Pitney Bowes Software

# Outlook Scanner

## User Guide

Spectrum™ Technology Platform

Data Discovery Module

Version 8

April 2013

Global IDs Product Suite® Outlook Scanner Manual

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# Outlook Scanner

## What it includes:

- About Outlook Scanner
- Scanning Outlook Files
- Working with scanned Outlook Files
    - Searching Outlook files for Domains

# About Outlook Scanner

Using **Outlook Scanner** you can scan emails (PST files) along with their attachments and also search for domains in them.

# Scanning Outlook Files

This topic teaches you to scan PST files along with their attachments.

To do so:

- Right click the desired system from the left hierarchy pane and select **Scan Outlook Files** option. **Scan Outlook Files** wizard appears.
- On Step 1 of the wizard:
  - Select a source.
  - Specify a directory or select appropriate checkbox to scan the entire system.
  - Choose the file types of email attachments to scan from the following options:
    - PDF (.pdf)
    - Flat File (.txt)
    - Rich Text Format (.rtf)
    - Excel (.xls and .xlsx)
    - Power Point (.ppt and .pptx)
    - Word (.doc and .docx)
    - Access 2007 Database File (.accdb)
    - Access (.mdb)
    - Hypertext Markup Language File (.htm and .html)
    - Comma Delimited (.csv and .txt)
    - Pipe Delimited (.txt)
    - Tab Delimited (.tsv, .tab and .txt)
    - Java Source Code File (.java)
    - C++ Source Code File (.cpp and .cc)
    - C/C++ Source Code File (.c)
    - VBScript File (.vb)
    - Java Server Page (.jsp)
    - Hypertext Preprocessor File (.php)
    - Python Postscript File (.py)
    - C# Source Code File (.cs)
    - Text (.txt)
  - Select appropriate checkbox to scan compressed files.

**Figure 1: Scanning Outlook Files**

Click **Next**.

- On Step 2 of the wizard:
  - select the appropriate radio button to run the task now or schedule it for a later time
  - Assign a priority level by choosing between five priority options **(Background, Low, Normal, High, Critical)**
  - Select the **Run tasks in parallel** check box to enable running more than one task at the same time and specify **Maximum tasks to run in parallel**
  - You can also add time restrictions by clicking on the **Add Time Restrictions** link

Click **Finish**.

## Viewing scanned Outlook files

Scanned PST files and their attachments appear in a separate explorer pane. You can view this explorer pane from the **Scanned Files** tab on the right display pane if a system from the left hierarchy pane is selected. In the explorer pane, you can select a drive or directory from the hierarchy on the left to view all scanned files in a table list view on the right.

**Figure 2: Viewing scanned files**

# Working with scanned Outlook files

You can search for domains in the scanned files.

## Searching Files for Domains

Actions in grey need to be completed sequentially before the current action is performed. The current action is marked in red.

**Pre-requisites**

- Scan Outlook Files
- Search Domains

This topic teaches you to search domains in the searched files.

To do so:

- Right click a system from the left hierarchy pane and select **Search Domains** option. **Search Domains** wizard appears.
- On Step 1 of the wizard:
  - Select the drive where the files in which you want to search domains are located. You may choose to search the entire drive by selecting the appropriate checkbox.

Click **Next**.

- On Step 2 of the wizard appears if you de-select Search Entire Drive checkbox:
  - Select the files in which you want to search domains.

Figure 3: Search domains - step 2

Click **Next**.

- On Step 3 of the wizard:
  - Select **domains** (from a list of pre-defined domains bundled with the software) that you would like to search.

Figure 4: Search domains - step 3

Click **Next**.

- On Step 4 of the wizard, you can:
  - Specify appropriate keywords for the selected domains to filter the search and reduce the number of false positives. This step is optional.

**Figure 5: Search domains - step 4**

Click **Next**.

- On Step 5 of the wizard specify the following parameters:
  - Minimum number of matches
  - Select **Apply Match Threshold %** checkbox to the change default matching threshold.
  - To search a file for multiple domains select the appropriate checkbox and specify the number of domains to number of domains to search.
  - Check the appropriate checkbox to:
    - upload matched file(s) to server
    - rerun domain scan for previously scanned files
    - store offsets for matched values

**Figure 6: Search domains - step 5**

Click **Next**.

- On Step 6 of the wizard:

- Select the appropriate radio button to run the task now or schedule it for a later time.
- Assign a priority level by choosing between five priority options **(Background, Low, Normal, High, Critical)**
- Select the **Run tasks in parallel** check box to enable running more than one task at the same time and specify **Maximum tasks to run in parallel**
- You can also add time restrictions by clicking on the **Add Time Restrictions** link

Click **Finish**.

## Viewing searched domains

**Domain Search Results** tab at system level displays all files in which the selected domains are found. The hierarchical table view also displays details like mail to, mail from, mail date, mail cc and mail bcc. You can view the data if you select a file from the hierarchical table view.

**Figure 7: Viewing searched domains**

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