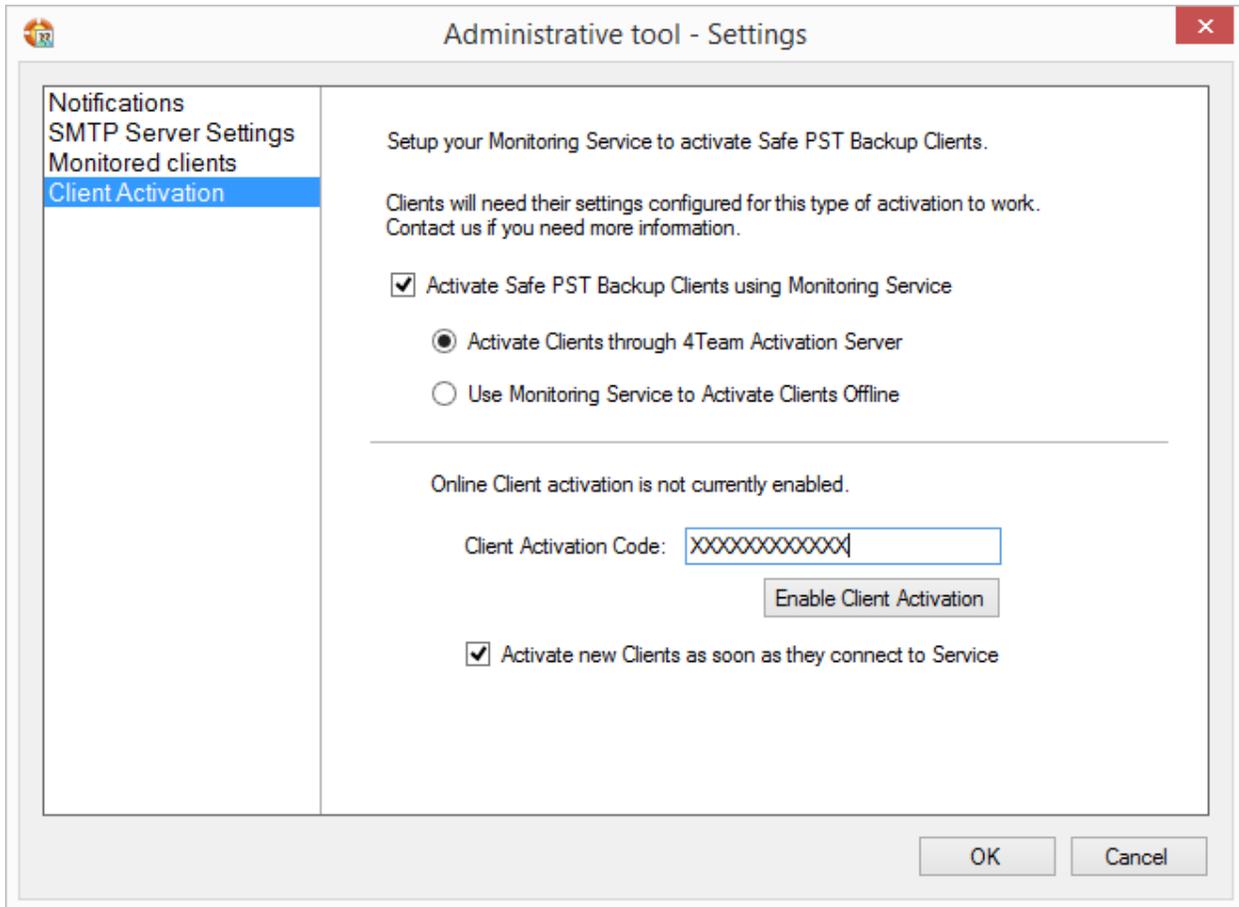
## **Online Safe PST Backup Client Activation**

This type of activation requires Admin Tool to be connected to Monitoring Service as described [here](#).

Go to Admin Tool Settings -> Service Settings.

Choose the “Client Activation” tab -> check the “Activate Safe PST Backup Clients using Monitoring Service” and then enter activation code.

You will be able to activate clients by pressing the right-mouse button on any client(s) and pressing the “Activate” button.



Optionally if you want to activate all your clients manually, uncheck the checkbox “Activate new Clients as soon as they connect to Service”.

## Offline Safe PST Backup Client Activation

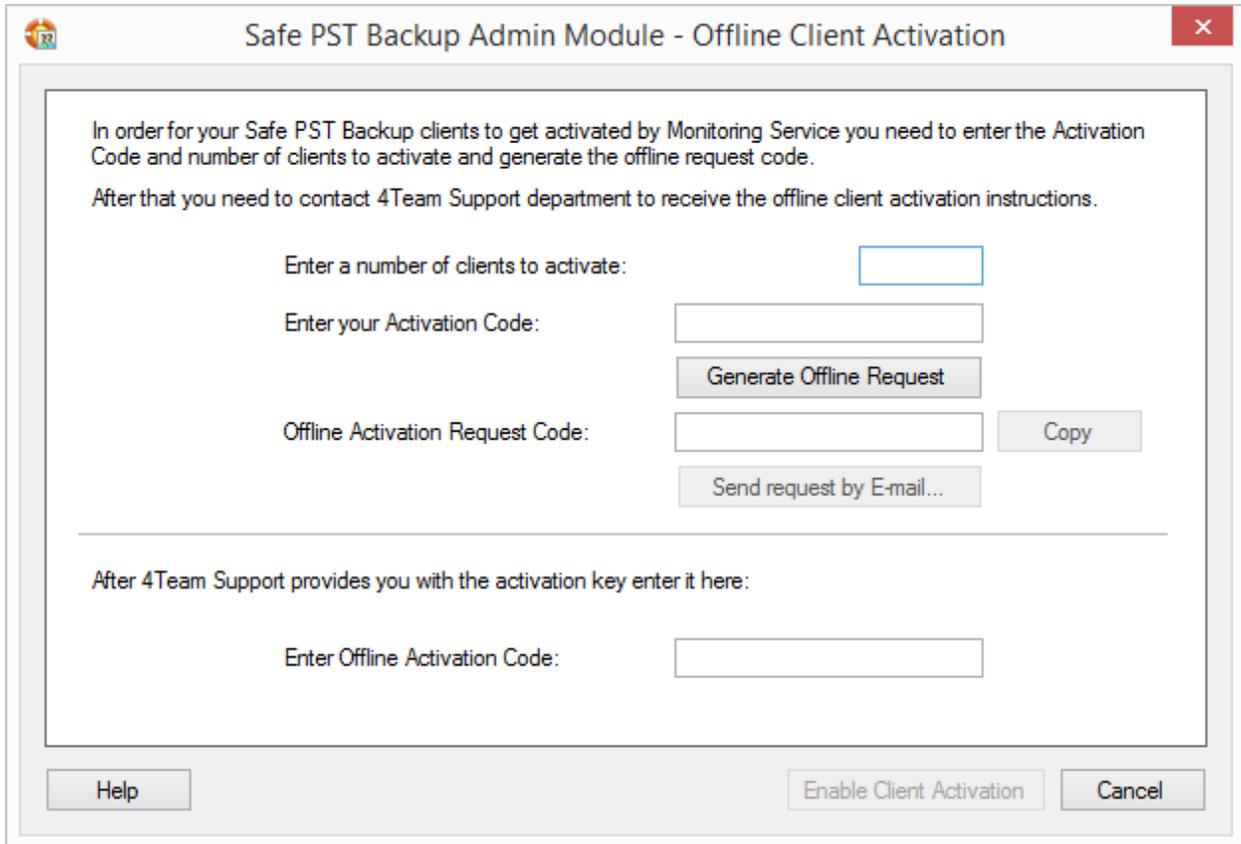
In order to use the offline Safe PST Backup Client activation, go to Admin Tool Settings -> Service Settings.

Choose the “Client Activation” tab -> check the “Activate Safe PST Backup Clients using Monitoring Service”.

Choose the “Use Monitoring Service to Activate Clients Offline”.

On the pop-up window enter the license count, license activation code and press the “Generate offline request”. Once you have the request code send an e-mail to us at [sales@4team.biz](mailto:sales@4team.biz) – we’ll reply with further instructions.

Once you successfully enabled the offline client activation, you will be able to activate Safe PST Backup clients by pressing the “Activate” option on the context menu on any client(s) selected.



**Safe PST Backup Admin Module - Offline Client Activation**

In order for your Safe PST Backup clients to get activated by Monitoring Service you need to enter the Activation Code and number of clients to activate and generate the offline request code.

After that you need to contact 4Team Support department to receive the offline client activation instructions.

Enter a number of clients to activate:

Enter your Activation Code:

Offline Activation Request Code:

---

After 4Team Support provides you with the activation key enter it here:

Enter Offline Activation Code:

## Monitoring Module Trial Version Limitations

The trial Safe PST Backup Administration and Monitoring package offers full functionality with the following limitations only:

- Up to 5 workstations are monitored
- 30 days limitation

## System requirements

Operating System		<p>Microsoft Windows XP Service Pack 2</p> <p>Microsoft Windows Server 2003</p> <p>Microsoft Windows Server 2008</p> <p>Microsoft Windows Server 2012</p> <p>Microsoft Windows Vista</p> <p>Microsoft Windows 7</p> <p>Microsoft Windows 8, 8.1</p> <p>Microsoft Windows 10</p>
Microsoft Outlook		<p>Microsoft Outlook 2002 (Outlook XP) with latest Service Pack</p> <p>Microsoft Office Outlook 2003 with latest Service Pack</p> <p>Microsoft Office Outlook 2007</p> <p>Microsoft Office Outlook 2010 32 bit</p> <p>Microsoft Office Outlook 2010 64 bit</p> <p>Microsoft Office Outlook 2013 32 bit</p> <p>Microsoft Office Outlook 2013 64 bit</p> <p>Microsoft Office Outlook 2016 32 bit</p> <p>Microsoft Office Outlook 2016 64 bit</p> <p>Limited support:</p> <p>Microsoft Outlook 2000 (without incremental backup functionality)</p>
Environment		Microsoft .NET Framework 3.5 SP1 (downloadable with .EXE install package)
Hardware	RAM	<p>Minimum: 512 MB</p> <p>Recommended: 2 Gb or more</p>
	CPU type	Pentium III-compatible or higher
	CPU speed	<p>Minimum: 500 MHz</p> <p>Recommended: 1 GHz or higher</p>
	HDD	1 GB hard disk space