## AssistMyTeam MSG to PDF Converter

## Installation and Configuration ('Per User Installation' and 'Per Machine Installation')

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With this guide, you would be able to quickly install and easily configure AssistMyTeam PST to PDF Converter in your system, and effortlessly generate PDF documents from emails and attachments in your PST files.

For 'Per User Installation' (ideal for standalone single user/workstation)
MsgToPdfSetup.zip

For 'Per Machine Installation' (ideal for installing on Citrix and Terminal Servers)
MsgToPdfSetup\_Citrix.zip

Extract these file contents to a folder.

## NOTE: 'Per User Installation' and 'Per Machine Installation'

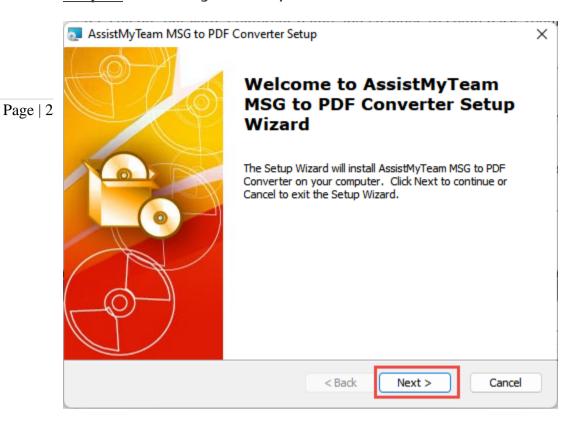
In 'Per User Installation', the add-in install is performed 100% on the local system and nothing is installed on your Exchange or Windows Server. Further, this install is intended to serve only the current logged on user of the system/workstation and will be installed under the user's application data folder (instead of Programs Files folder) and no elevated permission is required. So, there won't be a prompt from UAC to allow this install unless you change the install directory to say, Programs Files which will warrant an elevated permission/UAC prompt. If the same system is used by multiple users, each one need to install add-in on their profile with the default installation folder location.

'Per Machine Installation': If you have the need to have a single install that serves all users of the system (i.e., the files will be installed under Program files folder and the add-in will be registered under HKEY\_LOCAL\_MACHINE registry hive rather than HKEY\_CURRENT\_USER), download the Citrix/Terminal Server version of the setups to perform a per machine installation.

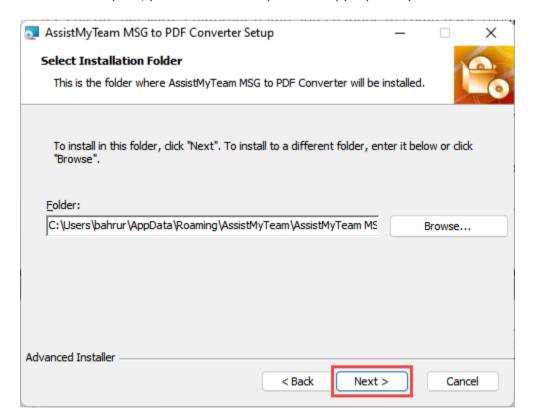
## **Requirements:**

- Microsoft .NET framework 4.5
- Windows 11, Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista (both 32bit and 64bit are supported) and all server-based Windows 2012 and above.

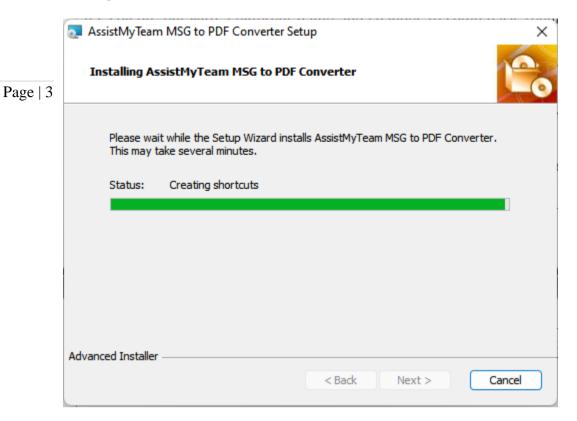
**Step 1.** Run the MsgToPdfSetup.exe to start the installation. Click 'Next' to Continue.



<u>Step 2.</u> Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission.



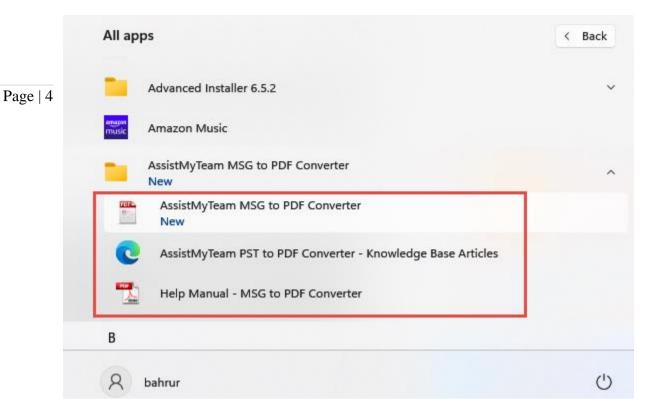
<u>Step 3</u>. Click 'Next' to continue with the files extraction. It just takes a few minutes to complete the whole copying process.



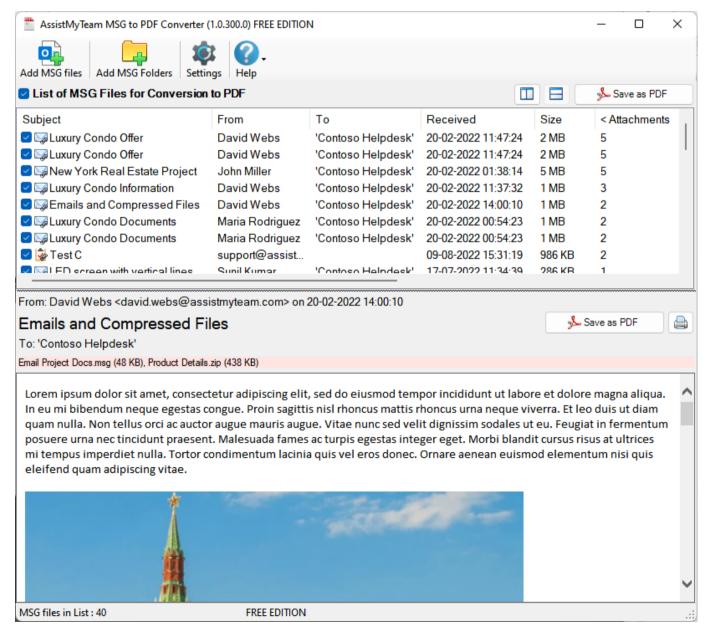
**Step 4.** Click 'Finish'. This ends the files installation process in your system.



Now go to Start Menu > All Apps. If the installation was successful, you will see new menu entry 'AssistMyTeam MSG to PDF Converter'.



To run the MSG to PDF Converter app, click 'AssistMyTeam MSG to PDF Converter' from the menu under 'All Apps'. This will load and display the main interface of the converter app.



To configure the output settings for PDF from emails and attachments, click the 'Settings' button. Within the settings dialog, you will find options to tweak and customize the default file naming scheme, specify the PDF output behavior, set watermark text or logo, set security password to be applied to PDF, modify the page setup, paper size, layout etc.

Attachments to PDF 🔳 Naming & Automation 🔓 Exemptions 🙆 Watermark 🔒 Security Page | 5 Page Setup Output attachments to a subfolder Paper Size Α4 Place PDF file of email in subfolder Orientation Portrait Landscape Exclude Compressed Zip File Exclude Email EML File Add PDF Header and Footer information Exclude Email MSG File Add Page Number ☐ Ignore Styles in HTML attachments ОТор O Left Right Put the email at the end ○ Bottom Add Bookmarks & Table of Contents Use Original Size for Images Add Footer Caption Add Email message body to each PDF Attachment file XYZ Company Ltd. Export the Office documents with markup (if present) PDF/A Compliant PDF Optimization Render PDF to Grayscale Color Optimize for Quality Discard Email message headers in PDF

For more references and help, refer to the PDF Help Manual, which can be invoked from **MSG to PDF Converter** app > Help > Help Topics.

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