**Welcome to Database Exporter for Outlook -** A fast, light-weight add-in for Microsoft®
Outlook® that makes it very easy and effortless to parse data from your mails,
appointments, tasks or contacts and extract to a database, either manually or automatically
- to archive, share or run reports on your Outlook data.

This is an elaborate help documentation that will guide how to work with Database Exporter
for Outlook.

**CONTENTS**

## 1. Introduction to Database Exporter for Outlook

**Database Exporter** for Microsoft® Outlook® enables you to export the contents of an Outlook folder to an external database. You can selectively specify which fields (built-in and user-defined fields) to include in the export, and the appropriate data type will be inherited in the database. Supports export of all different item types available in Outlook - *mails, appointments, tasks, journals or contacts.* It can operate on any Outlook form, field types and support any Outlook folder, whether a private folder or an Exchange Public Folder. Optionally, export can also include Outlook subfolders.

### Why another add-in?
You have already customized an Outlook form with your own fields. At some point of time, you're going to want to put data into it or get that data out. But it might come as a big surprise that you cannot use Outlook's built-in Import and Export wizard to export data from custom forms. User-defined custom fields are absent on the data mapping grid in the export wizard. Even worse, you might not get any built-in Outlook fields data at all, if you try to export from items that were created with custom forms. So, you are forced to write codes to handle all import/export chores involving custom forms yourself. What worst is that, what you wrote works only for that particular Outlook form that you customized. What if you have many customized forms?

Database Exporter add-in for Microsoft Outlook is designed to overcome this limitation (i.e., the inability of the Outlook's built-in 'Import and Export Wizard' to handle data in custom forms), by allowing you to export any kind of data, including custom fields, to a database, in a simple click, or even better, on the fly with no intervention from the user.

### Automatic Export

With version 2, you can now set Database Exporter to monitor any number of Outlook folders (can be shared folders or public folders too), for real-time export of incoming emails or newly added appointments or tasks, to a database automatically. You can also enable the option of dynamically update the existing record in the database, when the corresponding Outlook item is edited or changed in Outlook. Automatic live export enables you to maintain a parallel copy of the Outlook data, removing you, the user, from having to do that laborious work of copying and pasting the data from Outlook to database manually.

## 2. Features

- ✔ 100% Microsoft® Office **Outlook integration**.
- ✔ Support **pre-defined Outlook fields** as well as **custom fields** defined for that folder
- ✔ Choose any **customized form** defined for that Outlook folder
- ✔ Supports **POP, IMAP, Exchange mailbox and Public folders**
- ✔ **Exports** the contents of the Outlook folder to a database and optionally, can include subfolders too.
- ✔ Export all kind of Outlook items – **mails, posts, appointments, tasks, journals or contacts**
- ✔ Supports export of notes (**Plain Body or HTML Body** of the Outlook item, including task, appointment and contact item).
- ✔ Enumerated values for predefined Outlook fields are exported as readable values (eg. Internal value for '*Importance*' field of an Outlook item can be 0, 1 or 2. During export to a database, these values are translated to *Normal, Low* and *High*)
- ✔ When subfolders are included for export, export all items from the selected folder and its subfolders to a single table, or to separate table for each subfolder.
- ✔ **No security warning from Outlook** – Unlike other add-ins for Outlook, Database Exporter is designed to overcome the security warning that is usually displayed to the user if some third party application tries to access certain email address/body fields of an Outlook item.
- ✔ **Real-time monitoring** of incoming emails/new items of an Outlook folder, and export the data to a database.
- ✔ Unicode Support
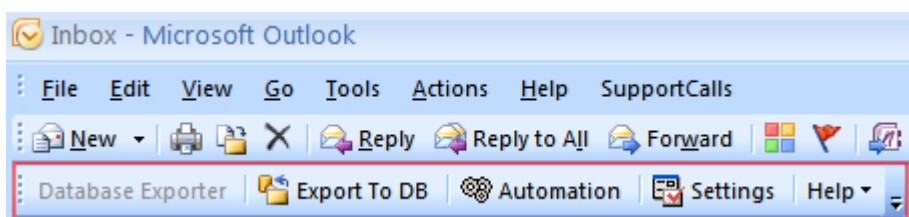- ✔ Special **MSI installer** available for enterprise wide deployment (upon request)
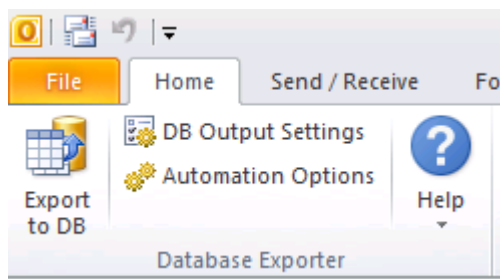
## 3. Toolbar buttons in Outlook

Once installed, Database Exporter appears as a toolbar in Outlook. You can easily recognize it from the title *Database Exporter* grayed out.

*On Outlook 2007/2003*



*On Outlook 2010, 206, 2019*



Database Exporter supports the following two mode of operation: single and automated processing.

**Single mode** – Using the 'Export to DB' button, you can choose fields (both Outlook specific fields and custom fields) to be included into the database, and then export the contents of the current Outlook folder (and optionally can also include subfolders) to a database. Refer to **Exporting items of an Outlook folder to a database** and **Exporting Items including those in subfolders**.

**Automated mode** – Using the 'Automation' button, you can choose Outlook folders for automatic live export of incoming emails, newly added appointments or tasks etc.

## 4. Exporting items of an Outlook folder to a database

To export the contents of an Outlook folder, click the '*Export to DB*' button as shown below. You will be shown with the '*Select Fields*' dialog, with which you can opt which form to be used for displaying the available fields.



By default, the first option '*Retrieve from the first item*' is selected, and what it does is, to probe the first item of the folder and automatically seek out all the available fields, including any number of user defined custom fields. It is recommended that you stick with this option of displaying the fields, unless, you want to retrieve Outlook specific fields only (second option), or want to use a particular custom form out of many defined for that Outlook folder (third option).

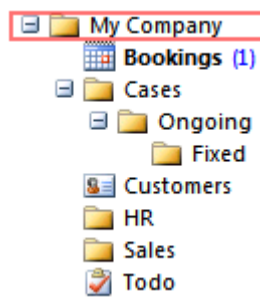## 5. Exporting Items including those in subfolders

By default, when you export the contents of an Outlook folder using the '*Export to DB*' button, only the items of the current folder is taken into account. Items inside the subfolders (if any) are excluded from the export. Below are a few export options available.
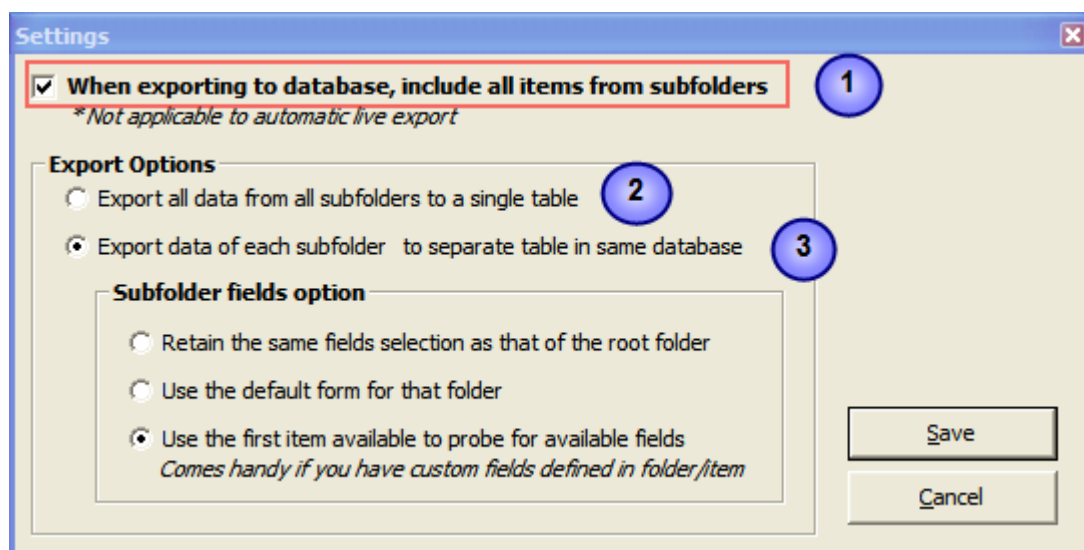


**(1)** ***When exporting to database, include all items from subfolders*** - When you choose to export the contents of an Outlook folder, enable this option to include items in subfolders of any number of levels.

For example, below, the current folder is '*My Company*'. When exporting this to database, if you had checked this option, the contents of the subfolders such as *'Bookings', 'Cases', 'Ongoing', 'Customers'* etc, will also be exported to the same database.

**2**     *Export all data from all subfolders to a single table* - Export all the items in the current folder, as well as those in subfolders in the same/single table, using this option. With this, the fields that you had chosen for the current folder will be applied to all the items in the subfolders as well.

**3**     *Export data of each subfolder to separate table in same database* - Another option is to export items in each of the subfolder to a separate table. This gives more flexibility in configuring the field options of the subfolders to be exported. For example, you can set the same chosen fields as that of the root folder, or use the default form for that subfolder, or even better, probe the first item of the subfolder to seek out the available fields. The latter option comes handy if you have user defined fields available on the folder or the item level.

## 6. Automation – Monitor an Outlook folder for live export to database

One major feature introduced in version 2 is the real-time monitoring of any number of Outlook folders (can be a public folder or shared folder too). This will automatically process incoming mails or newly added appointments, tasks or contact items and add the data for the chosen fields to the database, without any intervention from the user. This automation would be particular useful, if you want to maintain a parallel copy or backup of your current Outlook items.
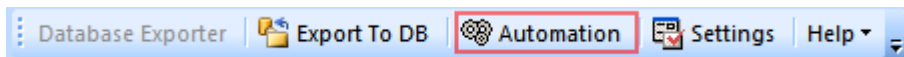
## How does it work?

**Automatic export** works by allowing Database Exporter to monitor selected Outlook folders (can be a shared or a public folder too), such that, when new emails are received or new appointments or tasks are added, Database Exporter automatically processes those items in real time and extract relevant data and add them to a pre-configured database. Each folder would have exactly one database each.

*To add a new Outlook folder, for automatic live export*
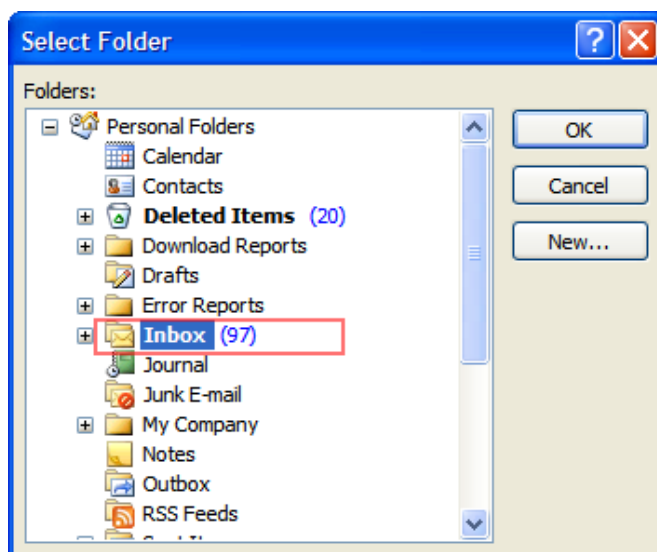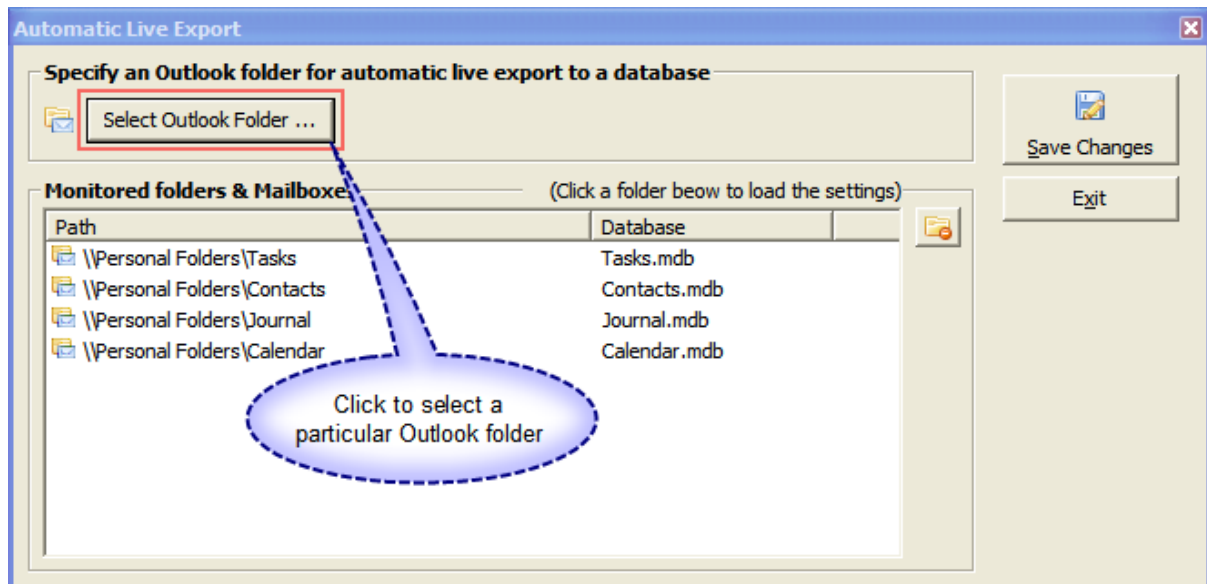




When you press the 'Select Outlook folder...' button, you will be prompted to choose an Outlook folder, which you want to Database Exporter to monitor for automatic live export to a database.

You can select a Mail/Post items folder ( 📁 ), or an appointment folder ( 📅 ), or a task folder ( ✅ ), or a contact folder ( 📇 ) or a journal folder ( 📓 ). This folder can be a public folder or a shared mailbox folder also.

*Fill in the Database Export for automatic live export*



**1**  **DB Name** – You can specify a name for the access database that will be created. By default, this is prefilled with the name of the selected Outlook folder. Eg. Inbox

**3**  **Save in** – Use the browse button to choose a destination folder where the database file will be saved.

**3**  **Select fields to be included...**
Clicking this button will take you to the field selection dialog, where you can choose which fields to be used for automatic live export.

You have choice for using default form, custom form or automatically probe the first item in the folder and retrieve the available fields, whichever fit your requirement.

**4** **Automatically update DB record when Outlook item is updated/changed** – If you enabled this option, whenever an existing Outlook item on a monitored folder is edited and saved, instantly, the changes will also be reflected in the corresponding record in the database. This feature enables you to maintain synchronization between the Outlook items and the records in the database, on the fly, with no manual work.

**5** **Confirm & Add folders** – Once you are done with the database export settings, you need to click this button, to add the selected Outlook folder to the list of monitored folders. Do note that, until you press the 'Save Changes' button located on the top-right corner, anything you add, edit or remove are not final. So, if you have made some mistake, just hit Exit button, and start over.
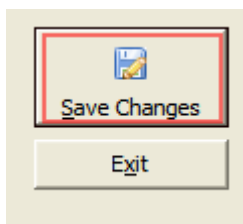


When you click 'Save Changes' button, if you have added a new Outlook folder for automatic live export, or had edited existing settings, Database Exporter would then create a new database file in the specified destination folder, and would export all the items available on that folder to the database, based on the chosen fields.

A progress dialog bar would appear bottom right corner showing you the progress of the processing. Once it is done, Database Exporter will now add new or update existing records based on the new items arrival in that Outlook folder, or existing item being edited.
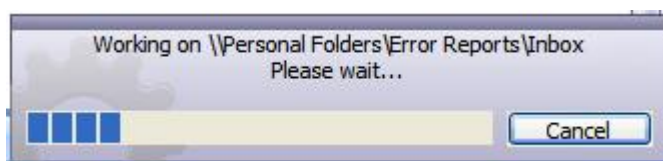


**Removing database record on item deletion from Outlook**



If the Outlook folder is monitored for auto export, a delete button appears in the Database Exporter toolbar that enables you to delete the unnecessary Outlook items and at the same time, remove the corresponding database records automatically. This helps to keep the data in the database in synchronization with that particular Outlook folder.

## 7. Licensing Options

This product is available for a free 30 days trial, with no limitation in the functionality. During the trial period it is important that you evaluate all the features so that at end of the trial, you can make a decision of whether the product meet your requirements.

If you decide to purchase a license, it is important that you understand the licensing options available, because based on the type of Outlook folder the functionality of this product is available or limited.

**For Single User license**

- ✔ Intended for *personal use* only
- ✔ Allows use of the product in one *primary system*, and additionally, on a secondary system such as *personal laptop*
- ✔ Full functionality available for use in your *primary Exchange mailbox* and other *POP/IMAP* and *local PSTs* **only**. When you try to use this product on public folders or shared mailboxes, the functionality is limited, and you might be prompted with a warning message on the need for an Enterprise license.
  *Note: On 30 days trial, this limitation is not applicable.*
- ✔ *Free* upgrade for a year.


**For Enterprise license**

- ✔ Avail certain features locked in the single user license
- ✔ No limitation to the usage scenario - use the product on any number of *shared mailboxes* or *public folders* (apart from the *primary mailbox, IMAP/POP or local PST folders*)
- ✔ Unlimited number of users and systems supported.
- ✔ *Priority support and bug fixes*. Support queries are answered within 24 hours
- ✔ Included is a year of [AssistMyTeam Support and Maintenance Contract](#)
- ✔ *MSI installer* for enterprise wide deployment available upon request

## 8. Important Links

- **Database Exporter for Outlook - Home page**
  Go to the website of Database Exporter for Outlook.

- **Contact us**
  Ask us any question

- **Purchase Single user license or Enterprise license**
  Acquire a single user license for Database Exporter for Outlook for personal use. If you want to deploy this product to multiple users and systems, check out for our enterprise license.

- **Submit an online support ticket**
  Use this web form to create a ticket with AssistMyTeam Technical Support.