Kernel

for Attachment Management

User Guide

Contents

1 Introduction to Kernel for Attachment Management

Welcome to the user manual for Kernel for Attachment Management, the most effective and convenient tool to manage MS Outlook email attachments. This user manual provides step by step guidelines on using Kernel for Attachment Management.

1.1 Using this Manual

This user manual is intended to guide users on using Kernel for Attachment Management. We suggest that first time users should read this user manual completely and carefully before proceeding to use the software. However, if you are an experienced user, you can use the table of contents to find out information pertaining to the tasks that you need to perform.

You can use the table of contents to navigate through different sections of this user manual. The table of contents lists all the sections that are contained in this user manual in chronological order.

1.1.1 List of Abbreviations

Certain abbreviations have been used throughout this manual. For a clear understanding of the contents of this user manual, please go through the list of abbreviations, mentioned below, before reading the manual.

PST: Personal Storage File

MS: Microsoft

RAM: Random Access Memory

MB: Mega-Byte

GB: Giga-Byte

1.2 About Kernel for Attachment Management

Kernel for Attachment Management is an effective utility, which has been designed to manage Outlook attachments. The software automatically manages the size of the PST file by moving the attachments to another location on your computer's hard disk leaving a shortcut for that attachment in the email. Kernel for Attachment Management has proven itself the best attachment manager for Outlook as it encompasses the functionality of three different tools:

Outlook Email Attachment Processor: Automatically processes incoming emails with attachments and saves the processed attachments into a folder on your computer's hard disk instead of saving the attachments in the PST file.

Outlook Zip Attachment Processor: Automatically archives the attachments into the Zip file and saves the zipped attachments at the desired location. It also allows you to password-protect the zipped attachments so that no one can access the attachments without specifying the password.

Outlook Blocked Emails Processor: Enables you to manage the emails with blocked attachments. Outlook automatically blocks incoming emails that contain suspected attachments, the attachments that can be harmful to your computer, the PST file, and emails. It allows you to specify the file's extensions that should not be processed and that should be processed.

Kernel for Attachment Management is compatible with MS Outlook 2000, Outlook 2002, Outlook XP, Outlook 2003, Outlook 2007, Outlook 2010, Outlook 2013, Outlook 2016, and Outlook 2019. You can install the software on Windows 98, Windows NT, Windows 2000, Windows 2003, Windows 2008, Windows XP, Windows Vista, Windows 7, Windows 8/8.1, and Windows 10. Kernel for Attachment Management is available for a free trial of 30 days with full functionality. One can evaluate the software during the trial period before making a purchase to test the software features.

1.3 Salient Features

This tool helps in managing PST size by automatically extracting attachments from incoming emails, emails stored in a selected folder in mailbox, or emails stored in all folders in your mailbox. After extracting the attachments, the software saves them on your computer's hard disk leaving a short cut for the moved attachments in their respective email messages.

Salient features of Kernel for Attachment Management include:

- Supports Microsoft Exchange Server and Internet mail (POP3 / IMAP)
- Automatically processes all incoming email messages having attachments
- Automatically renames the attachments based on the selected file renaming option
- Saves attachments in the form of .zip files
- Provides the option to password protect the .zip files
- Provides "Append a unique count in the file name," "Do not save file," and "Overwrite file" options to manage already existing attachments
- Supports all types of attachments
- Enables to compact the stored attachments
- Enables to restore attachments into their respective email messages
- Enables to manage logs
- Supports multiple rules for attachments' processing
- Provides an option to save the selected attachment-processing rule as a template
- Provides attachments' filter to let you specify the processing options

- Based on theprocessing options, the software processes attachments
- Marks the processed emails as read, unread, or marks with a flag
- Allows to copy or to move the processed attachment to another folder in your mailbox
- Enables to process the attachments instantly or to schedule a job for automatic processing of attachments

1.4 Why use Kernel for Attachment Management?

Kernel for Attachment Management should be used to avail the following benefits:

- To effectively manage the size of the PST file. Most of the space in the PST file is consumed by attachments. Kernel for Attachment Management moves those attachments to another location and makes space in the PST file for other incoming emails.

- To enhance the performance of Outlook. Microsoft Outlook takes more time to fetch data from large PST files in comparison to small-sized PST files.

- To enhance the security of attachments. Kernel for Attachment Management enables you to assign a password to attachments to make them secure from intruders.

- To protect the PST file from corruption. If the PST file reaches its maximum size limit, then the PST file can also be damaged. If the file gets damaged, then you may need to face data loss. Therefore, Kernel for Attachment Management also keeps you away from the nightmare of data loss.

- To save your time that you spend to manually managing the attachments

- To protect your mailbox from suspicious emails.

2 Getting Started

Now that you have understood the features and potential of Kernel for Attachment Management, you are ready to get hands-on experience of the software. To start repairing .doc files, you will first need to download and install this software.

It is strongly recommended that before installing Kernel for Attachment Management, you should go through the installation pre-requisites for the software so that it can be assured that your computer is appropriately configured to run the software.

2.1 Installation Pre-requisites

The various pre-requisites for installing and running Kernel for Attachment Management can be broadly classified into two major categories – Hardware requirements and Software requirements.

2.1.1 Hardware Requirements:

The hardware requirements for installing the software are as follows:

- Pentium Class Processor

- Minimum 64MB RAM (128 MB recommended)

- 50MB for Software installation

- Disk Space - Enough space to store the attachment files

> ✍ You should have at-least 10 MB of free disk space if you want to save a 10 MB attachment files.

2.1.2 Software Requirements:

The software requirements for installing the software can further be grouped into two categories – Operating system requirements and MS Office version requirements.

The requirements are as follows:

2.1.2.1 Operating System Requirements
Supported operating systems:

- Windows 10

- Windows 8/8.1

- Windows Vista

- Windows XP

- Windows 2007

- Windows 2003

- Windows NT

- Windows 98

- Windows 95

2.1.2.2 MS Outlook Version Requirements

Supported MS Outlook versions:

- MS Outlook 2000

KERNEL DATA RECOVERY

- MS Outlook 2002

- MS Outlook 2003

- MS Outlook 2007

- MS Outlook 2010

- MS Outlook 2013

- MS Outlook 2016

- MS Outlook 2019

2.2 Downloading Kernel for Attachment Management for the First Time

After checking your computer with the prescribed system requirements for Kernel for Attachment Management, you can download and install the software on your computer.

If you want to try using Kernel for Attachment Management before buying it, you can download the evaluation version from the following link:

https://www.nucleustechnologies.com/attachment-management.html

> ✍ The trial version of Kernel for Attachment Management is also available, with which you can evaluate and analyze the capabilities of the software. You can use Kernel for Attachment Management absolutely free for 30 days without any limitation.

2.3 Install Kernel for Attachment Management

After downloading the installer file for Kernel for Attachment Management, you can install the software by running the file. To install Kernel for Attachment Management:

1. Double-click the Kernel for Attachment Management installer.
2. Follow the on-screen instructions. The **Setup Installation Complete** screen will be displayed.
3. Click **Finish** to launch the software.

After you have completed the software installation process, a shortcut to start the software will be added to the Windows Start menu. Because the software works as an add-on for MS Outlook, a button named **Attachment Management** is also added to the **Tool**bar of MS Outlook. In addition, an option "Attachment Management" is listed in the **Tools** menu of MS Outlook. Therefore, you are provided flexibility to access the software in three different ways – "From Windows Start menu," "From Tools menu in Outlook, and "From the

Toolbar of MS Outlook."

2.4 Uninstall Kernel for Attachment Management

You may need to uninstall and re-install Kernel for Attachment Management. To uninstall Kernel for Attachment Management:

1. Click the Start>All Programs>Kernel for Attachment Management>Uninstall Kernel for Attachment Management.

    A warning message will be displayed.

2. Click **'Yes'** to uninstall Kernel for Attachment Management.

    > ✎ Before proceeding to uninstall Kernel for Attachment Management, you must ensure that the software is not running.

You can alternatively uninstall Kernel for Attachment Management from the **Control Panel** by performing the following steps:

1. Click the **Start Menu ⏷ Control Panel** and then double click the **Add or Remove Programs** icon.

2. Select **Kernel for Attachment Management** and click **Remove**.

    A warning message will be displayed.

3. Click **'Yes'** to uninstall Kernel for Attachment Management.

3 Software Interface

Kernel for Attachment Management has a self-descriptive interface. One with basic knowledge about using a software application can easily use the software to process attachments in Outlook.pst file. The user interface of Kernel for Attachment Management is further explored under the following sub-headings:

- Menu Bar
- Buttons Used

3.1 Menu-bar

The menu bar comprises three sub-menus that contain various options to help you process and manage attachments in your mailbox. Following are the menus in the menu bar:

- Rules
- Tools

- About

3.1.1 Rules

This menu provides you options to create a new rule based on which the software will process the attachments. Apart from providing options to create a new rule, various other options, such as edit rule, delete rule and move rule to help you process emails containing attachments are also embedded in the software. When you start the software, the options under the Rules menu appears, as shown in the following figure:
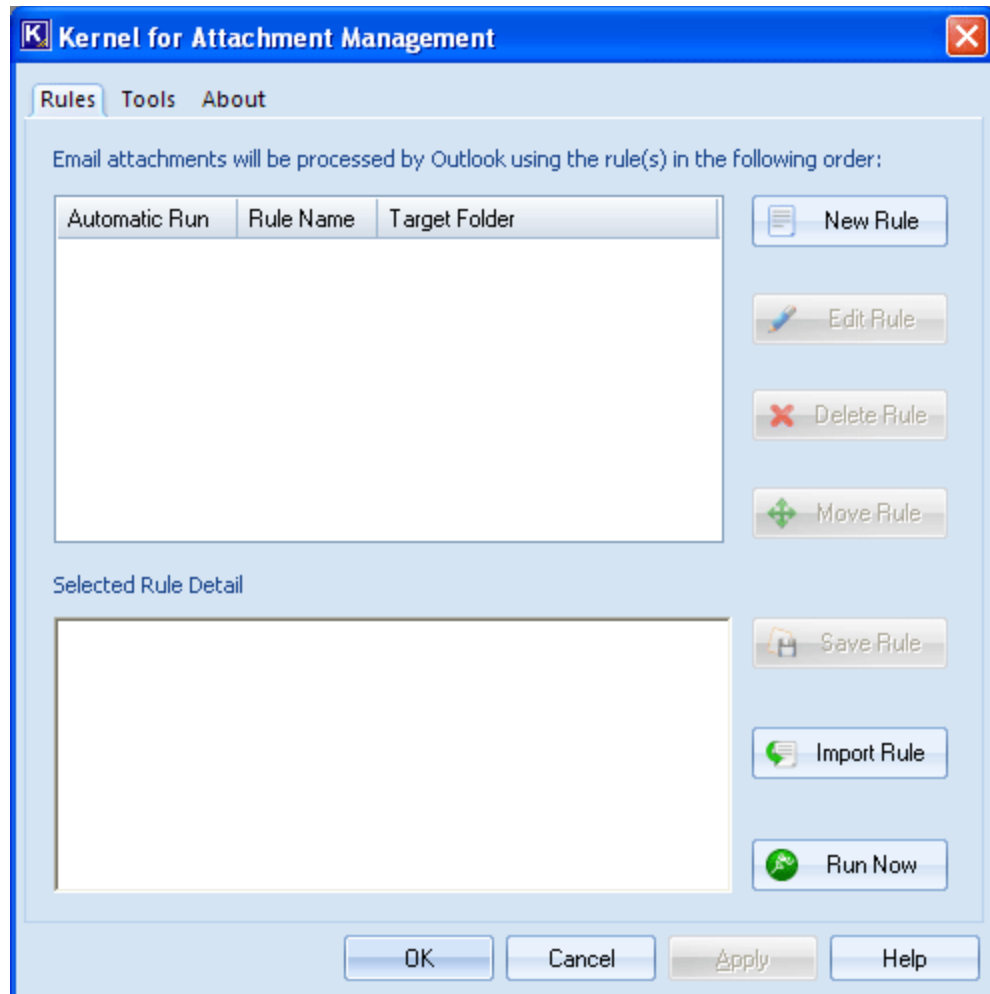

Figure 3.1: Rules Menu

Menu items Rules menu:

Field Name	Field Description
New Rule	Creates a new rule to process emails
Edit Rule	Modifies the selected rule
Delete Rule	Deletes the selected rule
Move Rule	Moves the rules up or down to set their execution priority
Save Rule	Saves the rule as a template on your computer
Import Rule	Imports the saved rule into the software for emails processing
Run Now	Immediately executes the selected rule

3.1.2 Tools

This menu provides you various options to manage the processed attachments. For example, you can compact the processed attachments. The Tools menu appears, as shown in the following figure:
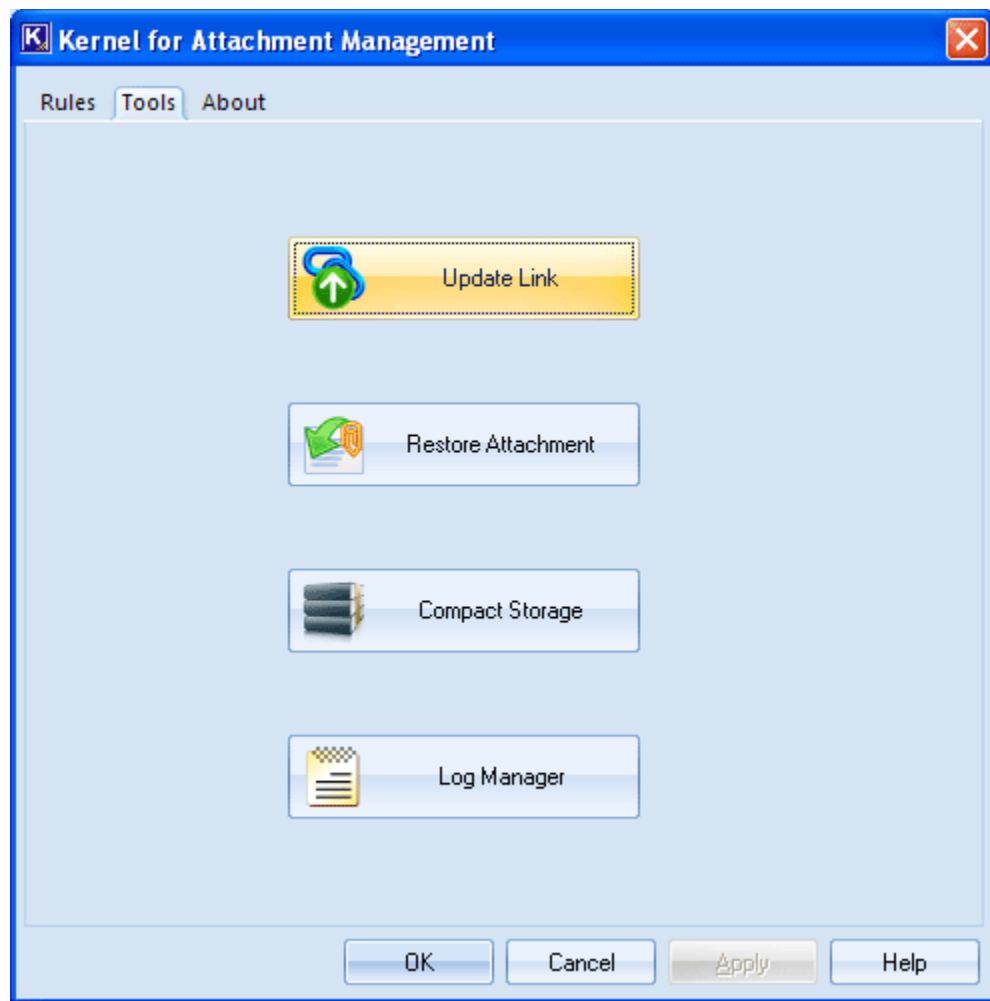
Figure 3.2: Tools Menu

Options available in the **Tools** menu:

Field	Field Description
Update Link	The Update Link option opens a dialog box to help you update the link of the storage area where you have saved processed attachments so that the software can access the attachments through their shortcuts in emails.
Restore Attachment	Opens a dialog box to help you restore the processed attachments to the PST file from where they were processed.
Compact Storage	Opens the Compact Storage dialog box to help you reduce the size of the storage from where the emails are processed.

3.1.3 About

This menu provides information about the current version of the software and support.

3.2 Buttons Used

Apart from the standard options available in the menu-bar and the tool-bar, the following are the other main buttons:
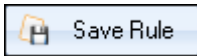
Button	Description
New Rule	Creates a new rule to process emails.
Edit Rule	Modifies the selected rule.

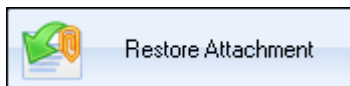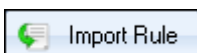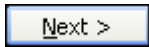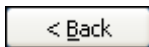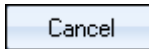|	
✗ Delete Rule	Deletes the selected rule.
✛ Move Rule	Moves the rules up or down to set their execution priority.
Save Rule	Saves the rule as a template on your computer.
Import Rule	Imports the saved rule into the software for email processing.
Run Now	Immediately executes the selected rule.
Update Link	After you have processed attachments, a shortcut is left in the email. When you click that shortcut, the software opens the related attachment. But, if you change the location of the processed attachments then the software will not be able to open the attachment. The Update Link option opens a dialog box to help you update the link of the storage area where you have saved processed attachments so that the software can access the attachments through their shortcuts in emails.
Restore Attachment	Opens a dialog box to help you restore the processed attachments to the PST file from where they were processed.
Compact Storage	Opens the Compact Storage dialog box to help you reduce the size of the storage from where the emails are processed.
Import Rule	Imports the already created rule.
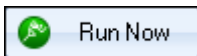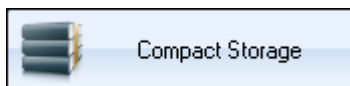
Undo	Undo the changes made.
Apply	Applies the changes made.
Next >	Navigates you to the next window in the current process.
< Back	Takes you to the back window in the current process.
Cancel	Closes the software.
Help	Opens the help file.
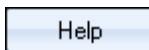
4 Using Kernel for Attachment Management

4.1 Create the Attachment Processing Rule

Now that you have a complete familiarity with the user interface of Kernel for Attachment Management, you are ready to manage Outlook email attachments. To start with the software, you will first need to create attachment processing rules. Follow these simple steps to create attachment processing rules:

1. Launch the Software. The main window of Kernel for Attachment Management appears:
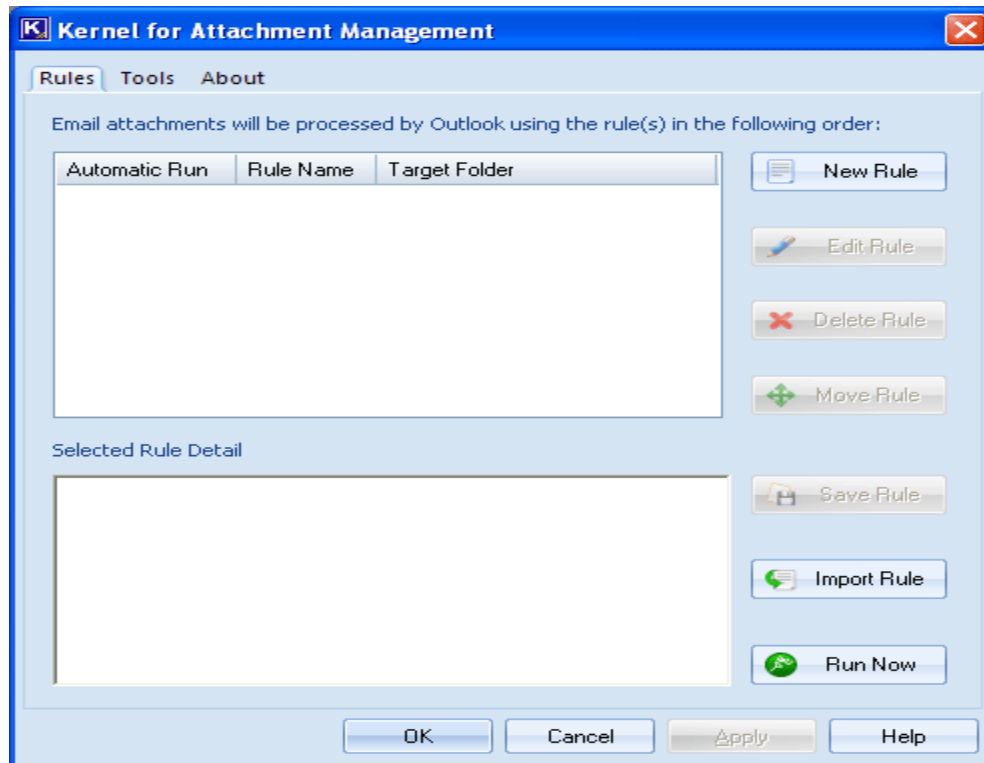

Figure 4.1: Main Window

2. Click the **New Rule** button. The "General Settings" page of the "New Rule Wizard" appears:
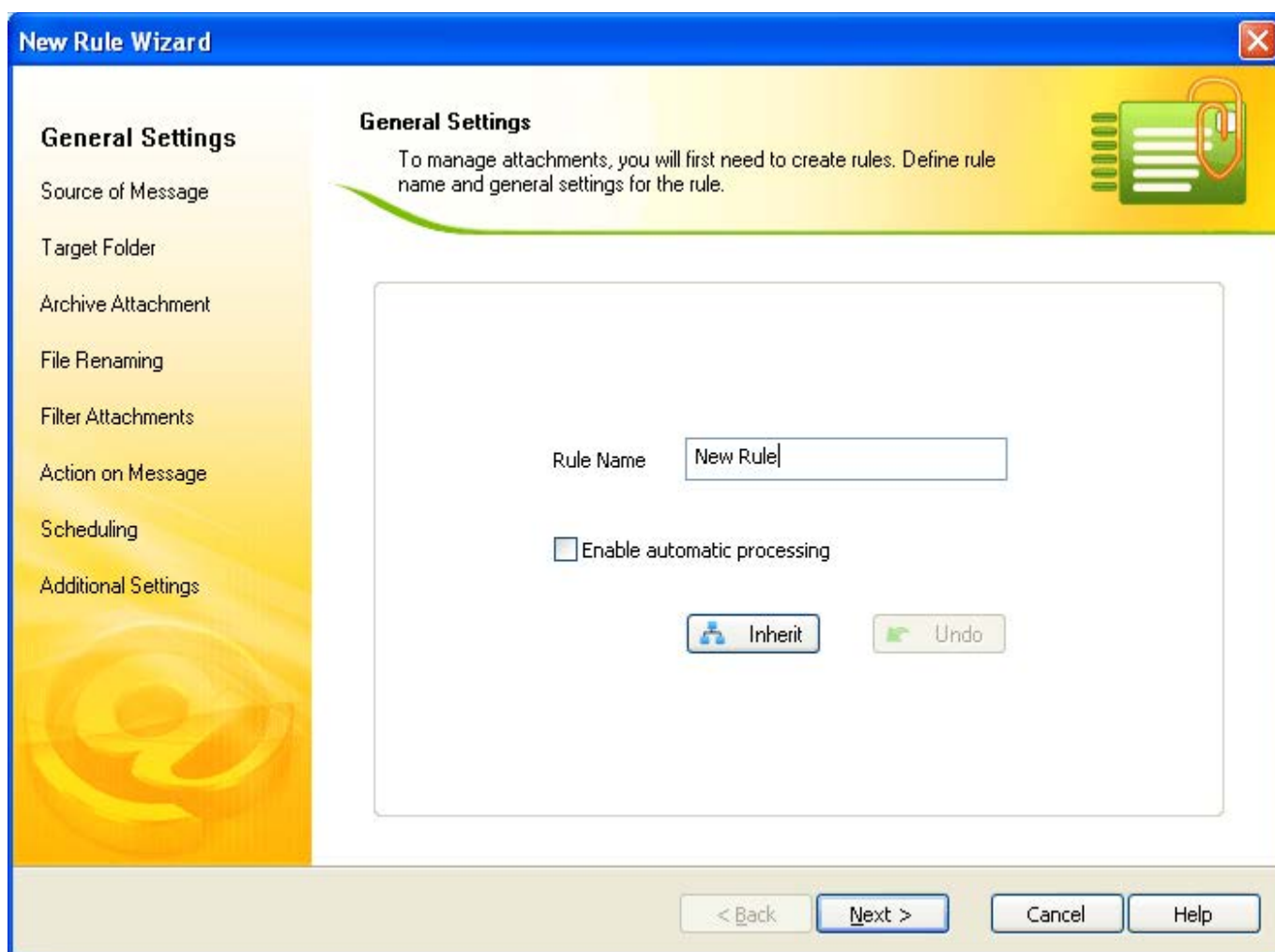
Figure 4.2: General Settings

"General Settings" page of the New Rule Wizard includes these fields:

Field	Description
Rule Name	Type a name for the rule in the **Rule Name** text box.
Enable automatic processing	Select the **Enable automatic processing** checkbox to configure the software to process the attachments automatically.
Inherit	Click the **Inherit** button to import an existing rule.

Undo	Click the Undo button to revert the changes.

3. After providing the required values in the "General Settings" page, click the **Next** button. The "Source of Message" page appears:
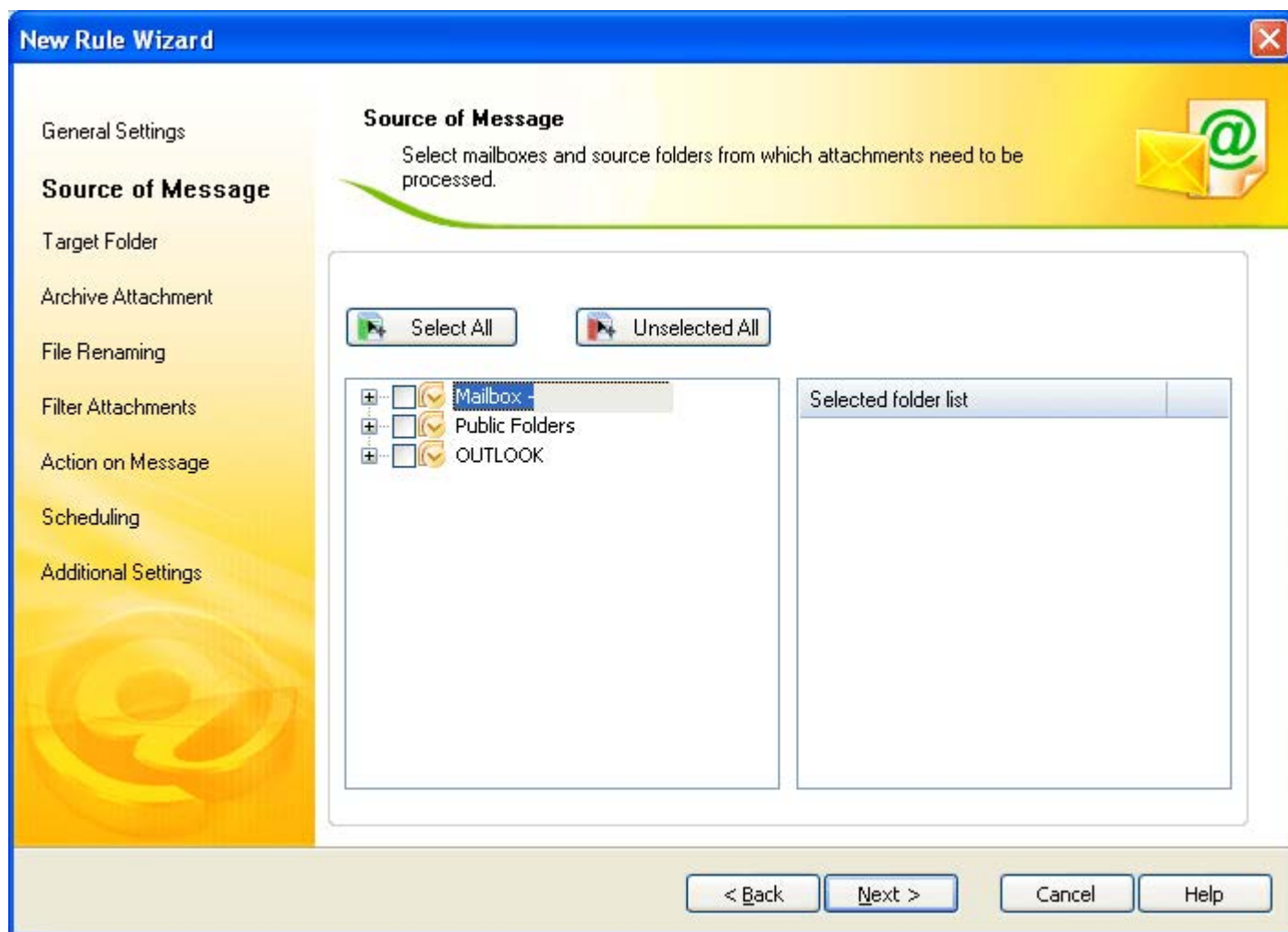

Figure 4.3: Source of Message

4. Select the folder(s) whose attachments you want to process. When you select the required folder all of the mailboxes contained in the folder get listed in the "Select folder list" section:
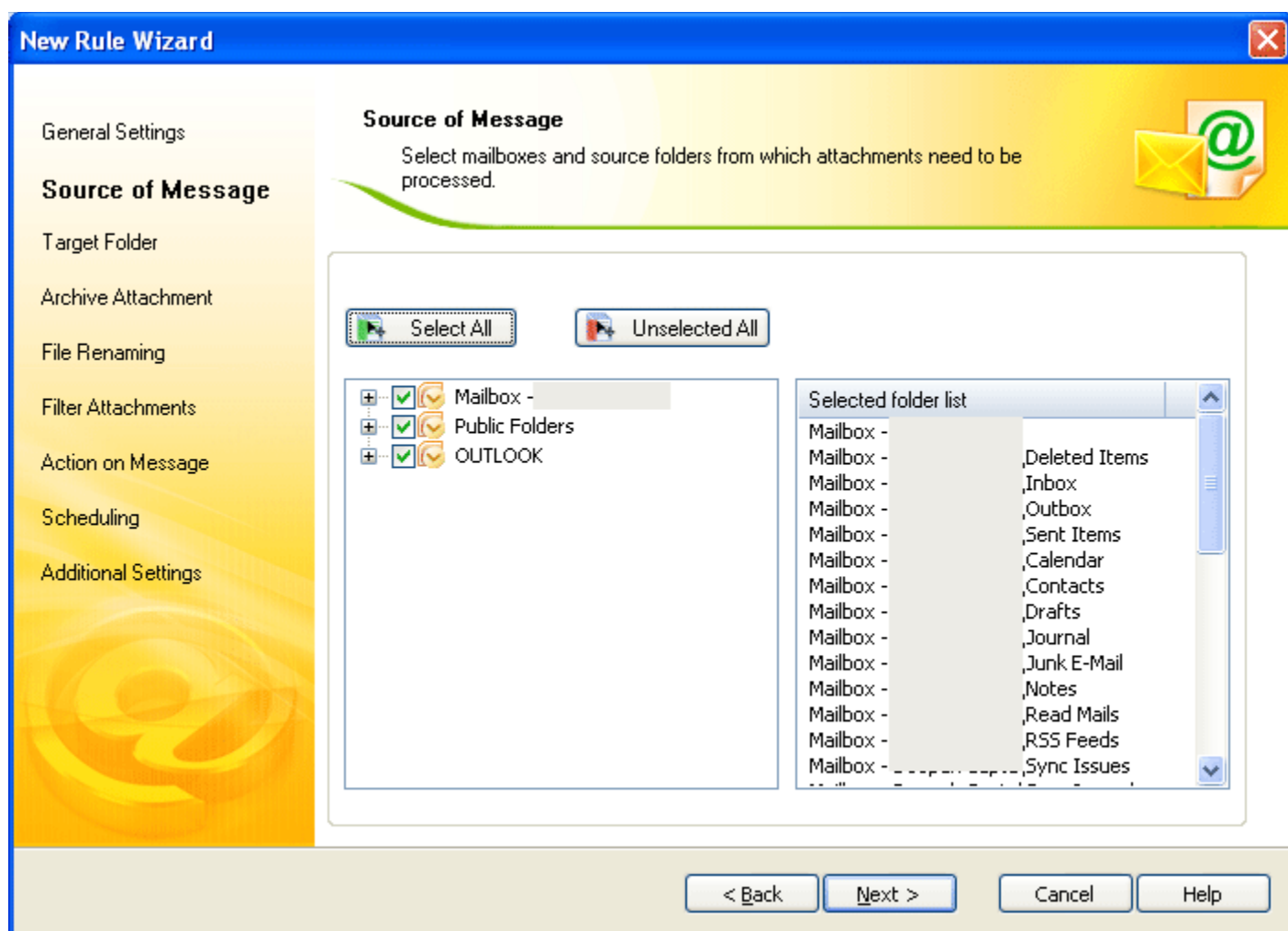
Figure 4.4 Selected Source of Message

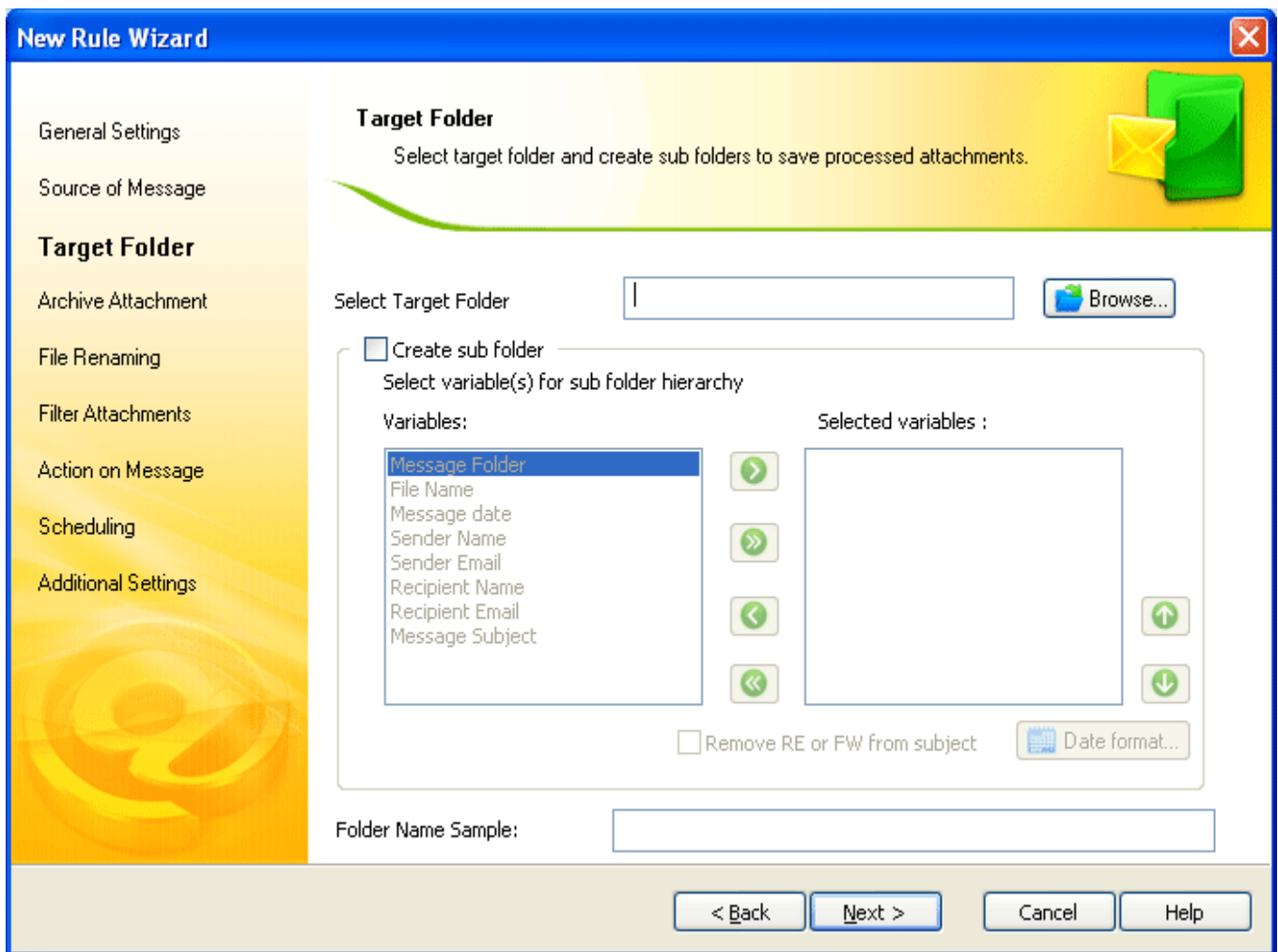5. Click the **Next** button. The "Target Folder" page appears:

Figure 4.5 Target Folder

"Target Folder" page of the New Rule Wizard includes these fields:

Field	Description
Browse	Click the **Browse** button to select a location where you want to save the attachments extracted from emails.
Create Sub Folder	Select the **Create subfolder** checkbox to create a hierarchy of subfolders at the specified location. You can select the following variables to create the hierarchy:

	1. **Message Folder**: Creates a subfolder with the folder name whose attachments are processed. For example, if the processed attachments have been stored in the Inbox, then the subfolder name will be Inbox.
	2. **File Name**: Creates a subfolder with the name of the processed attachment.
	3. **Message date**: Creates a subfolder based on the date on which the message is received or delivered.
	4. **Sender Name**: Creates a subfolder with the sender's name.
	5. **Sender Email**: Creates a subfolder with the sender's email address.
	6. **Recipient Name**: Creates a subfolder with the recipient's name.
	7. **Recipient Email**: Creates a subfolder with the recipient's email address.
	8. **Message Subject**: Creates a subfolder having the name similar to the email subject.
	Select the required variable in the **Variables** list box and use the following arrow buttons to move the selected variables into the **Selected variables** list box:
	1. Click the ⊙ button to move a single variable to the "Selected variables" list box.
	2. Click the ⊙ button to move all variables to the "Selected variables" list box.
	3. Click the ⊙ button to move a single variable to the "Variables list" box from the "Selected variables" list box.
	4. Click the ⊙ button to move all variables back to the "Variables list" box
Up Button	Use the ⊙ button to move a selected variable up in the hierarchy

Down Button	Click the button to move a selected variable down in the hierarchy.
Remove RE FW from subject	Select the **Remove RE FW from subject** checkbox if you want the software to delete **RE** or **FW** from the processed attachments.
Date Format	Click the Date Format button to select a date format.
Folder Name Sample	Displays a sample of the hierarchy based on the selected location and variables.

6.   After taking the required steps in the "Target Folder" page, click the **Next** button. The "Archive Attachment" page appears:

Figure 4.6 Archive Attachments

The "Archive Attachment" page of the New Rule Wizard includes these fields:

Field	Description
Zip Archive saved Attachment	Select the **Select to save attachment(s) in Zip file** checkbox. Now, select one of the following two options: **Place file attachments in Target folder with compression**: Provides following options based on which the software will compress the attachments:

	Do not compress File smaller than: Helps you specify the size of the attachment below, which the software will not process the attachment.
	
	Do not compress File with these file masks: Helps you specify the formats of the attachments that you do not want the software to process.
	
	Add Zip in target Folder: Modifies the ZIP name as par the variable selected in the drop-down list and adds the ZIP file in the target folder.
	Following are the variables from which you can select the required one to modify the name of the ZIP file:
	
	  1. **Message sender name**: Modifies the ZIP name according to the sender's name.
	
	  2. **Message sender email**: Modifies the ZIP name based on the sender's email address.
	
	  3. **Message Received Date**: Modifies the ZIP name as par the date on which the email is received. Click the **Date format** button to select a date format.
	
	  4. **Message subject**: Modifies the ZIP name according to the message's subject.
	
	  5. **Message subject without RE or FW**: Removes RE or FW from the message subject.

Protect Zip file with password	Select the Protect Zip file with a password checkbox if you want to protect the ZIP file with a password. If you select the checkbox then type a password value in the Password and Confirm Password text boxes.
Zip Sample	Displays a sample name of the .zip file along with the location where the zipped file will be saved.

7. Select required options in the "Archive Attachment" page and click the **Next** button. The "File Renaming" page appears:

Figure 4.7 File Renaming

"File Renaming" page of the New Rule Wizard includes these fields:

Field	Description
No change in the attachment file name	Select this option if you do not want to make any change in the attachment.

Attachment file name according to message	Select this option to make changes in the name of the attachment, based on the following variables: 1. Message sender name: Modifies the attachment name to the sender's name. 2. Message sender email: Modifies the attachment name to the sender's email address. 3. Message Received Date: Modifies the attachment name as par the date on which the email is received. Click the Date format button to select a date format. 4. Message subject: Modifies the attachment name to the message subject. 5. Message subject without RE or FW: Removes RE or FW from the message subject.
Attachment file name in advanced format	Select this option to make changes in the name of the attachment-based on the following advance variables. After selecting this option, click the **Variables** button to select one or more of the following variables: 1. **File Name:** Saves the attachment as per its file name. 2. **Message date:** Modifies the attachment name as par the message date. 3. **Sender Name:** Modifies the attachment name as par the sender's name. 4. **Sender Email:** Modifies the attachment name to the sender's email. 5. **Recipient Name:** Modifies the attachment name to the recipient's name. 6. **Recipient Email:** Modifies the attachment name to the recipient's email address. 7. **Message Subject:** Modifies the attachment name to match with the email subject.

	⚠ If you select more than one variable then a hierarchy in the attachment file name will be created based on the sequence of the selected variables.
Append a unique count in filename	Select this option to append a unique count in the new attachment, if an attachment with the same name already exists. The software enables you to select the counter format from existing counter formats. Click the **Counter Format** button to select a counter format as per your requirement.
Do not save file	Select this to configure the software to do not save the attachment if the attachment with the same name already exists.
Overwrite file	Select this to configure the software to overwrite the attachment if the attachment with the same name already exists.
File Name Sample	Displays a sample of the file name after renaming based on the options selected on the page.

8.   Select the required options in the "File Renaming" page and click the **Next** button. The "Filter Attachments" page appears:
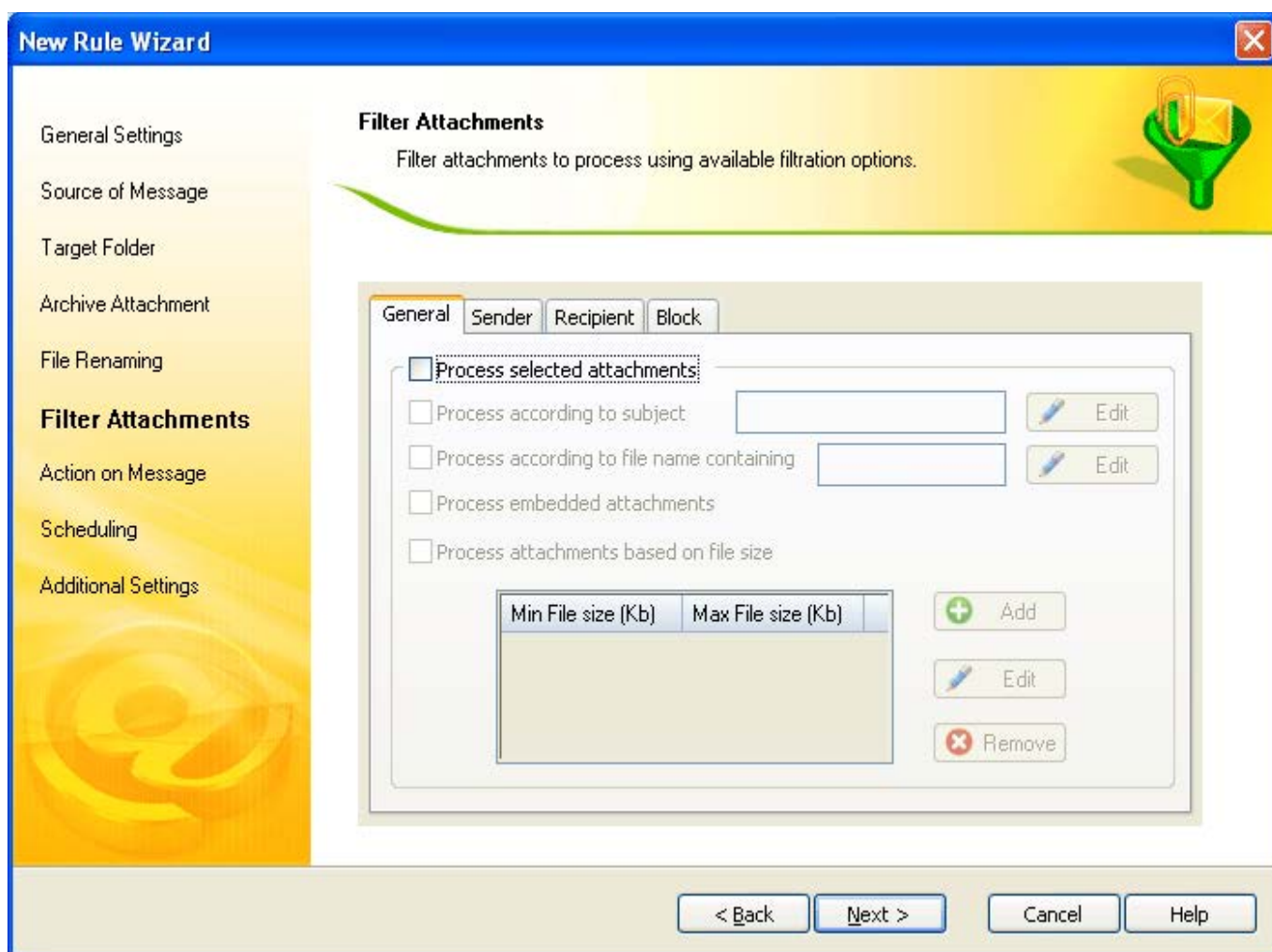
Figure 4.8 Filter Attachments

The "Filter Attachments" page enables you to specify filter conditions based on which the software will process the attachments. The page comprises the following four tabs that provide various options to specify filter conditions. The "Filter Attachments" page of the New Rule Wizard includes these fields:

Field	Description
General	Comprises general options like file name, subject, file size, etc. based on which the software will process the attachments. By default, all the options are disabled. To enable general options, select the **Process selected attachments** checkbox. Following are the options that you can select to direct the software to process attachments: 1. **Process according to subject:** Processes the attachments whose subjects contain the value specified in the **Process according to subject** text box.

	2. **Process according to file name containing**: Processes the attachments whose names contain the text specified in the **Process according to file name containing the** text box. 3. **Process embedded attachments**: Processes the emails containing embedded attachments. 4. **Process secured messages**: Processes the secured messages. 5. **Process File Size Only**: Processes the attachments that come in the range of specified file size. For example, if the minimum value is 200 kb and maximum file size is 500 kb, then the software will process the attachment(s) whose minimum size is 200 kb while the maximum can be 500kb. To specify the minimum and maximum value for the attachment size, click the **Add** button, and type the values.
Sender	Enables you to specify a list of senders based on which the software will process the attachments. For example, if you want to process the attachments coming from specific senders then you can specify their email addresses in the list. The software will process only those attachments that come from the specified email addresses. To add the sender's email addresses, execute the following steps: 1. Select the **Process attachments from selected Senders** checkbox and then click the **Add sender list** button. When you click the **Add sender list** button, the "Select allowed addresses" dialog box appears. 2. Now, select the Name only option and type *.* in the Search box and click the **Go** button. A list of the available Email IDs or the user name appears. 3. Double-click the user name that you want to add in the sender's list. The selected user name will appear in the **Addresses** text box. 4. Now, click the **OK** button. All of the selected users will be listed in the Selected Sender List section. ⬚ Click the **Import from CSV** button to add email addresses stored in a .csv file. ⬚ Click the **Remove Sender** button to delete the sender's email address from the list.

Recipient	Allows you to add the email addresses of some selected recipients depending on which the software will process the attachments. Select the **Process attachments from selected Recipient** checkbox and then execute the following steps: 1. Click the **Add recipient list** button to add recipients' email addresses in the list. When you click the **Add recipient list** button, the "Select allowed addresses" dialog box appears. 2. Now, select the Name only option and type *.* in the Search box and click the **Go** button. A list of the available Email IDs or the user name appears. 3. Double-click the user name that you want to add in the recipient's list. The selected user name will appear in the **Addresses** text box. 4. Now, click the **OK** button. All of the selected users will be listed in the "Selected recipient List" section. ⚑ Click the Remove Recipient button to remove the selected recipient from the list.
Block	Comprises the following options based on which you can allow or block some file types for processing: 1. **Mixed attachment type**: Select this option to specify the file types that you want the software to process and the file types that the software should not process. Click the **Edit file type** button to specify the file type. Select the **Include file type** option and the file types that you want to process or select the **Exclude file type** option to specify the file types that you do not want the software to process. 2. **Process particular attachment type**: Select this option to specify a particular file type that you want the software to process. Click the **Add new category** button to specify the file type. ⚑ Click the **Remove Category** button to delete the selected file type from the list. ⚑ Click the **Edit file type** button to modify the file type.

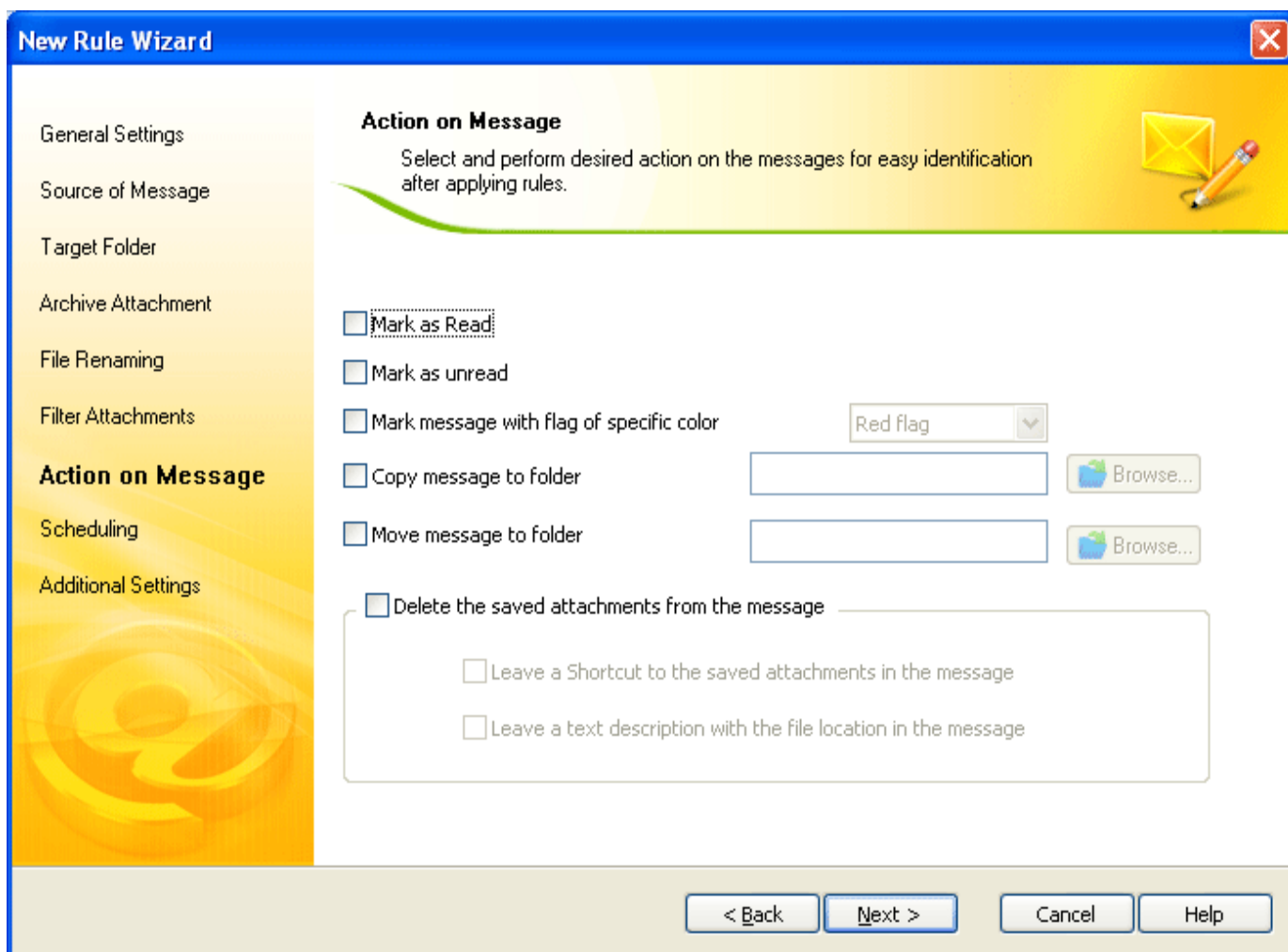9. Specify the filter conditions and click the **Next** button. The "Action on Message" page appears:

Figure 4.9 Action on Message

The "Action on Message" page of the New Rule Wizard includes these fields:

Field	Description
Mark as Read	Select this checkbox to mark the processed attachments as read.
Mark as Unread	Select this checkbox to mark the processed attachments as unread.

Mark message with flag of specific color	Select a flag type in the **Mark message with flag of specific color** drop-down list to add a flag in the processed attachment. You can select one of the following flag types: • Red flag • Blue flag • Yellow flag • Green flag • Orange flag • Purple flag • Complete flag • Clear flag
Copy message to folder	Select this checkbox to copy the processed attachment in another folder in the mailbox. After selecting this option, click the **Browse** button to select the folder in which you want to copy the processed attachments.
Move message to folder	Select this checkbox to move the processed attachment in another folder in mailbox. After selecting this option, click the **Browse** button to select the folder in which you want to move the processed attachments.
Delete the saved attachments from the message	Select this checkbox to delete the attachment after processing. When you select the checkbox, the following two options get enabled: 1. **Leave a shortcut to the saved attachments in the message**: Select this option to create a shortcut of the deleted attachments to the location where the processed attachments are saved. 2. **Leave a text description with the file location in the message**: Select this option to specify the location in the message where the processed attachments are moved.

10. Select the required option and click the Next button. The "Scheduling" page appears where you can specify date and time to automatically process the attachments:

Figure 4.10 Scheduling for Attachment Processing

The "Scheduling" page of the New Rule Wizard includes these fields:

Field	Description
Rule will be automatically executed	Select this checkbox to automatically process attachments. Once you have selected the checkbox, various scheduling options available on the page will be enabled.

Starting at	Specify the time in the **Starting at the** combo box on which the software starts processing the attachments. After specifying the start time, select the days on which you want the software to process attachments automatically.
Start date	Select a date in the **Start date** drop-down list from which you want the software to start processing.
End date	Select a date in the **End date** drop-down list to specify the date up-to- which the software should process the attachments.
No End Date	Select the **No End Date** option if you want the software to process attachments for an infinite period based on the specified starting time and days.
Apply This Rule To	Select **All Messages**, **Read Message**, or **Unread Message** option in the **Apply this rule to** drop-down list to process the attachments in All Messages, Read Messages, or Unread messages.
Ignore messages that have been processed earlier	Select the **Ignore messages that have been processed earlier** checkbox, if you do not want to reprocess the emails that are already processed.
Skip rollback information	Select the **Skip rollback information** checkbox, if you want to ignore the rollback information specified in the email messages. Rollback information is added in the processed email messages after restoring the processed attachments.

11. Click the Next button. The "Additional Settings" page appears that enables you to specify options to manage logs and the file, folder, and zip name:
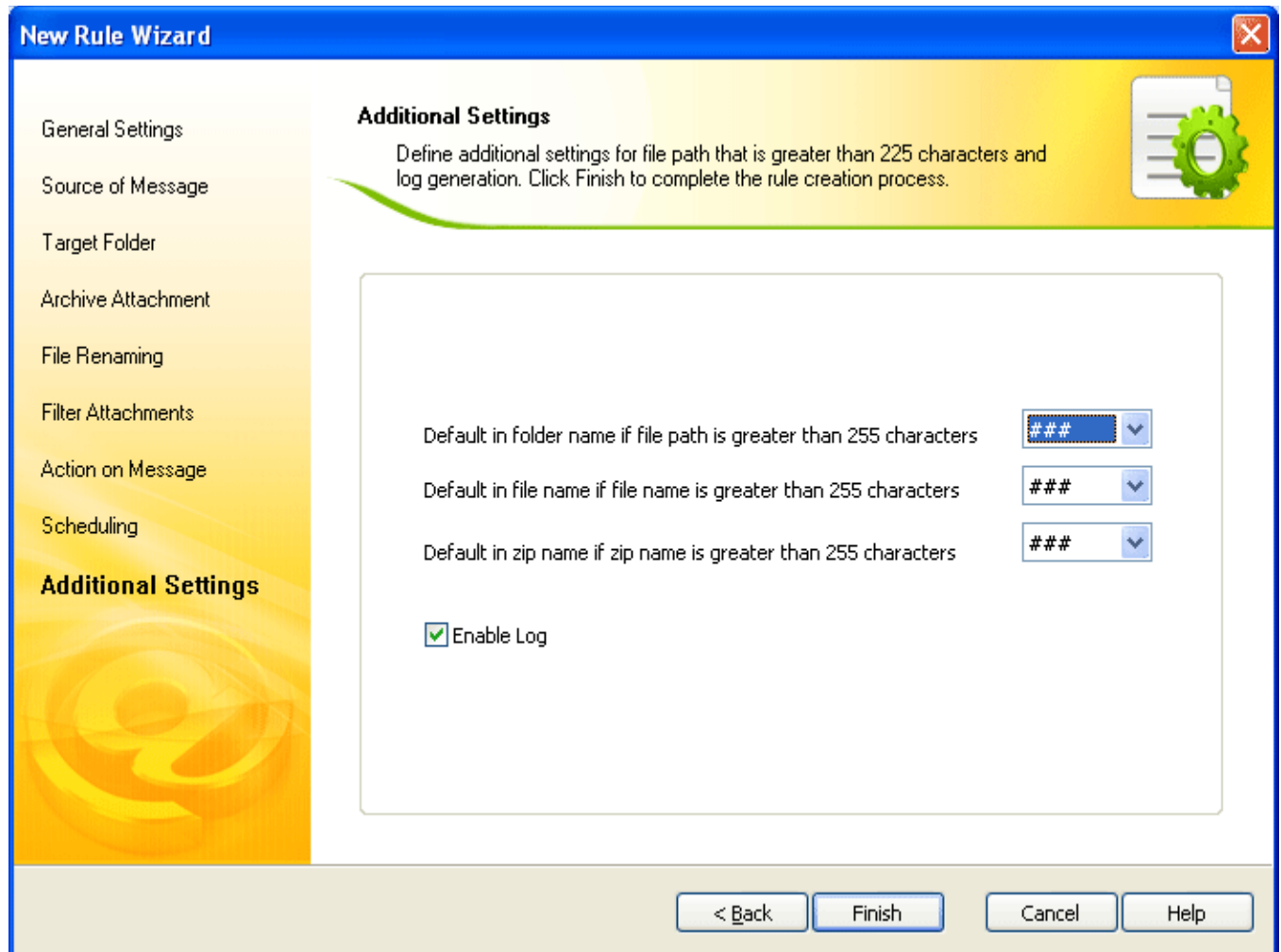

Figure 4.11 Additional Settings

"Additional Settings" page of the New Rule Wizard includes these fields:

Field	Description
Default in Folder Name if file path is greater than 255 characters	Select a pattern in the **Default in Folder Name if file path is greater than 255 characters** drop-down list to add the selected pattern with the folder name in case the file path exceeds 255 characters.
Default in File Title if file path is greater than 255 characters	Select a pattern in the **Default in File Title if file path is greater than 255 characters** drop-down list to add the selected pattern with the file title in case the file path exceeds 255 characters.
Default in zip name if zip name is greater than 255 characters	Select a pattern in the **Default in zip name if zip name is greater than 255 characters** drop-down list to add the selected pattern with the **Archive Title** in case the file path exceeds 255 characters.
Enable Log	Select the **Enable Log** checkbox to manage logs. When you select the **Enable Log** checkbox then the software will generate logs based on the settings you have done.

12. Click the **Finish** button.

The rule, according to which Kernel for Attachment Management will process attachments is successfully created. You can view the rule under the **Rules** tab on the software home window. The "Outlook will process e-mail attachment using the rules in the following order" section displays the **Rule Name, Target Folder,** and **Automatic** processing mode. While the details about the rule are displayed under the "Selected Rule Detail" section, as shown in the following figure:
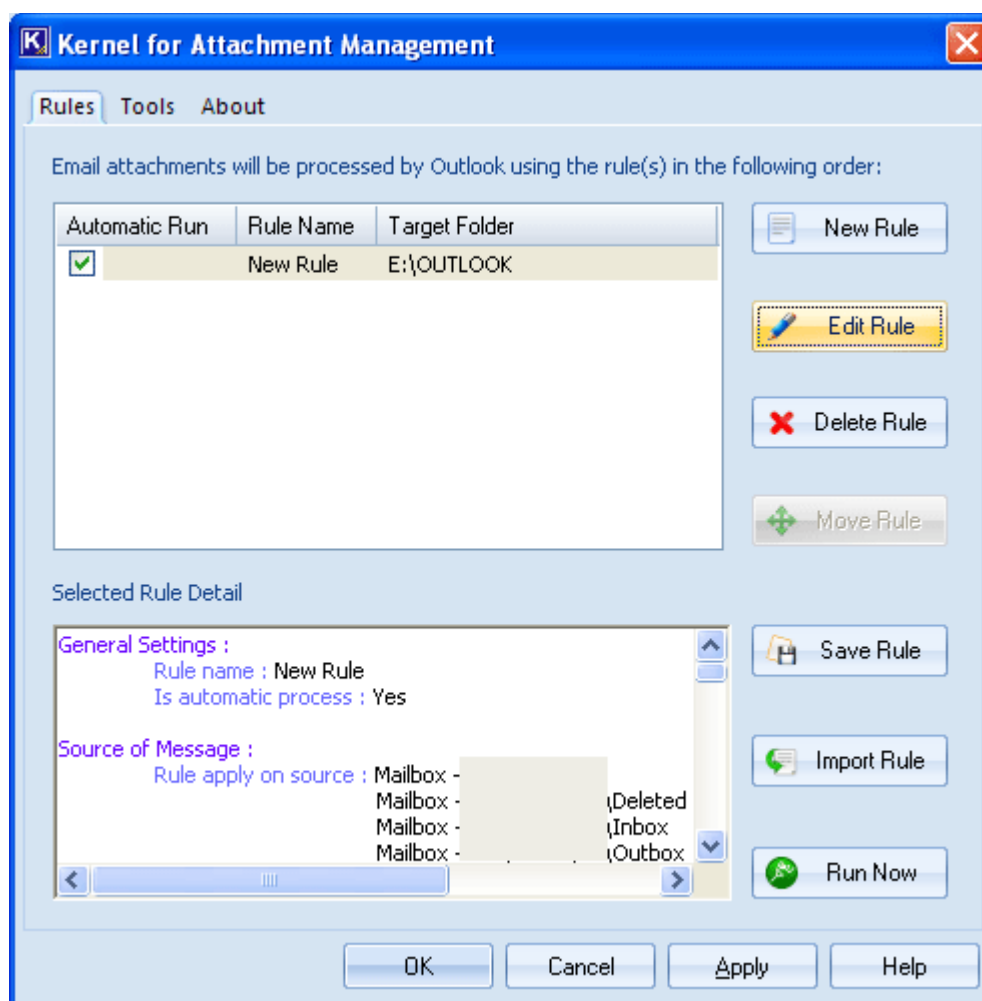
Figure 4.12 Created Rule

You can create as many rules as you want to process attachments. If you create more than one rules, than use the **Move Rule** button to set the priority of rules.

4.2 Edit the Attachment Processing Rule

Kernel for Attachment Management provides a feature to let you easily and quickly modify a selected rule. Execute the following steps to modify the selected rule:

1. Select the rule that you want to modify.

2. Click the **Edit** button. The "General Settings" page appears.

3. Make the required changes in the "General Settings" page and click the **Next** button. The "Source of Message" page appears.

4. Expand mailbox to change the folder whose attachments you want to process or add more folders in the "Selected folder list" list box.

5. Click the **Next** button. The "Target Folder" page appears.

6. Change the location to save the processed attachments and variables to create subfolders, if required.

7. Click the **Next** button. The "Archive Attachment" page appears.

8. Modify the selected options to compress the processed attachments and click the **Next** button. The "File Renaming" page appears.

9. Make required changes to rename the processed files and click the **Next** button. The "Filter Attachments" page appears.

10. Make modifications in the filter options and click the **Next** button. The "Action on Message" page appears.

11. Modify the actions that you want to perform on processed attachments if required, and click the **Next** button. The "Scheduling" page appears.

12. Modify the schedule to process attachments and click the Next button automatically. The "Additional Settings" page appears.

13. Make the required changes in the "Additional Settings" page and click the **Finish** button.

The changes made in the selected rule are reflected on the main window of the software under the **Rules** Tab.

4.3 Save Rule as Template

One of the amazing features of Kernel for Attachment Management is it facilitates you to save the selected rule as a template. The saved rule can be imported anytime to create a new rule in less time. Following steps help you to save the selected rule as a template:

1. Select the rule that you want to save as a template.

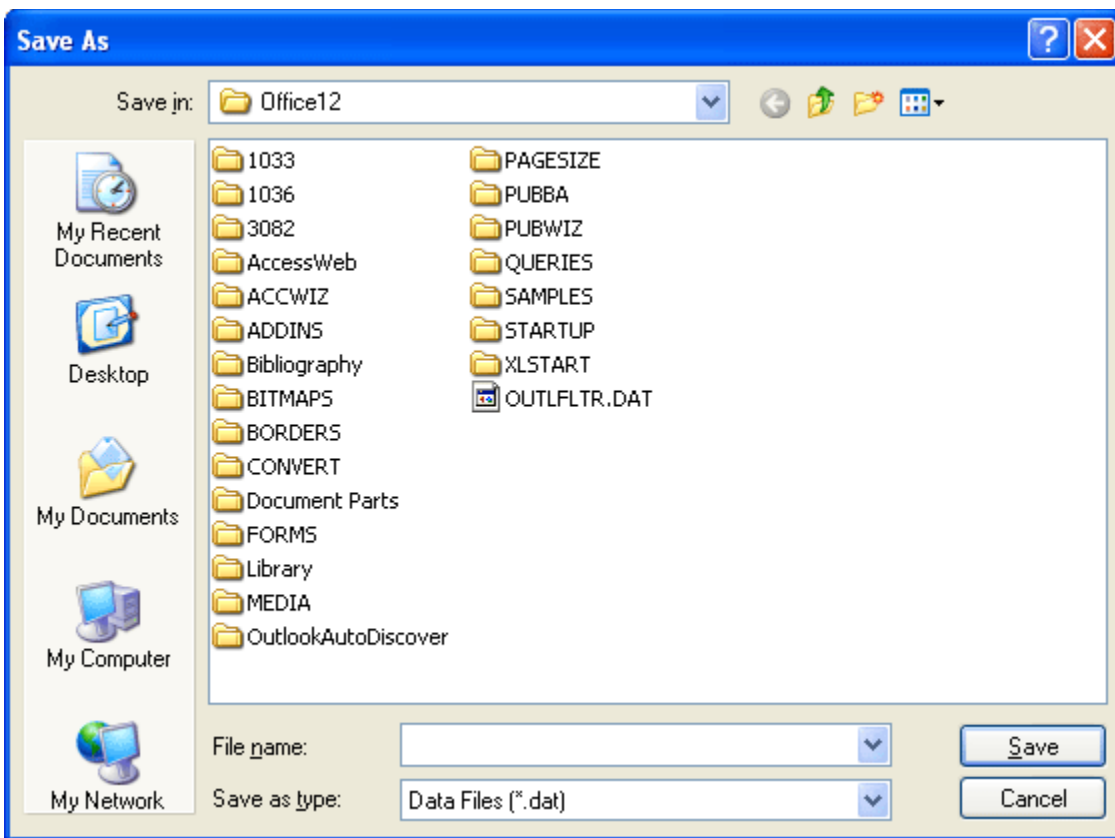2. Click the **Save Rule** button. The "Save As" dialog box appears:

Figure 4.13 Save as Dialog Box

3. Select a location to save the template.

4. Type a name for the template in the File name drop-down list.

5. Click the **Save** button.

The selected rule is successfully saved at the destined location with a .dat extension.

4.4 Import a Rule

Importing a rule saves the time that you spend to create a new rule for processing Outlook attachments. To import a rule, execute the following steps:

1. Click the **Import Rule** button on the **Rules** page. The "Open" dialog box appears:
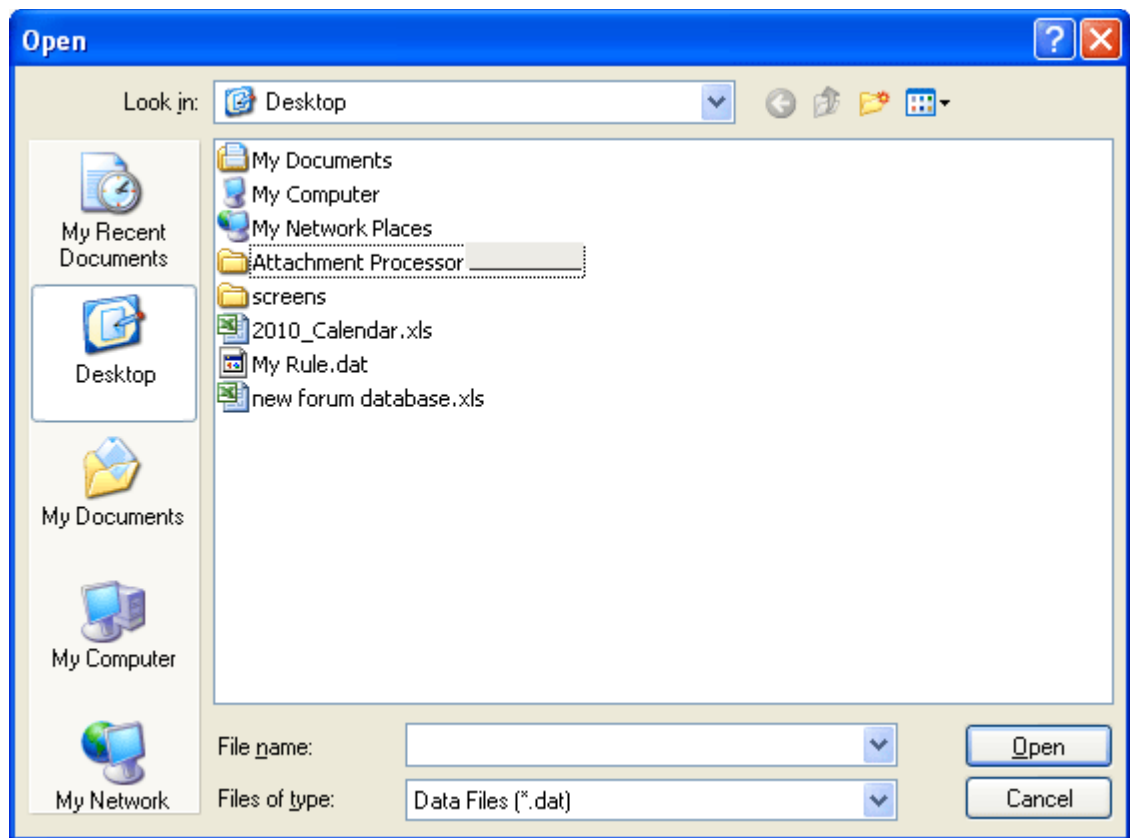
Figure 4.14 Open Dialog Box

2. Select the rule that you have saved as a template.

3. Click the Open button.

The selected rule is successfully imported that you can see on the **Rules** page.

4.5 Immediately Process Attachments

Apart from enabling you to schedule a job to process the attachments automatically, Kernel for Attachment management provides you the facility to process attachments any time you want. Following steps help you to process attachments immediately:

1. Launch the software.

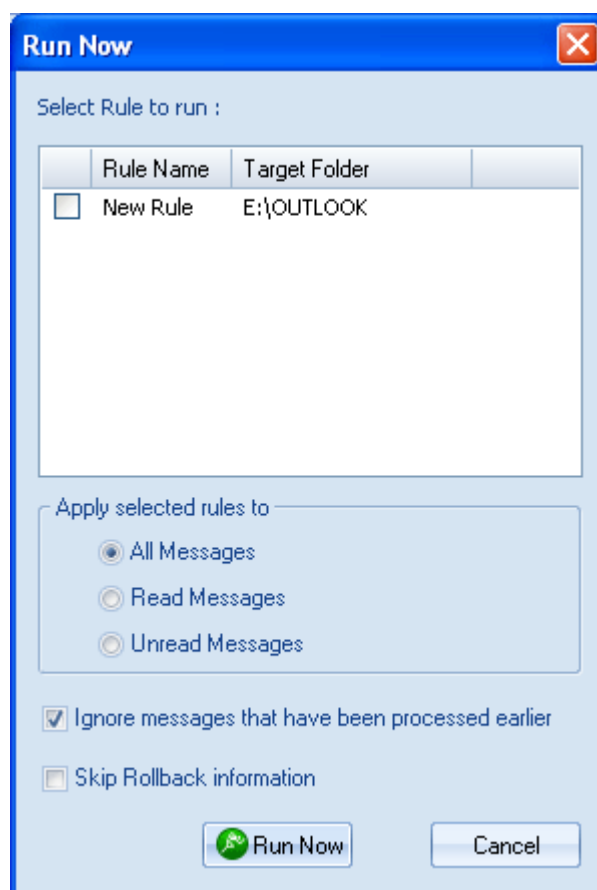2. Click the **Run Now** button. The "Run Now" dialog box appears:

Figure 4.15 Run Now Dialog Box

3. Select the rule based on which you want to process the attachments.
4. Select an option in the **Apply selected rules to** section. You can select **All Messages**, **Read Messages**, or **Unread Messages** option. The software will process the attachments based on the option that you will select. For example, if you select the **All Message** option then all of the emails in the mailbox will be processed.
5. Select the **Ignore messages that have been processed earlier** checkbox if you do not want to include the previously processed messages into new processing.
6. Select the **Skip rollback information** checkbox if you want to ignore the rollback information specified in the processed email messages.
7. Click the **Run Now** button. The "Attachment Processing Progress" dialog box appears where you can view the status of processed messages:
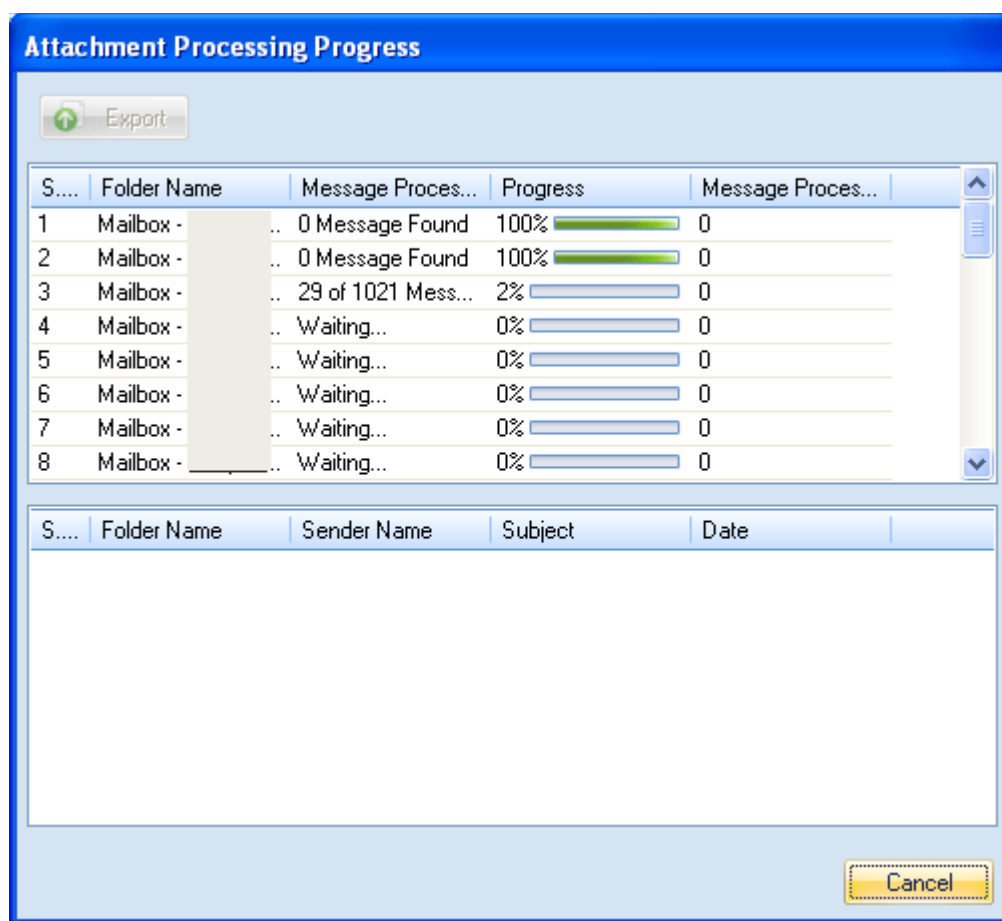
Figure 4.16 Attachment Processing Progress

The "Attachment Processing Progress" dialog box comprises two sections - Section A and Section B, that provide information about the current processing status and the processed attachments respectively.

> ✍ The software also facilitates you to save the data listed in Section A and Section B. Click the Export button to save the data in .html format.

8. Click the **Close** button to exit the "Attachment Processing Progress" dialog box after the process is completed. You can also click the **Close** button to abort the process in between.
   This is how you can process the attachments anytime you require.

4.6 Compact Attachments

Kernel for Attachment Management is a good tool for reducing the size of PST. The software not only allows you to compact PST files, remove attachments from the PST, place attachments at a safer place but also enables you to compact attachments. Execute the following steps to compact attachments:

1. Start the software.
2. Select **Tools >Compact Storage**. The "Compact Storage" dialog box appears displaying the folder(s) containing attachments:
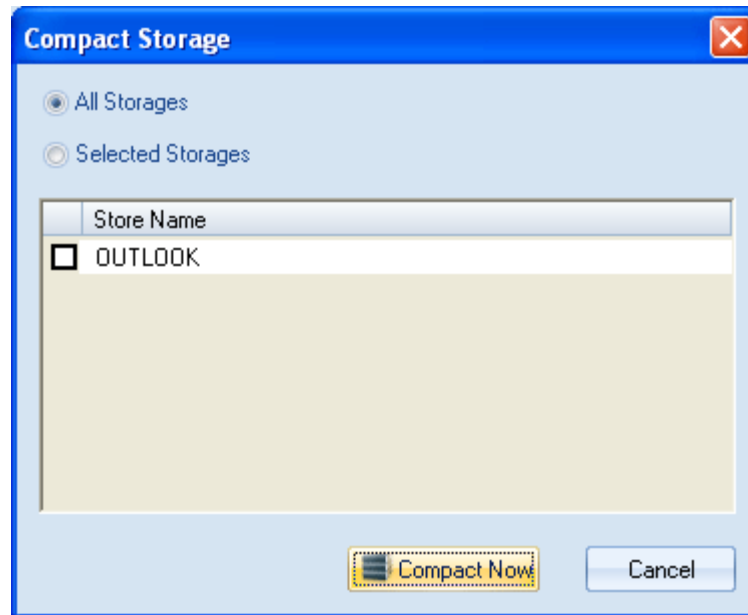

Figure 4.17 Compact Storage Dialog Box

3. Select the **All Storages** option to compact the attachment in all listed folders or select the **Selected Storages** option to compact selected folders.
4. After selecting the required option, click the **Compact Now** button. The software starts compacting attachments based on the selected option:
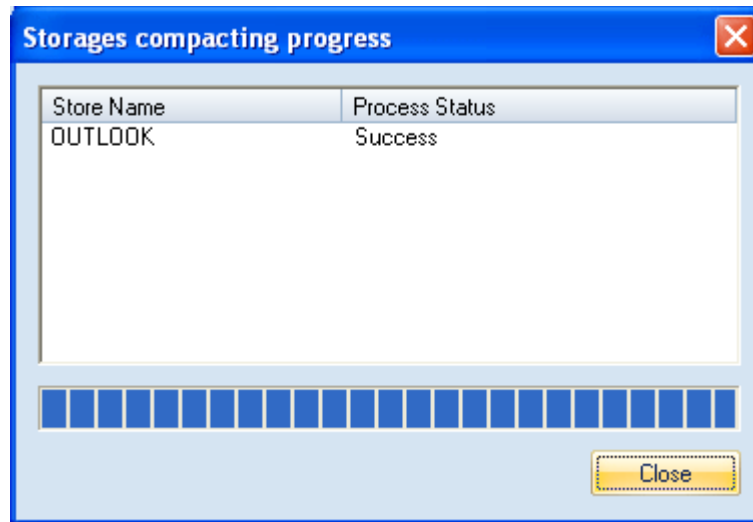
Figure 4.18 Storage Compacting Progress

The "Process Complete" message appears when the software completes the compacting process.
5.   Click the **OK** button.
6.   Click the **Close** button.

4.7 Restore Attachments

You can restore the processed attachments to their respective PST files anytime you require them. The "Restore Attachment" option of Kernel for Attachment Management takes you through a self-explaining wizard to restore attachments in just a few easy steps. Following steps help you to restore attachments extracted from the PST file:

1.   Start Kernel for Attachment Management.
2.   Select the **Tools** tab.
3.   Click the **Restore Attachment** button. The "Select Folder" dialog box appears:
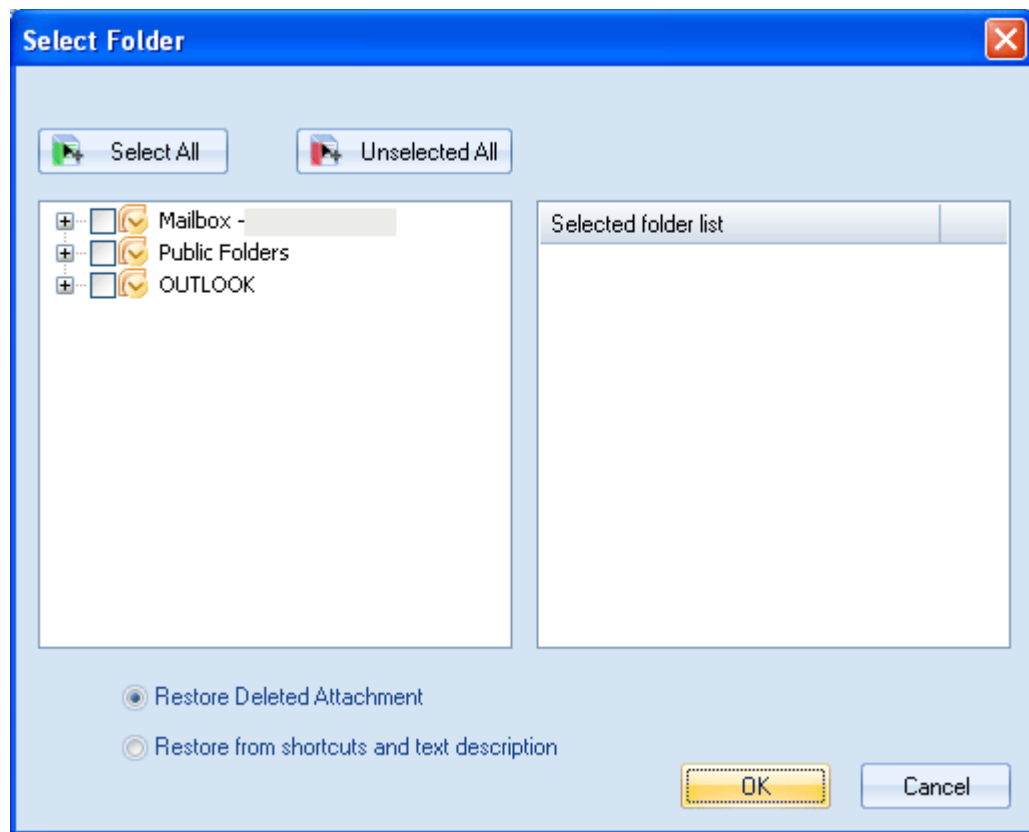
Figure 4.19 Select Folder

4. Select the folder whose attachments you want to restore.
5. Now, select the **Restore Deleted Attachment** option to restore the attachments that you have deleted or select the **Restore from shortcuts and text description** option to restore attachments based on their shortcuts or text descriptions left in their respective emails.
6. Click the **OK** button. The "Attachment Restore" dialog box appears displaying the process of restoring attachments of the selected folder(s):
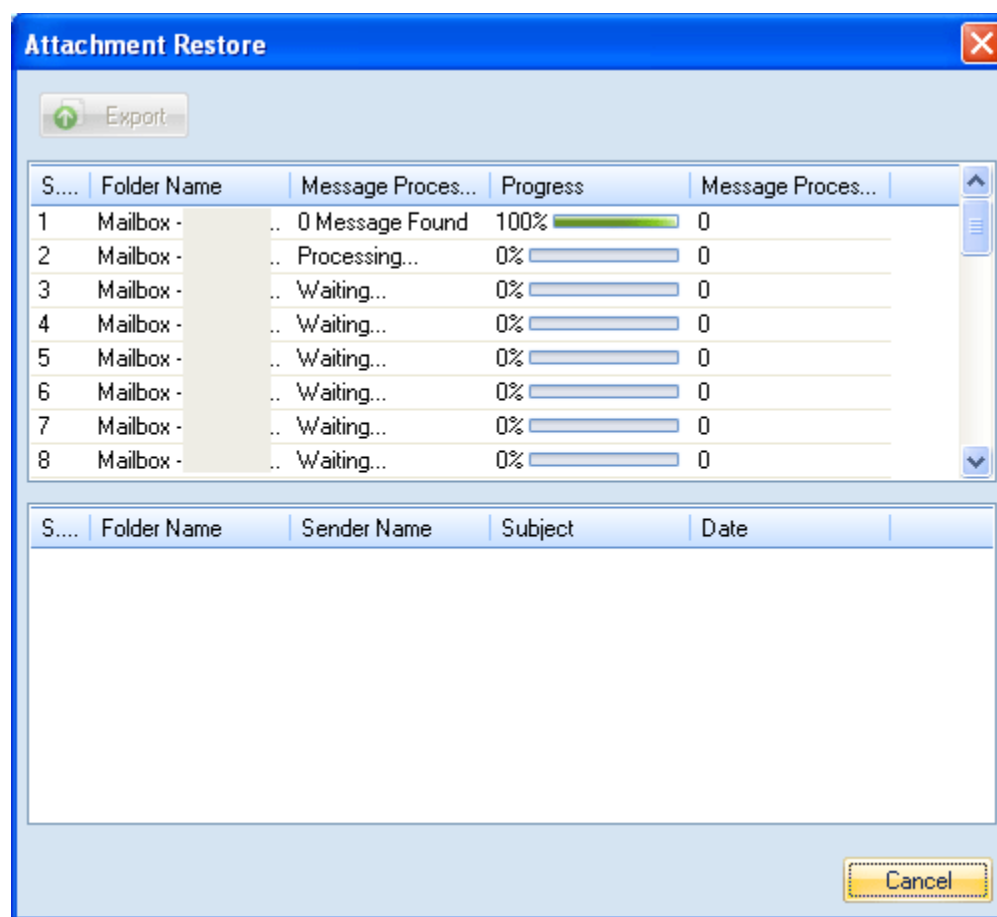
Figure 4.20 Attachment Restore

The process of restoring attachments may take some time based on the number and size of the attachments. Once the software completes restoring attachments, the "Process Complete" message will pop up.

7. Click the **OK** button.
8. Click the **Close** button to exit the "Attachment Restore" dialog box.

> ✎ Click the **Export** button to save the information such as folder name, sender name, message subject, and message date in .html format.

4.8 Log Management

Kernel for Attachment Management records the detailed information about the processed attachments in the logs files. By viewing those event log files, you can know which attachment is processed at which time. However, the software will record the events only when the **Enable Log** checkbox is selected during the creation of a rule-based on which the software processes the attachments. In case, the **Enable Log** checkbox is not selected then edit the rule and select the checkbox. After you have made sure, the checkbox is selected then execute the following steps to view event logs:

1. Start the software.
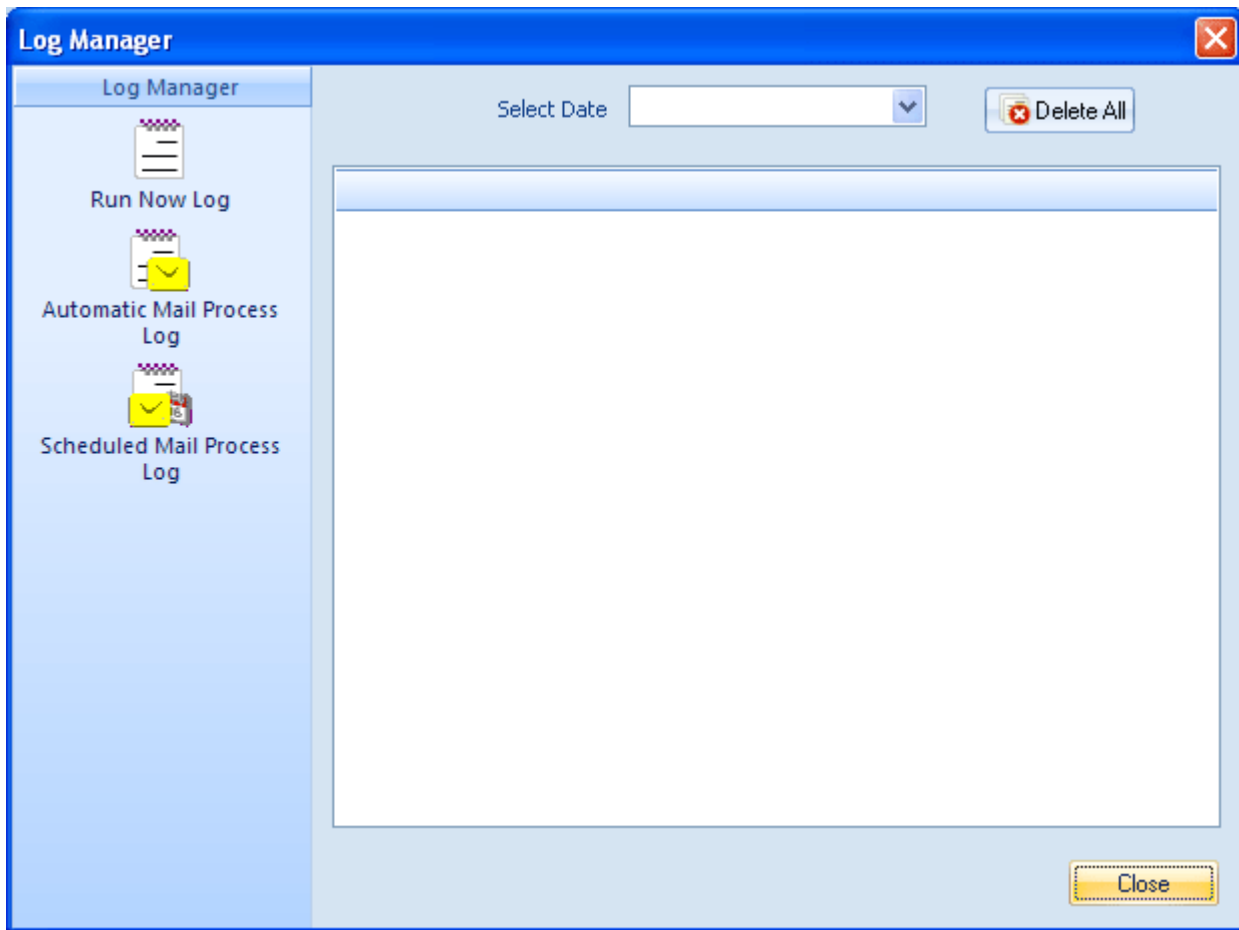2. Click Tools > Log Manager. The "Log Manager" dialog box appears:

Figure 4.21 Log Manager

In the "Log Manager" dialog box, you can see the following options in the left panel:

- **Run Now Log**: When you click this button, the software displays all logs that are generated due to the immediate processing of emails.

- **Automatic Mail Process Log**: Click this button to view logs generated during the automatic processing of emails.

- **Scheduled Mail Process Log**: Click this button to view logs generated when the software has processed the emails at a pre-scheduled time.

> ✎ By default, the software displays the logs for the date when the emails were processed last time. If you want to view, the logs for a particular date then select the date in the **Select Date** drop-down list. To delete the events, click the **Delete All** button.

Whether you click the Run Now Log, Automatic Mail Process Log, or Scheduled Mail Process Log button, the software displays detailed information about the logs.

3. Click the **Close** button to exit the "Log Manager" dialog box.

4.9 Update Attachment Link

Kernel for Attachment Management enables you to fetch attachments from email messages and stores them at another location to maintain the size of the PST file. When moving the attachments to another location, the software leaves a shortcut or text description including a new location to the attachment so that you can easily access the attachments anytime you want. But, if you change the location of the processed attachments to a more secure location then the shortcuts left in their respective email messages would not work. That is you will not be able to access attachments by clicking those shortcuts. In order to access attachments using those shortcuts, you need to update the links relating to shortcuts with the location where attachments are stored. Following steps help you to update attachments link:

1. Launch the software.
2. Select the **Tools** tab.
3. Click the **Update Link** button. The "Select Store" dialog box appears:
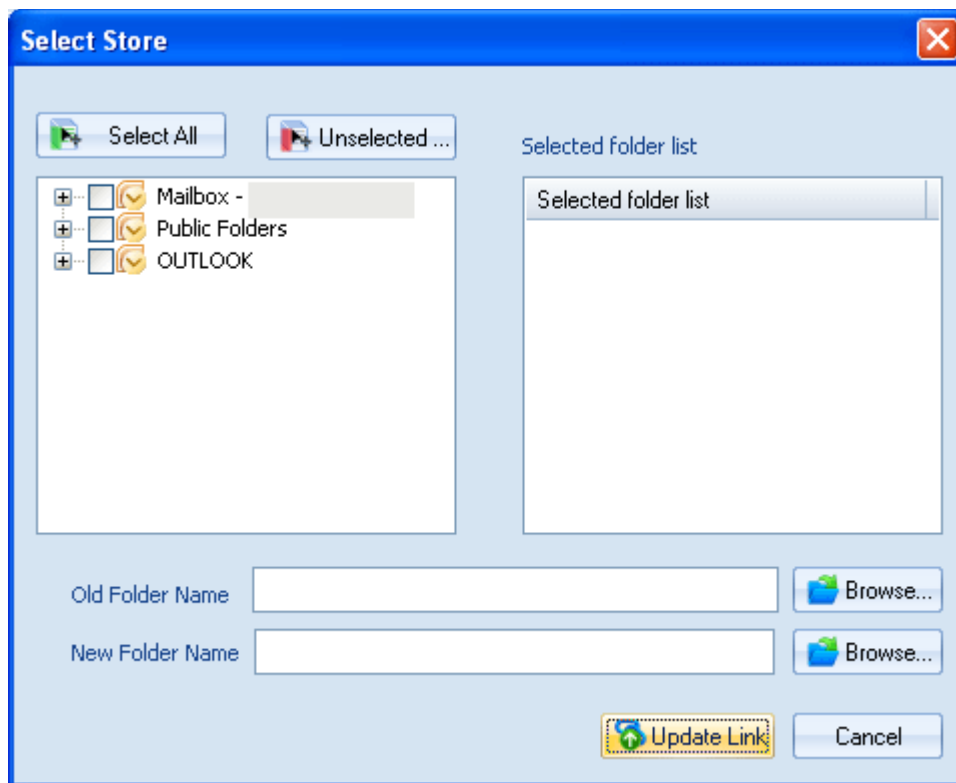
Figure 4.22 Select Store Dialog Box

4. Select the folders whose attachments you have shifted to another location.
5. Click the **Browse** button beside the **Old Folder Name** text box to specify the old location of the attachments.
6. Click the **Browse** button beside the **New Folder Name** text box to specify the new location of the attachments.
7. Click the **Update Link** button. The "Update Link" dialog box appears where you can see the process of updating links:
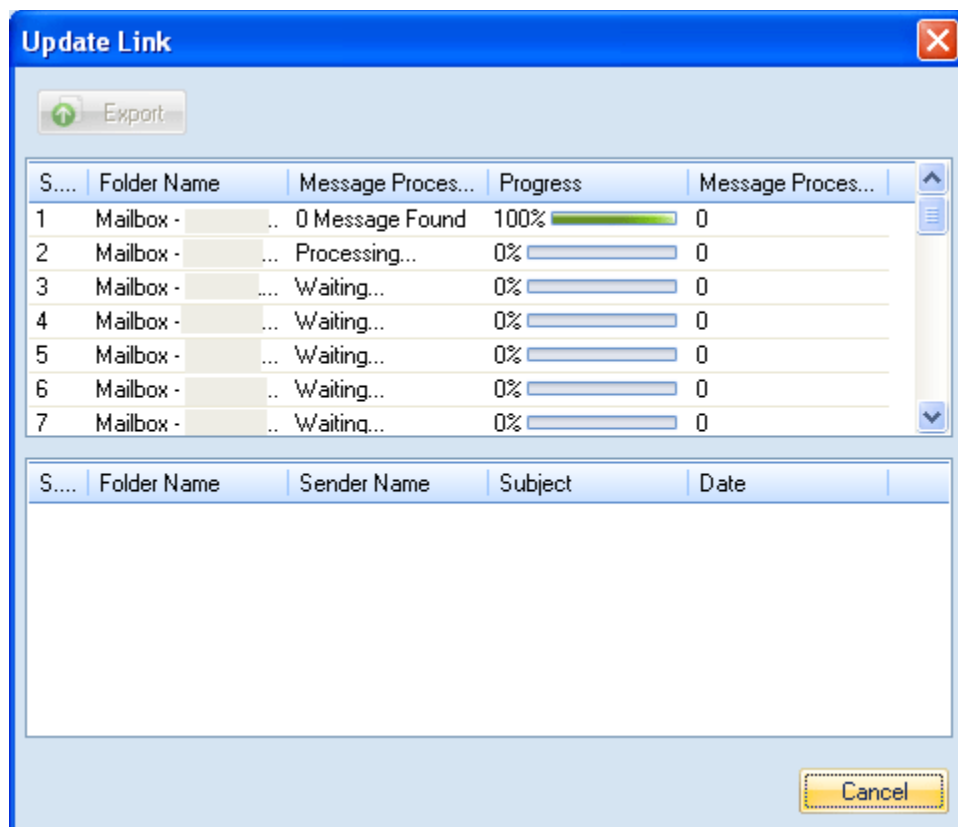
Figure 4.23 Update Link Dialogue Box

The "Update Link" dialog box comprises two sections - **Section A** and **Section B,** that provide information about the current processing status and the processed attachments respectively.

8. After the process of updating links is completed, the "Process Completed" message appears.
9. Click the **OK** button.
10. Click the **Close** button to exit the "Update Link" dialog box.

5 Troubleshooting

This section deals with your generic and specific queries pertaining to using Kernel for Attachment Management.

5.1 Common Issues

Why does Kernel for Attachment Management have limitations in evaluation copy?
The free evaluation version of Kernel for Attachment Management is intended to enable you to experience the capabilities of the software. You will need to buy the software after completion of the evaluation period.

5.2 Frequently Asked Questions

How to Buy Kernel for Attachment Management?
You can buy Kernel for Attachment Management online at https://www.nucleustechnologies.com/buy-attachment-management.php

I have lost my full version for Kernel for Attachment Management. Can you help me?
Please email us at sales@nucleustechnologies.com. Please include your name, address, email address, and order confirmation number (if you have it). We will be happy to help you.

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How can I upgrade the software?
To upgrade the software, you have to send an email to **sales@nucleustechnologies.com**. Please include your name, address, email address, the order confirmation number and the name of the software upgraded to.

Would I get an invoice for my purchase?
Yes, we provide every customer with a soft copy of the invoice. This is sent on the same day, on the provided email.

6 Conclusion

The User Guide is easy to extract Outlook emails' attachments from Outlook profiles efficiently.
Learn more about the product and its benefits here:
https://www.nucleustechnologies.com/outlook-attachment-extractor/

7 Support

Connect to our experts immediately while facing any issues during installation, configuration, or associated matters:

- 1-866-348-7872
- 0-808-189-1438

Additionally, you can connect with us at https://www.nucleustechnologies.com/Contact.html
to submit your query, or chat with one of our support team.

Moreover, you can write to us at the following email addresses:

- sales@nucleustechnologies.com (for Sales Queries)
- support@nucleustechnologies.com (for Support Queries)

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