



ecoMAILZ Build 1.0.8

# INSTALLATION

# Imprint

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# 1 Basics

You should read the following basics before each installation

## 1.1 System Requirements

Always read the system requirements before installing the programme. Make sure that your system environment complies with the ecoMAILZ requirements. If your system does not meet these requirements, we cannot guarantee the smooth and stable operation of our software:

<https://www.ecodms.de/en/ecomailz/system-requirements>

## 1.2 Version Check

- Before installing, make sure that the version matches with your license.
- The version valid for you depends on your license and the selected update term. We provide updates for ecoMAILZ during the update period. During this period, users of the full version can download and install updates.
- You can determine the version that is valid for your license number on the ecoDMS website by entering your license information. To do so, you need your license number and the name of the license holder. The search always displays the latest ecoMAILZ version that is valid for you. If ecoDMS GmbH has provided later software versions, you can only use them if you renew the update term or if you use a new, valid license. The search module for checking your license is available at the following link:

<https://www.ecodms.de/en/support/version-check>

- If you do not have a valid ecoMAILZ license and want to use the system as a demo version, you can install the latest version of ecoMAILZ.

## 2 Windows

This chapter describes the necessary steps for installing and uninstalling ecoMAILZ components under Windows. In addition, it features important information about the individual processes.

### 2.1 Version Check

- Before you can install the ecoMAILZ components, you must first download the correct ecoMAILZ version.
- The ecoMAILZ version valid for you depends on your license and the selected update term. We provide updates for ecoMAILZ during the update period. During this period, users of the full version can download and install updates.
- You can determine the ecoMAILZ version that is valid for your license number on the ecoDMS website by entering your license information. To do so, you need your license number and the name of the license holder. The search always displays the latest ecoMAILZ version that is valid for you. If ecoDMS GmbH has provided later ecoMAILZ versions, you can only use them if you renew the update term or if you use a new ecoMAILZ license. The search module for checking your license is available at the following link:

<https://www.ecodms.de/en/support/version-check>

- If you do not have a valid ecoMAILZ license and want to use the system as a trial version for test purposes with a maximum of 3000 emails, you can always install the latest version of ecoMAILZ. Learn more about the version number of the latest ecoMAILZ version on the ecoDMS website at the above link.
- All available ecoMAILZ versions are listed in the download area of the ecoDMS website. Download the ecoMAILZ version you require. You can see the version identifier for each download entry.

### 2.2 Installation

With the ecoMAILZ installation file you can install all required base components of the system under Windows. The package sets up the required container storage system and the associated web client.

- You can install ecoMAILZ in German and English language. The installation language depends on the language settings configured in your operating system. The installation programme automatically recognises these settings.
- ATTENTION! BEFORE every installation, read the notes in the "Determine ecoMAILZ Version" section of this manual.
- Depending on the system environment, Windows displays a confirmation prompt for the "User Account Control" during installation. Confirm with "Yes" when asked whether you want to allow the following programme to make changes to this computer.

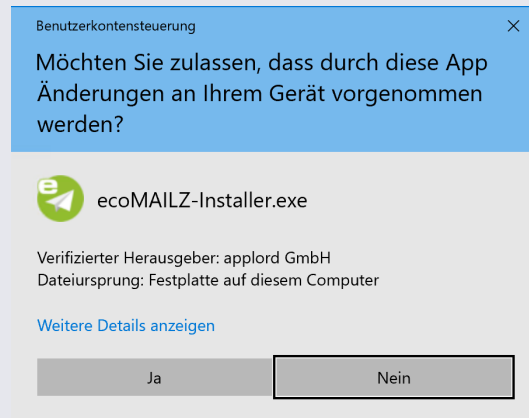


Figure 2.1: Confirm the Windows security prompt with "Yes" to run the ecoMAILZ installation

1. Download the file for the "ecoMAILZ Installer" at [ecodms.de](http://ecodms.de).
2. If this is a ZIP-file, unzip it first.
3. Execute the "...exe" installation file.
4. The ecoMAILZ setup wizard opens. Click "Next" in the "Welcome Screen".

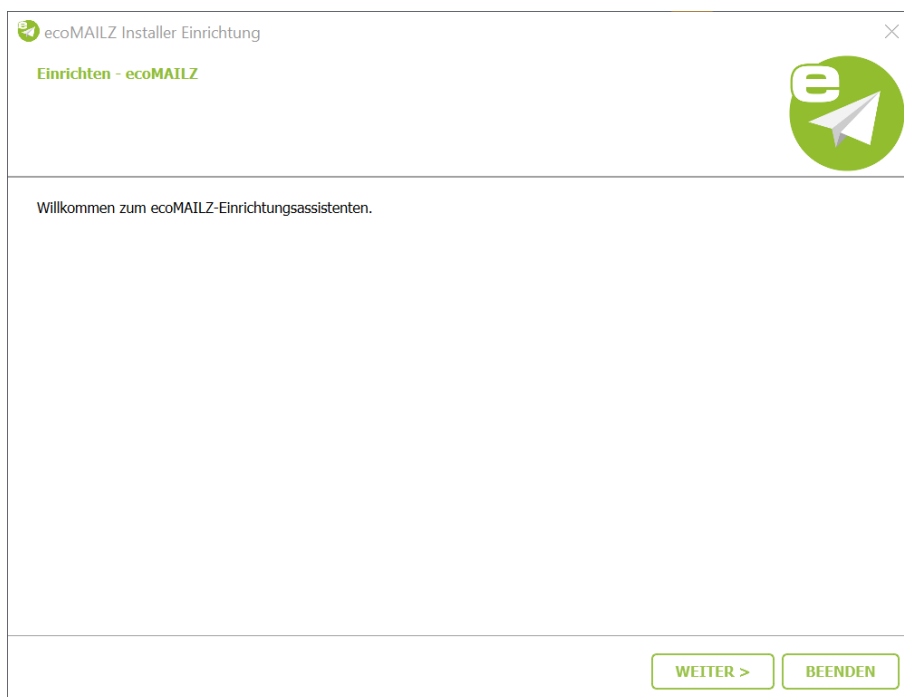


Figure 2.2: Install ecoMAILZ - Welcome Screen

5. The following section describes how to make the license settings.

- To install ecoMAILZ as a trial version (without a license for the full version), skip the license information and check "Install trial version".
- You can also enter the license information later in the ecoMAILZ web client.

If you already have a valid license for ecoMAILZ, you can enter the license information here.

- Licensee:** Enter the name of the license holder. Please make sure the spelling is correct. You can find the name of the license holder in the email you received after purchasing your license(s).
- License number:** Enter the license number. Please make sure the spelling is correct. You can find the license number in the email you received after purchasing your license(s).

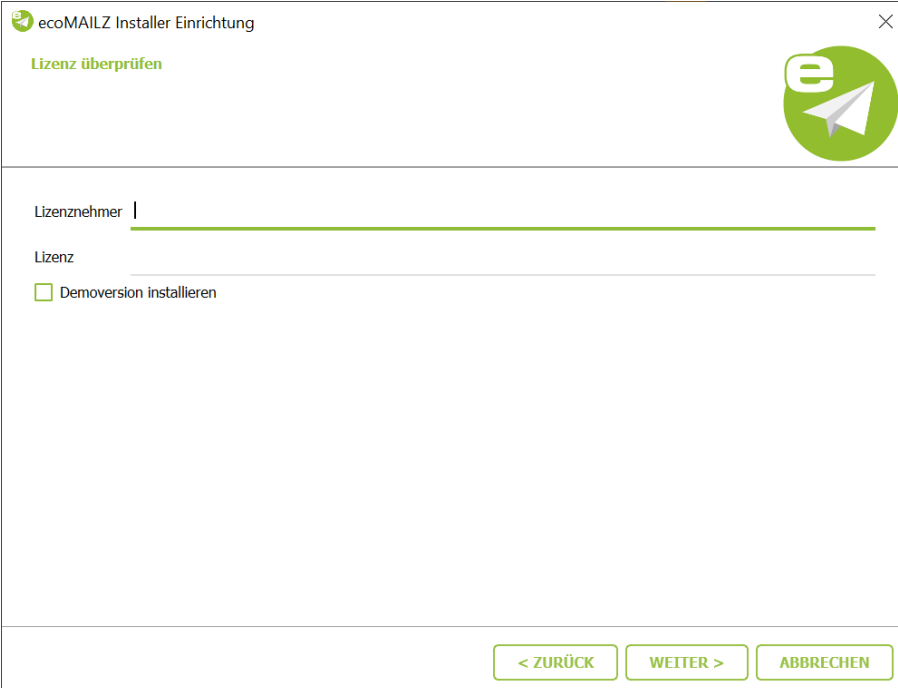


Figure 2.3: Install ecoMAILZ - License Information

6. Select the installation folder for ecoMAILZ and click "Continue".

- You can change the suggested folder by clicking "Browse" or "...".

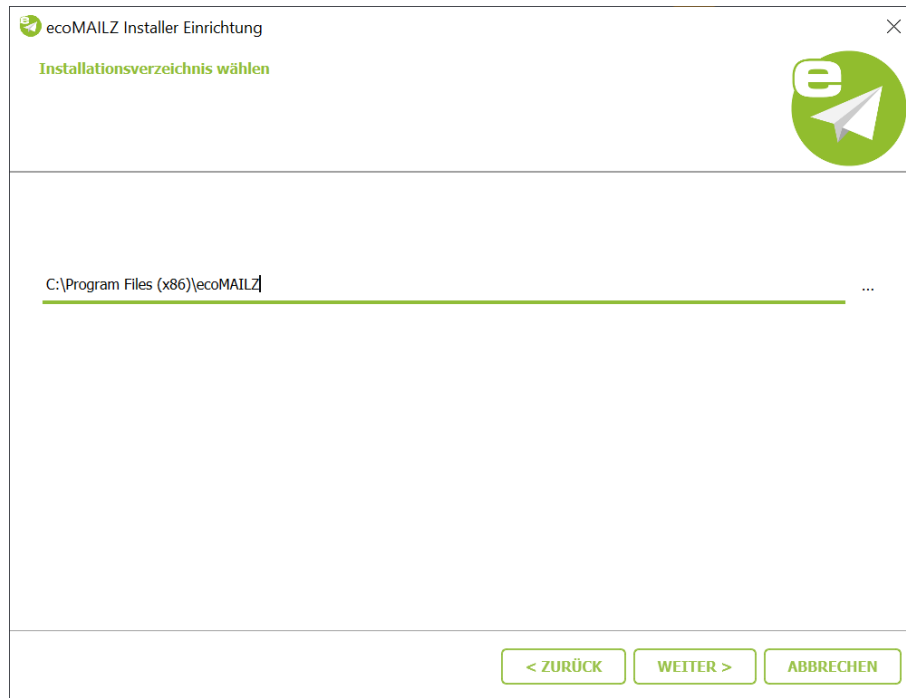


Figure 2.4: Install ecoMAILZ - Select Installation Folder

7. Select the folder where you want ecoMAILZ to store the archived emails, and select the port for the associated web client. Confirm your entry by clicking "Continue".
- The data folder is the target folder for the container storage system. In a default installation, the default folder should not be changed. You can change the suggested folder by clicking "Browse" or "...".
  - If necessary, you can overwrite the suggested port. The default port is:

8888

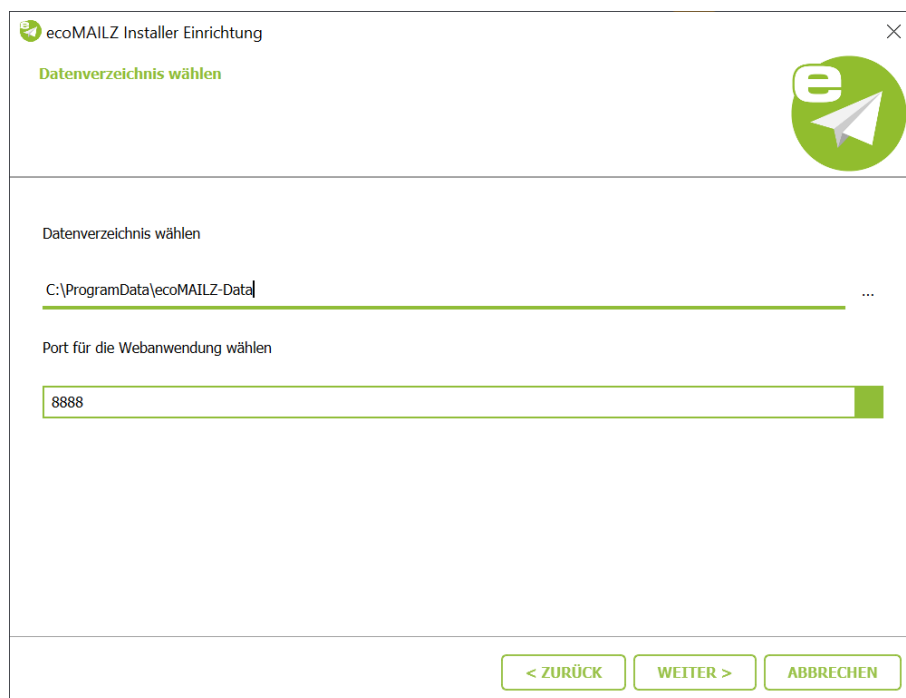


Figure 2.5: Install ecoMAILZ - Select Data Folder



8. Read the licensing agreement carefully and tick the check box "I accept the terms of the licensing agreement". Click "Next" to continue.

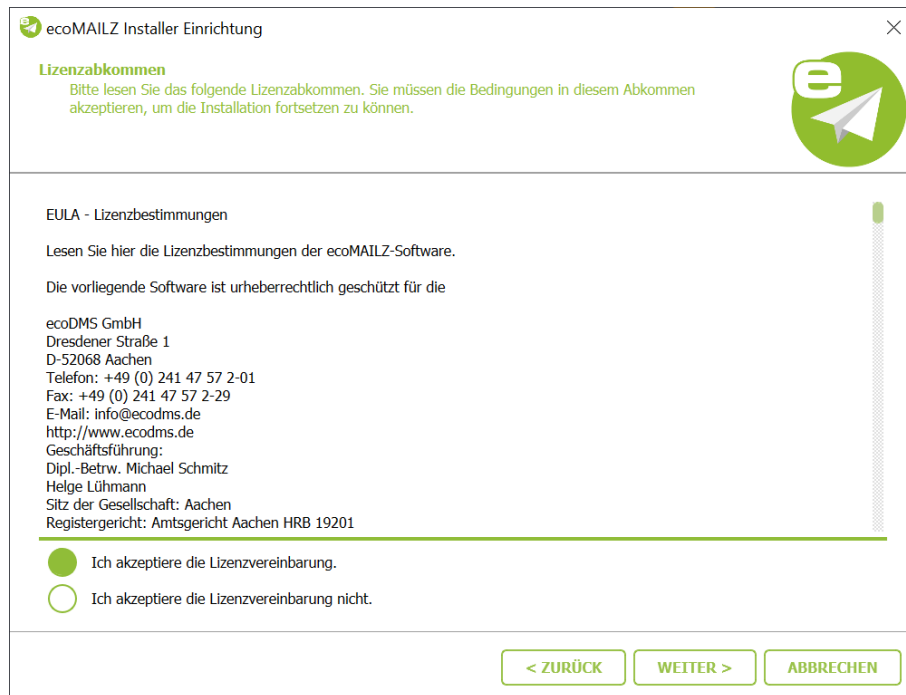


Figure 2.6: Install ecoMAILZ - License Agreement (EULA)

9. In the start menu, select the folder in which you want to create the application shortcuts. You can specify a name to create a new folder. Click "Next" to continue.

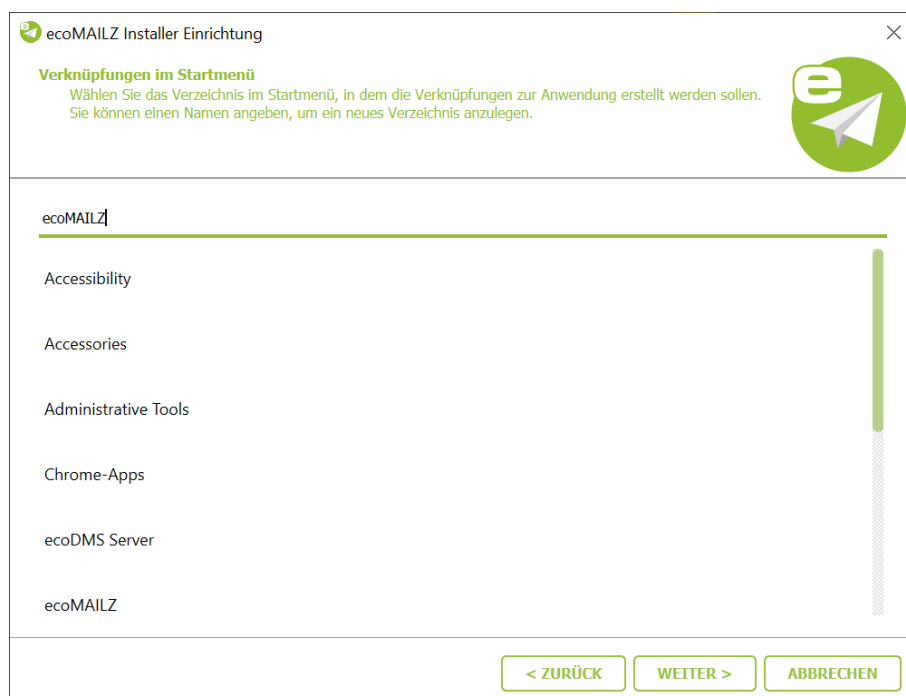


Figure 2.7: Install ecoMAILZ - Start Menu Shortcut

10. ecoMAILZ is now ready for installation. Start the installation by clicking the "Continue" button. The installation process may take a while.

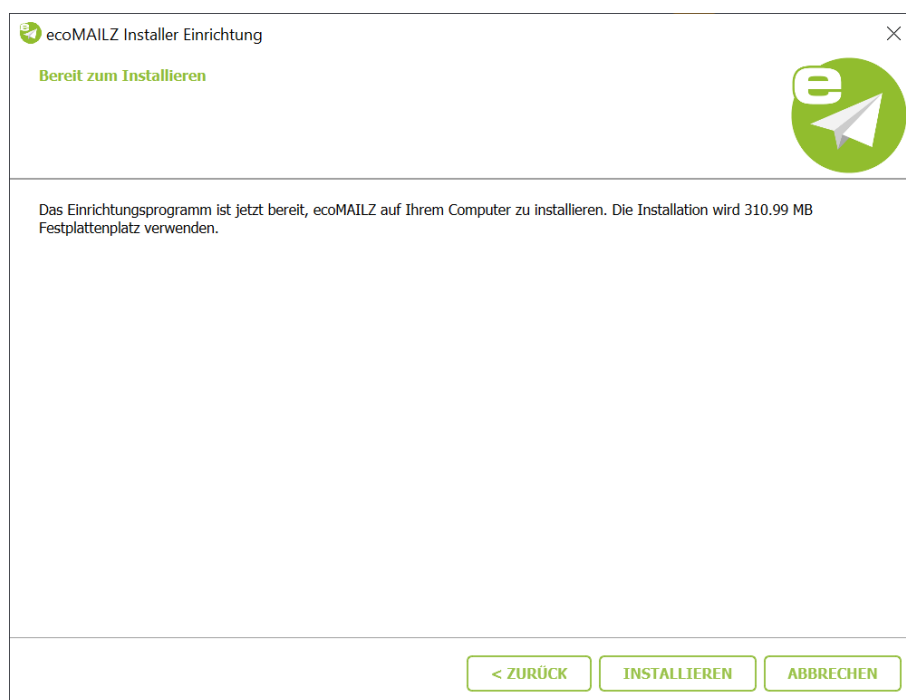


Figure 2.8: ecoMAILZ installieren - Ready to Install

11. The installation is executed. This process may take a while.

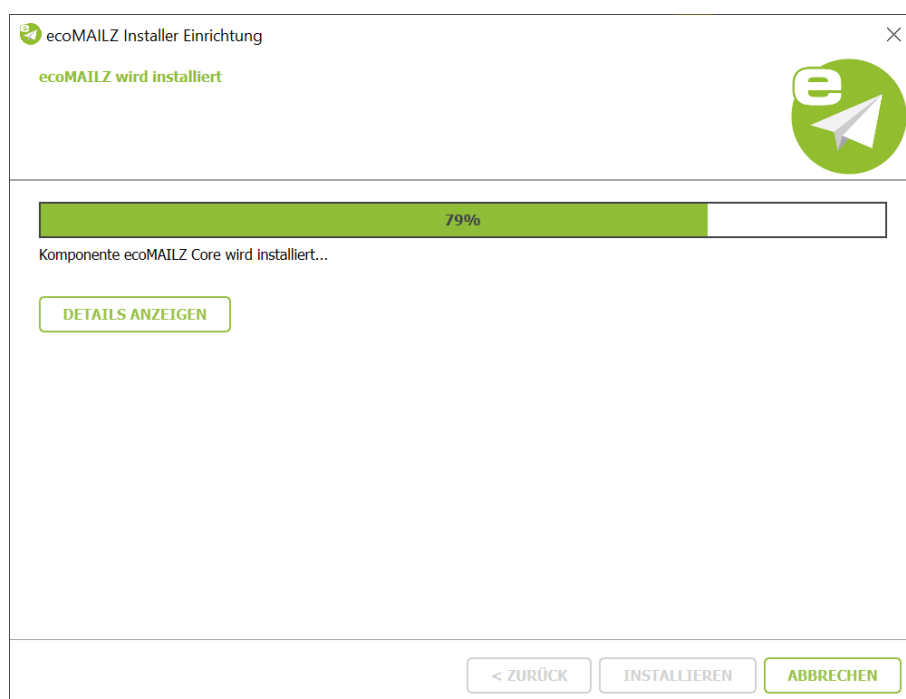


Figure 2.9: Install ecoMAILZ - Installation Process

12. Now the installation is complete. Click "Finish" to close the ecoMAILZ wizard.

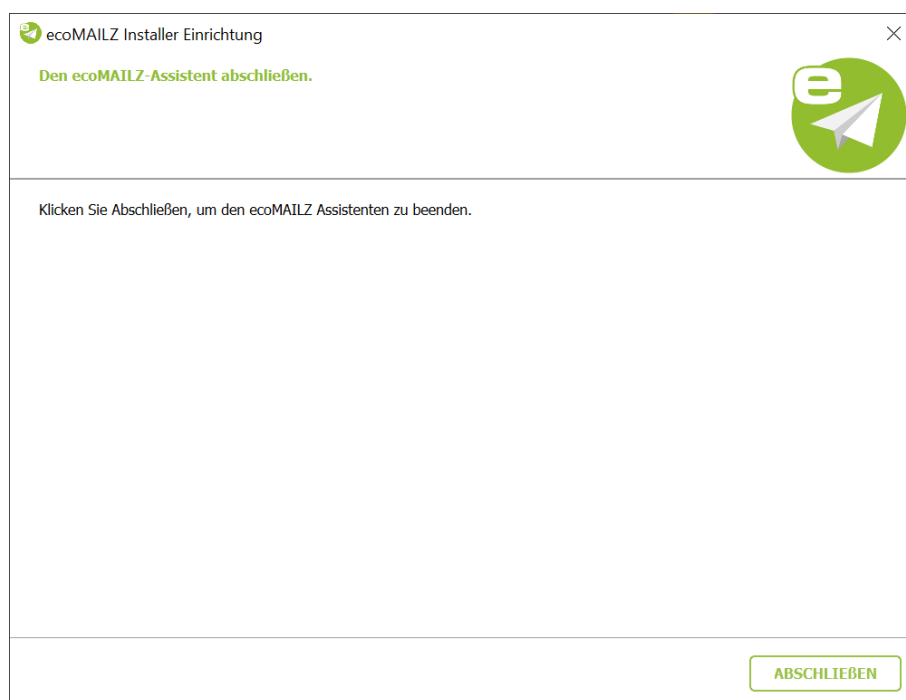


Figure 2.10: Install ecoMAILZ - Installation Complete

13. You open the ecoMAILZ login page in your default web browser. There you can log in.

- a) If this is the first time you login following the ecoMAILZ installation, you can find the login credentials for the super user (default user) in the "Login Credentials" section of the ecoMAILZ manual.
- b) The ecoMAILZ manual also describes how to setup and use the system.

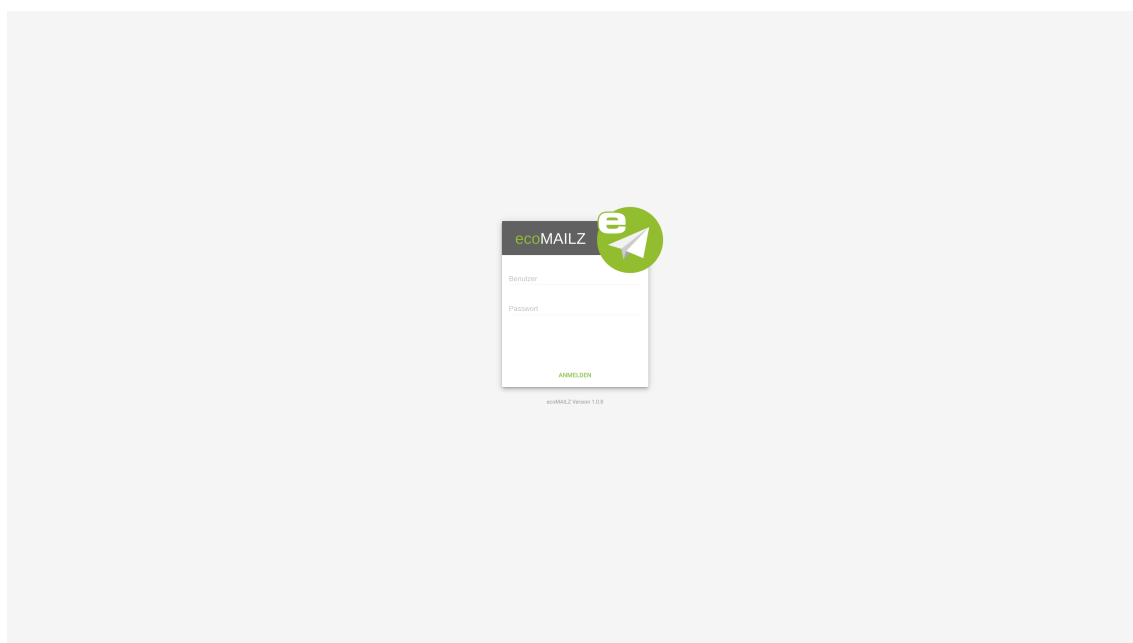


Figure 2.11: ecoMAILZ - Web Client Login Page (blank)

## 2.3 Update

- If you have configured the default folder for automatic data backup, you must reconfigure the backup when updating to a newer version from an ecoMAILZ version earlier than build 1.0.2.
- If this installation is an update, please stop all connections to ecoMAILZ first.

- You can install ecoMAILZ in the languages German and English. The installation language depends on the language settings configured in your operating system. The installer automatically recognises these settings.
- ATTENTION! BEFORE every installation, read the notes in the "Determine ecoMAILZ Version" section of this manual.
- Depending on the system environment, Windows displays a confirmation prompt for the "User Account Control" during installation. Confirm with "Yes" when asked whether you want to allow the following programme to make changes to this computer.

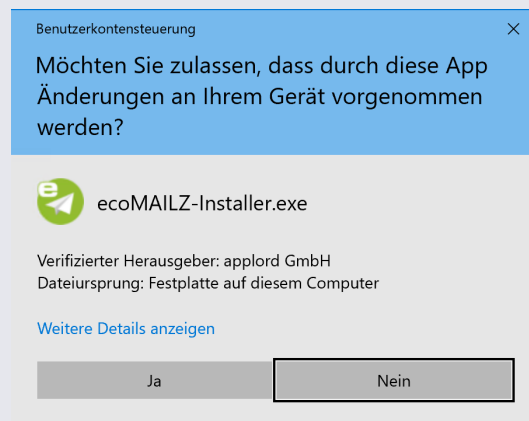


Figure 2.12: Confirm the Windows security prompt with "Yes" to run the ecoMAILZ installation

Please read the following information before installing:

- Make sure you create a backup before updating or upgrading.
- If you want to update, you can install the software over the existing version.
- You must always update all components.

You can install the ecoMAILZ installation file over your existing ecoMAILZ installation when you update under Windows.

1. Download the "ecoMAILZ Installer" at [ecodms.de](http://ecodms.de).
2. If this is a ZIP-file, unzip it first.
3. Execute the ".exe" installer.
4. The ecoMAILZ setup wizard opens. Click "Next" in the "Welcome Screen".

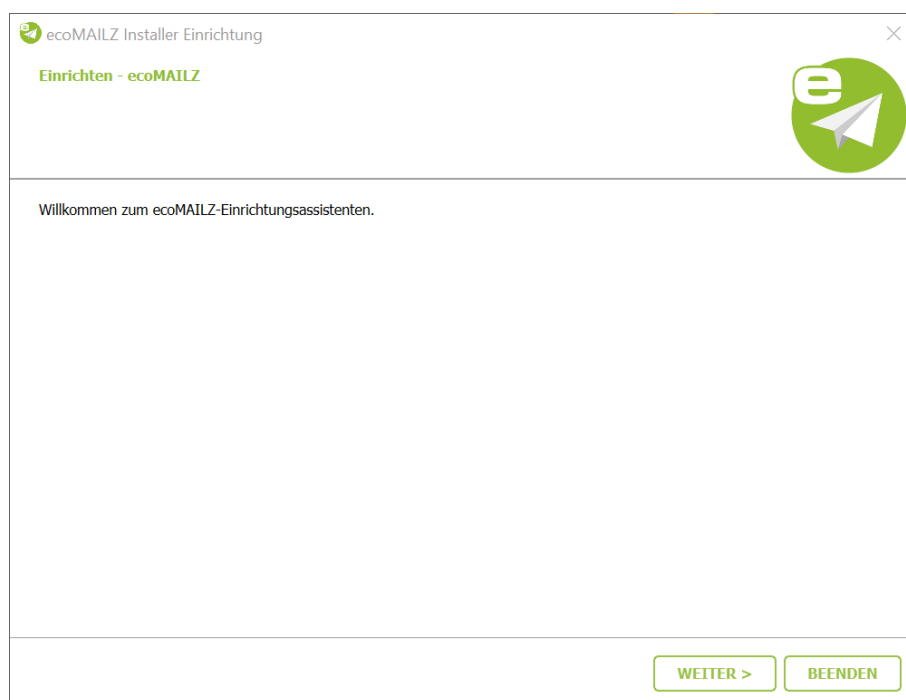


Figure 2.13: ecoMAILZ Update installieren - Startbildschirm

5. Sofern ecoMAILZ bereits installiert ist, findet der Installer die Installation und fragt ob das Update durchgeführt werden soll. Bestätigen Sie die Frage mit "Ja" oder brechen Sie den Vorgang mit "Nein" ab.

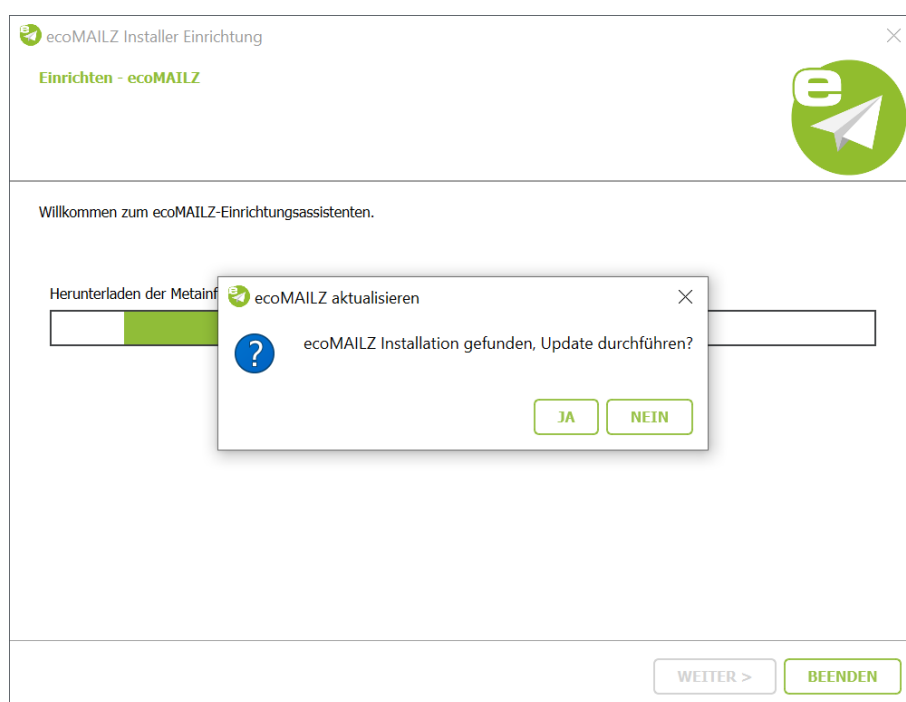


Figure 2.14: ecoMAILZ Update installieren - Datei gefunden

6.

- To install ecoMAILZ as a trial version (without a license for the full version), skip the license information and check "Install trial version".
- You can also enter the license information later in the ecoMAILZ web client.

The next step captures the licence information. If you already have a full version of ecoMAILZ, the license information is populated. If not, enter the license information now or continue with the installation as a "trial version". You can also enter the license information later in the ecoMAILZ web client.

- Licensee:** Enter the name of the license holder. Please make sure the spelling is correct. You can find the name of the license holder in the email you received after purchasing your license(s).
- License number:** Enter the license number. Please make sure the spelling is correct. You can find the license number in the email you received after purchasing your license(s).

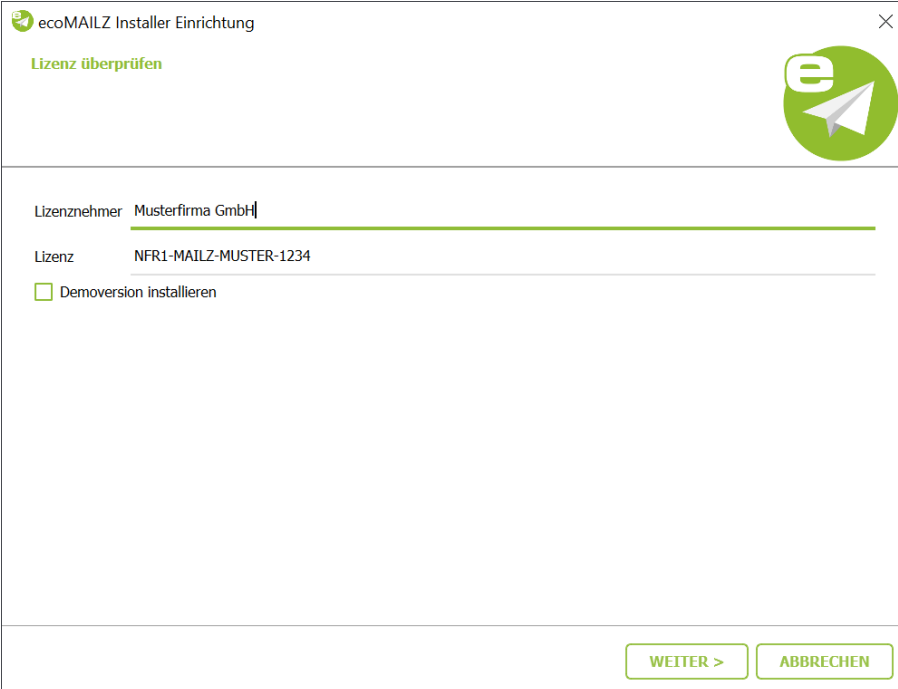


Figure 2.15: Install ecoMAILZ Update - License Information

7. The update installs. This process may take a while.

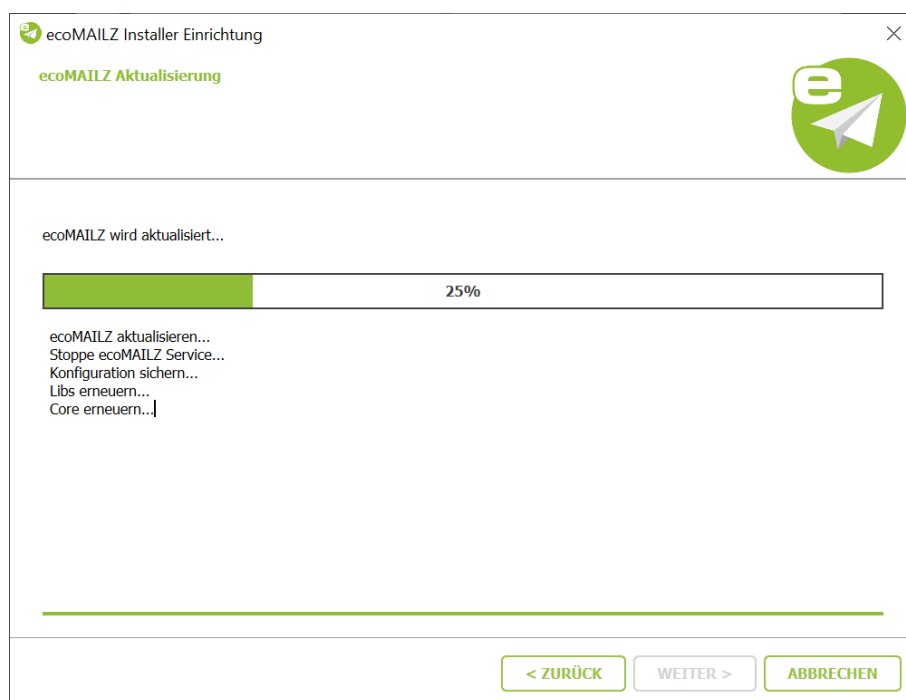


Figure 2.16: Install ecoMAILZ Update - Installation Process

8. The installation is complete. Click "Finish" to close the ecoMAILZ wizard.

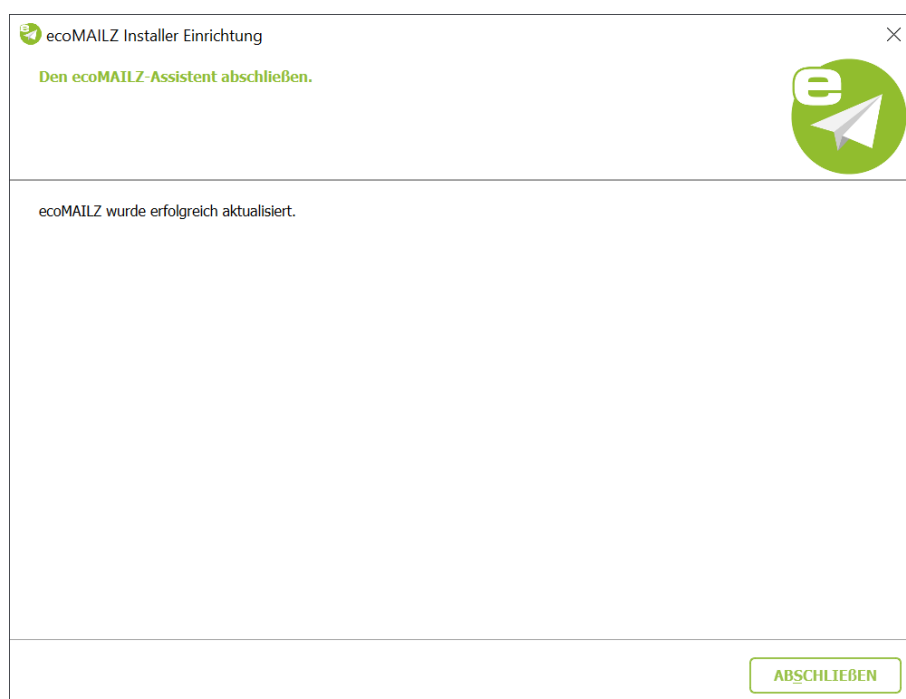


Figure 2.17: Install ecoMAILZ Update - Update Complete

9. The ecoMAILZ login page opens in your default web browser and displays information about the installed update.
- a) Confirm the message containing the version notes with "OK".
  - b) Now log in to ecoMAILZ with your credentials.

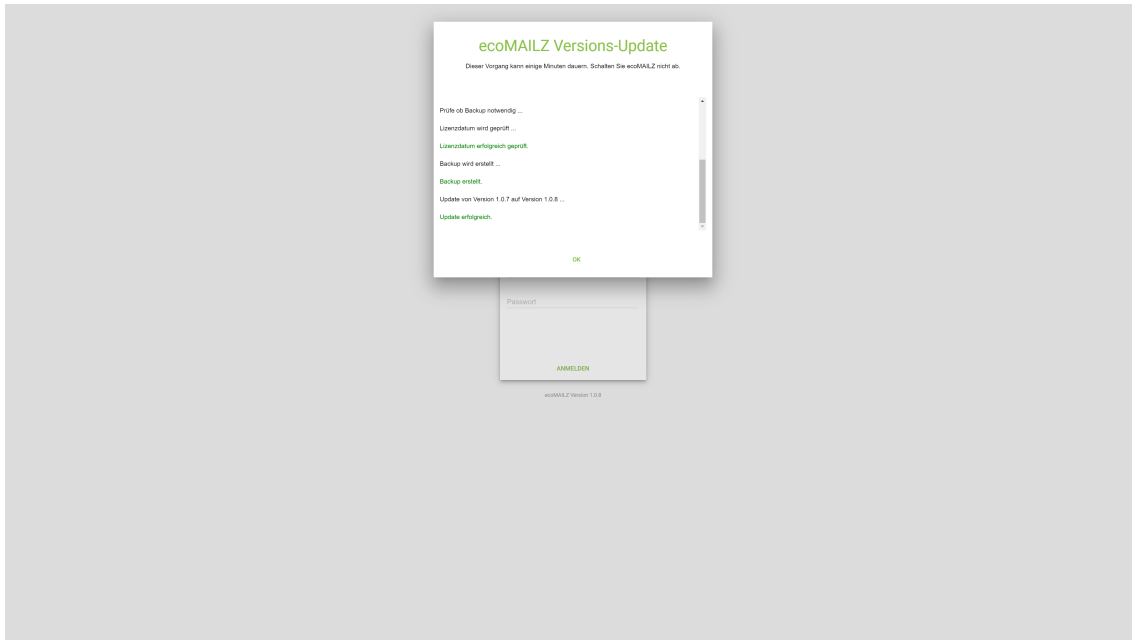


Figure 2.18: ecoMAILZ Update - Version Notes

## 2.4 Uninstallation

Please read the following information before uninstalling:

1. Uninstalling the ecoMAILZ component will irrevocably delete all stored databases. You cannot undo this operation.
  - a) Recovering the data requires a new installation of ecoMAILZ and importing a clean and complete data backup.
2. Make sure that no user is connected with ecoMAILZ and that the installed email client Plugins are disabled.

The following section describes how to uninstall the available ecoMAILZ components under Windows.

1. First, close all ecoMAILZ connections and make sure that no user is working with the system.
2. In the Windows Control Panel, open the interface to uninstall installed software ("Uninstall Program").
3. Select the "ecoMAILZ" software by double-clicking it in the list of installed programmes.
4. The uninstallation wizard starts. This process may take a while.
5. Select the "Remove All Components" feature and confirm your selection with "Continue".



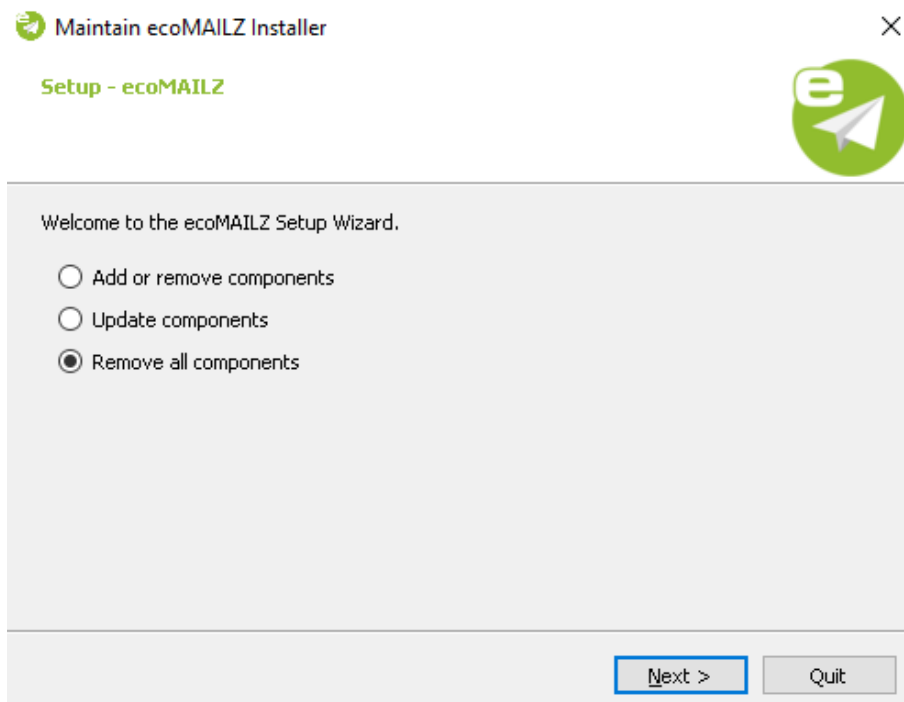


Figure 2.19: Uninstall ecoMAILZ - Welcome Screen

6. ecoMAILZ is now ready to be uninstalled. Start the uninstall process by clicking "Uninstall" or cancel the process with "Cancel".
- a) Please note that by uninstalling the ecoMAILZ component under Windows, the entire database of ecoMAILZ will be deleted. The ecoMAILZ component and the containers with all archived files will be deleted. You can only restore the data again if you created a complete and clean backup before uninstalling.

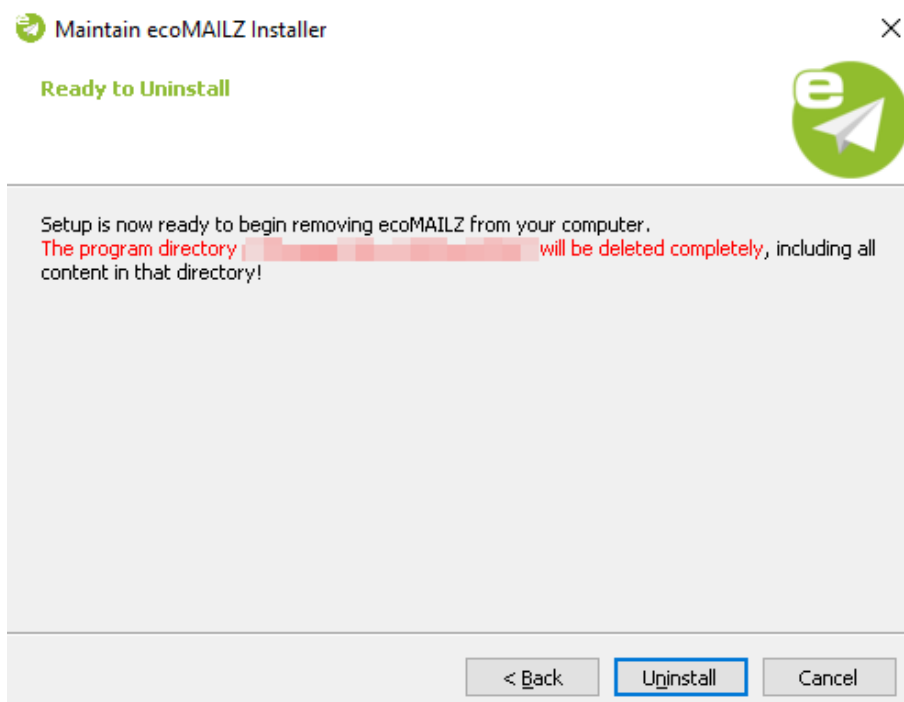


Figure 2.20: Uninstall ecoMAILZ - Important Information

7. Depending on the system environment, Windows displays a confirmation prompt for the "User Account Control".

Confirm with "Yes" when asked whether you want to allow the following programme to make changes to this computer.

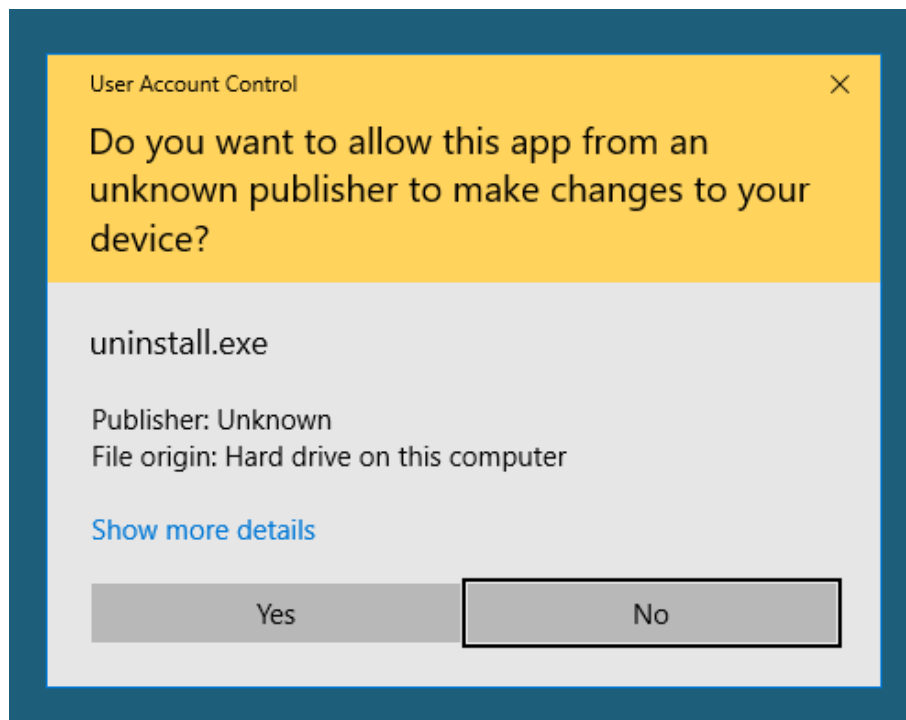


Figure 2.21: Uninstall ecoMAILZ - Windows Confirmation Prompt

8. The uninstall process is executed. This operation may take a while.

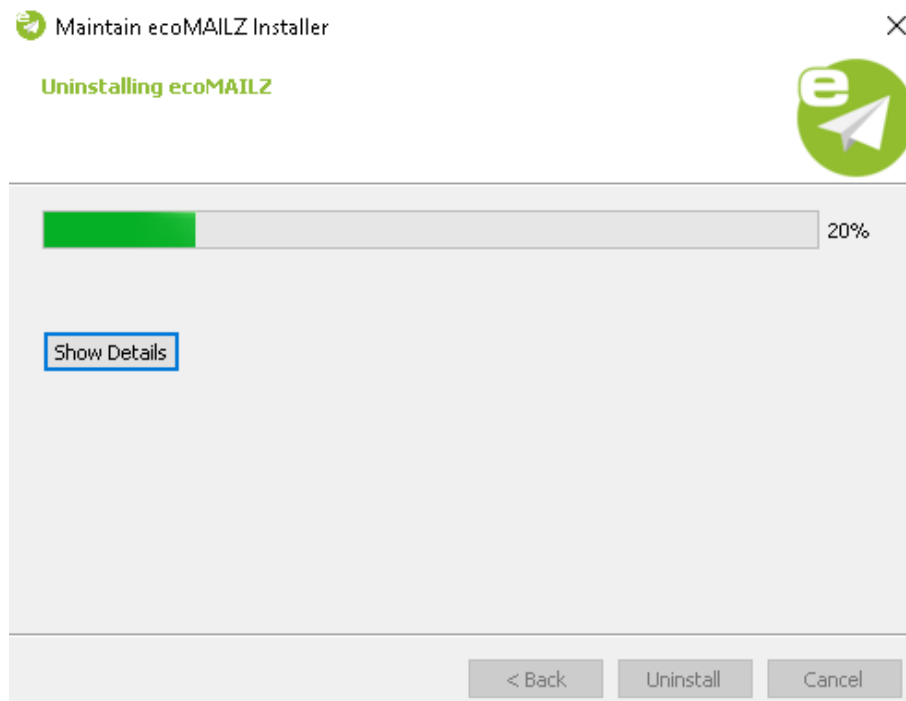


Figure 2.22: Uninstall ecoMAILZ - Uninstall Process

9. The uninstall process is now complete. The ecoMAILZ component has been removed from your system. Click "Finish" to close the uninstall wizard.

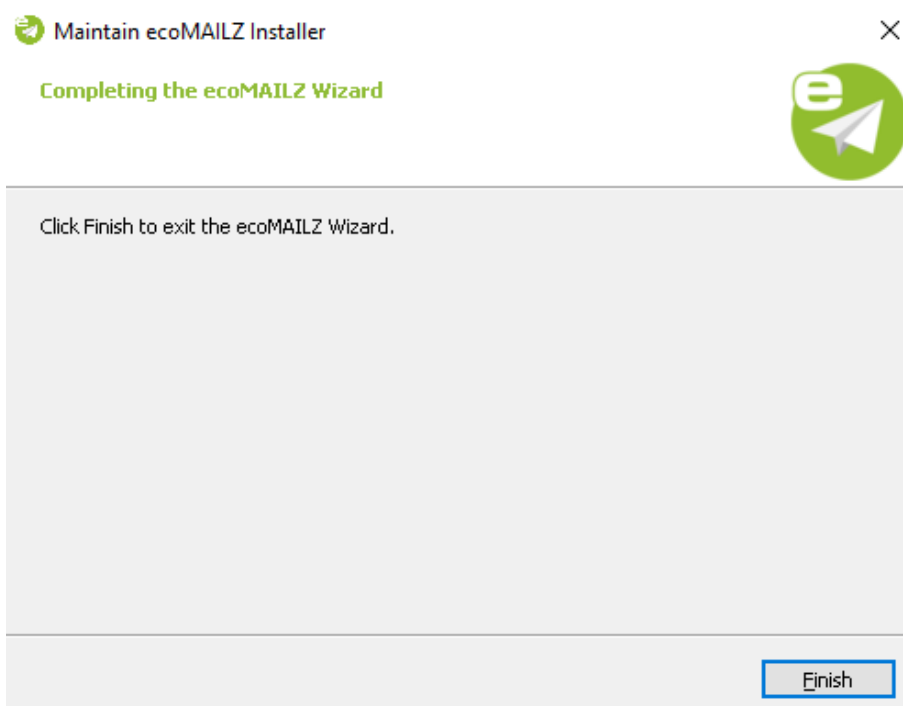


Figure 2.23: Uninstall ecoMAILZ - Uninstall Process Complete

10. If you want to reinstall the system afterwards, you must restart the computer first.

## 3 Linux Distributions

This chapter describes the necessary steps for installing and uninstalling the available ecoMAILZ components under Linux distributions. In addition, it features important information about the individual processes.

### 3.1 Installation

Please read the following information before installing:

- Ensure you create a backup before updating or upgrading.
- To update ecoMAILZ just install the software over the old version.
- You must always update all components.
- Please note that the ecoMAILZ packages for Ubuntu and Debian are only available for 64-bit systems.

The following section describes how to install the available ecoDMS components under Linux distributions.

#### 3.1.1 Install Editor

To install the ecoMAILZ components, you need an editor. To install, proceed the following steps:

1. Open the console (terminal) and enter the following command to install "mcedit":

```
sudo apt-get install mc
```

2. Confirm your entry with "Enter".
3. The editor will now be installed on your device.
  - a) The instructions, information, license agreements and system requirements of the respective manufacturer apply.

#### 3.1.2 Configuring apt Sources

Complete the following steps:

1. Open the file "sources.list" for editing with the following call:

```
sudo mcedit /etc/apt/sources.list
```

- a) Alternatively, you can also create your own sources list for the installation:

```
sudo mcedit /etc/apt/sources.list.d/ecomailz.list
```

2. Add the following row (in accordance with your operating system) to the end of the file.

Replace the "X.X.X" placeholder with the ecoMAILZ version you want to install.  
Example:

- Search result = 1.0.8
- Operating system = Ubuntu LTS 18.04
- Sources list entry = Ubuntu LTS 18.04

```
deb http://www.ecodms.de/ecomailz_170864-1.0.8/bionic /
```

- **Ubuntu 18.04 Bionic (64bit):**

```
deb http://www.ecodms.de/ecomailz_170864-X.X.X/bionic /
```

- **Ubuntu 20.04 Focal (64bit):**

```
deb http://www.ecodms.de/ecomailz_170864-X.X.X/focal /
```

- **Debian 10 Buster (64bit):**

```
deb http://www.ecodms.de/ecomailz_170864-X.X.X/buster /
```

- **Debian 11 Bullseye (64bit):**

```
deb http://www.ecodms.de/ecomailz_170864-X.X.X/bullseye /
```

#### ecoMAILZ Plugin for the ecoDMS Document Management System

You can find the entry for the sources.list of the ecoMAILZ plugin, which you can install for your ecoDMS (document management system), in the appropriate ecoDMS installation manual. The entries comply with the ecoDMS installation. If you have already installed ecoDMS, you do not need to update this entry. You can start installing the ecoMAILZ plugin for ecoDMS straight away.

3. Save your entry with "F2".
4. Exit the editor with "F10" or "ESC" (depending on the operating system).
5. Import the "Key" of "ecoDMS Repositories":

```
wget -q0- http://www.ecodms.de/gpg/ecodms.key | gpg --dearmor | sudo tee /etc/apt/trusted.gpg.d/ecodms.gpg && clear
```

6. Before you can install the individual components, the package sources must be updated with

```
sudo apt-get update
```

### 3.1.3 Install ecoMAILZ

ATTENTION! BEFORE every installation, read the notes in the "Determine ecoMAILZ Version" section of this manual.

Use this installation steps to install the ecoMAILZ email archive.

1. A precondition for this installation is that the apt-sources were edited as described in this manual.
2. Open the console.
3. Start the installation with

```
sudo apt-get install ecomailz
```

4. Confirm the displayed questions / warnings with YES by entering Y [...]Do you want to continue?[...] [...]Do you want to install these packages without checking?[...]
  - a) This process may take a while.
5. Read the license agreement carefully and confirm them.
  - a) Use the Tab key to skip to "OK" and confirm with "Enter".
6. The installation is performed. This operation may take a while.

## 3.2 Uninstallation

The following explains the uninstall process of ecoMAILZ under Linux distributions.

1. Open the console.
2. Perform the uninstall process with the following command:

```
sudo apt-get remove ecomailz
```

## 4 NAS: Synology, Docker

Please read the following information before installing / updating / upgrading:

- Ensure you create a backup before updating or upgrading.
- If you are already using an ecoMAILZ license for the full version and want to use this license for the Docker container, you must deactivate the license first. Otherwise, you cannot activate the new container. Please follow the steps for deactivation and activation, as shown in the ecoMAILZ manual.

This chapter describes the necessary steps for installing and uninstalling the available ecoMAILZ components on the Network Attached Storages (NAS) and via Docker image. In addition, it features important information about the individual processes.

### 4.1 Container-Update (Minor Releases)

If an ecoMAILZ container is already setup, you can update it as follows. The following section describes the update process to a minor release of ecoMAILZ on a NAS (Network Attached Storage).

1. Stop the ecoMAILZ container.
2. To update a container, **delete the existing container and the local image** of the installation.
  - a) **Do not delete this data folder!**
3. Then create the new container with **the same data folder**.
4. To do so, complete the steps described from section "Container Settings" for the Synology and QNAP installation onwards.

### 4.2 Synology Installation

The following section describes how to install the available ecoMAILZ component on a Synology NAS (Network Attached Storage).

#### 4.2.1 Install & Open Docker

Install the "Docker" app in the "Package Centre" of your "Synology system" and then open the application.



Figure 4.1: Synology - Install Docker App

#### 4.2.2 Search & Install ecoMAILZ Image

1. In the "Registration" area of the "Docker" app, search for the "ecoMAILZ image" with the name "ecomailz/donnie".

2. Then install the package by
  - a) right-clicking "ecomailz/donnie" and
  - b) then clicking "Download This Image".

If you have already installed a package, delete the local image "ecomailz/donnie" before installing the new image. Otherwise, "Docker" will install the local image without including any interim updates.



Figure 4.2: Synology - Install ecoMAILZ Image

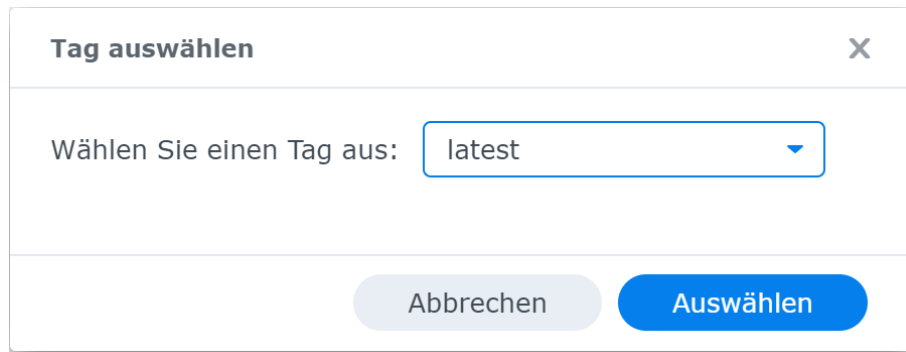


Figure 4.3: Synology - Download ecoMAILZ Image

### 4.2.3 Create Container

In the next step, create the container with the wizard.

1. Select the ecoMAILZ file in the "Image" area.
2. Now click "Start".

### 4.2.4 Container Settings

1. In the next step, assign a name to the container.



Figure 4.4: Synology - Container Name

2. Click "Extended Settings".
3. Select the "Port Settings" tab.
  - a) Now you can make the "Port Settings". You can connect to ecoMAILZ via the selected port (here: 8888) at your internet browser.

8888

Lokaler Port	Container-Port	Typ
8888	8888	TCP

Figure 4.5: Synology - Extended Settings (Port)

4. Now select the "Volume" tab.

## 4.2.5 Configure Mount Paths

1. On the "Volume" tab, click "Add Folder".

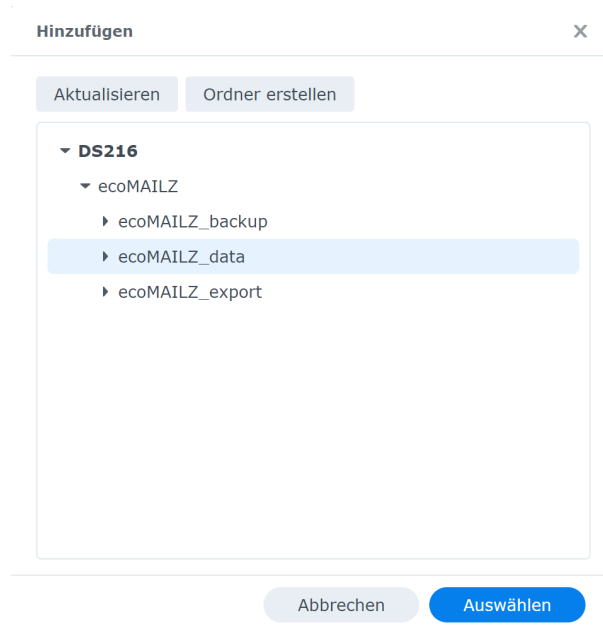


Figure 4.6: Synology - Extended Settings - Add Folder

2. Now select the location where you want to save your ecoMAILZ data on the NAS.

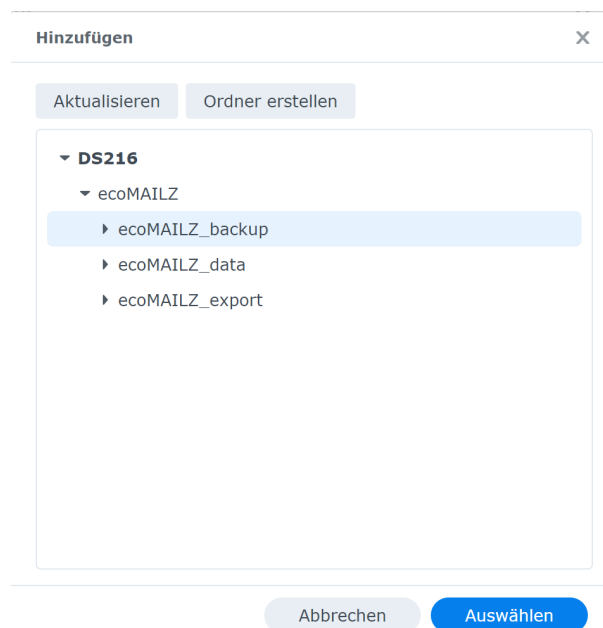


Figure 4.7: Synology - Extended Settings - ecoMAILZ Data Storage Location

3. Please ensure you have the following settings:

- a) Mount path for data folder

`/srv/data`

- i. "Read / write" permissions selected, and
- ii. Administrators" **Group** with **read and write access** for the selected shared folder.

- b) Create mount path for ecoMAILZ backup

`/srv/backup`

- i. The backup folder should be separate from the actual ecoMAILZ data.
- c) Create mount path for email export from ecoMAILZ

```
/srv/export
```

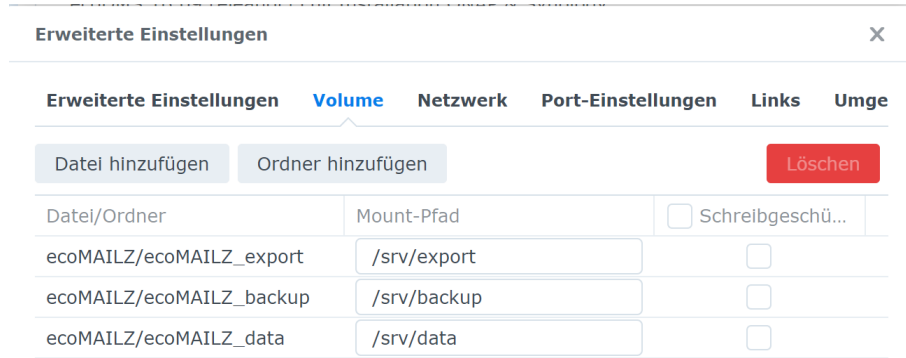


Figure 4.8: Synology - Extended Settings - Volume

## 4.2.6 Start Container

After you have successfully created the container, you can start it in the "Docker" interface in the "Container" area.

1. You can connect to ecoDMS via the selected port (here: 8888; refer to the section "Container Settings") at the QNAP IP address. Please refer to the ecoMAILZ manual for further details on login and logout.
  - a) You can open the login page at the following web address:

```
http://ecoMAILZ_IP_ADRESS:Port
```

- b) Example for a local installation with default port:

```
http://localhost:8888
```

2. Upon initial starting, it may take a while until the system can access ecoMAILZ.

## 4.3 QNAP Installation

The following chapter describes how to install the available ecoMAILZ component on a QNAP NAS (Network Attached Storage).

### 4.3.1 Install & Open ContainerStation

In the AppCenter of your "QNAP system", install the "ContainerStation" app and then open the application.

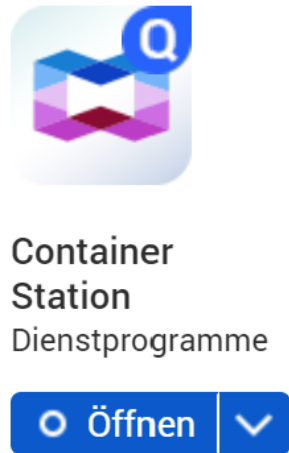


Figure 4.9: QNAP - AppCenter - Install ContainerStation

### 4.3.2 Search & Install ecoMAILZ Image

1. In the "Create Container" area of the "Container Station" app, search for the "ecoMAILZ image" with the name "ecomailz/donnie".
2. Then install the package by clicking "Create".
  - a) **If you have already installed an earlier package, delete the local image "ecomailz/donnie" before installing the new image. Otherwise, "ContainerStation" will install the local image without including any interim updates.**

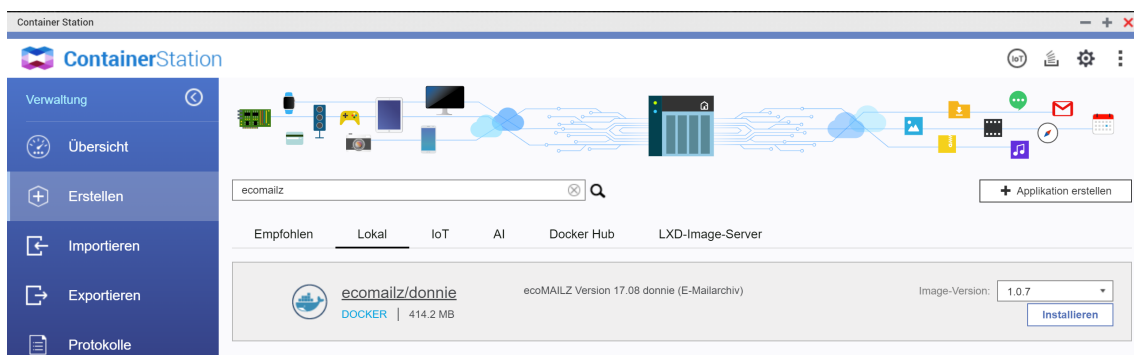
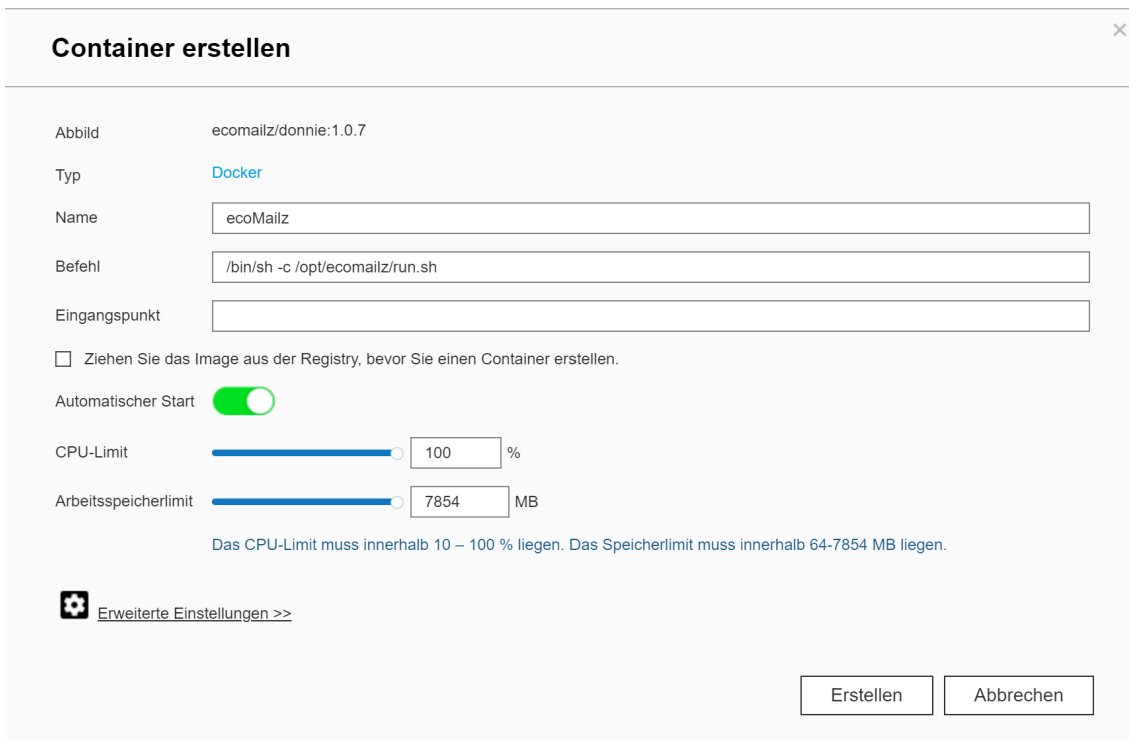


Figure 4.10: QNAP - ContainerStation - ecoMAILZ Image

### 4.3.3 Container Settings

1. In the next step, assign a name to the container.



**Container erstellen**

Abbild: ecomailz/donnie:1.0.7

Typ: Docker

Name: ecoMailz

Befehl: /bin/sh -c /opt/ecomailz/run.sh

Eingangspunkt:


☐ Ziehen Sie das Image aus der Registry, bevor Sie einen Container erstellen.

Automatischer Start: ☒

CPU-Limit: 100 %

Arbeitsspeicherlimit: 7854 MB

Das CPU-Limit muss innerhalb 10 – 100 % liegen. Das Speicherlimit muss innerhalb 64-7854 MB liegen.

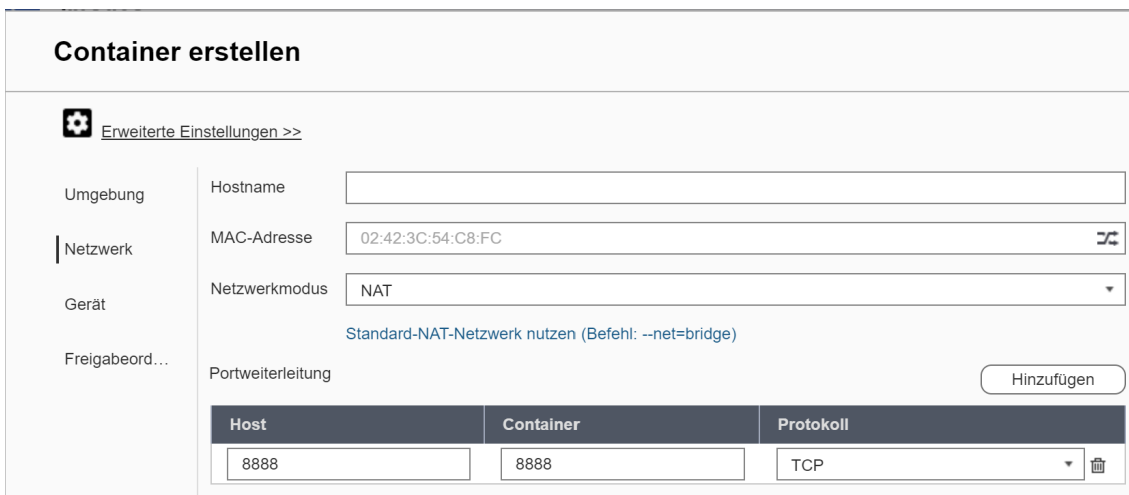
 [Erweiterte Einstellungen >>](#)

Erstellen Abbrechen


Figure 4.11: QNAP - Assign Container Name

- Click "Extended Settings".
- Select the "Network" setting.
- Now you can make the "Port Settings". You can connect to ecoMAILZ via the selected port (here: 8888) at your internet browser.

8888



**Container erstellen**

 [Erweiterte Einstellungen >>](#)

Umgebung: Hostname

Netzwerk: MAC-Adresse: 02:42:3C:54:C8:FC

Gerät: Netzwerkmodus: NAT

Freigabeord...: Standard-NAT-Netzwerk nutzen (Befehl: --net=bridge)

Portweiterleitung: [Hinzufügen](#)

Host	Container	Protokoll
8888	8888	TCP

Figure 4.12: QNAP - Port Forwarding (Default)

### 4.3.4 Configure Mount Paths

- Select the "Shared Folders" area.

2. Select the location where you want to save your ecoMAILZ data on the NAS (see figure) in the "Shared Folders" area.
3. Please ensure you have the following settings: /EN)

- a) Mount path for data folder

/srv/data

- i. "Read / write" permissions selected
- ii. "Administrators" **Group** with **read and write access** for the selected shared folder.

- b) Create mount path for ecoMAILZ backup

/srv/backup

- i. The backup folder should be separate from the actual ecoMAILZ data.

- c) Create mount path for email export from ecoMAILZ

/srv/export

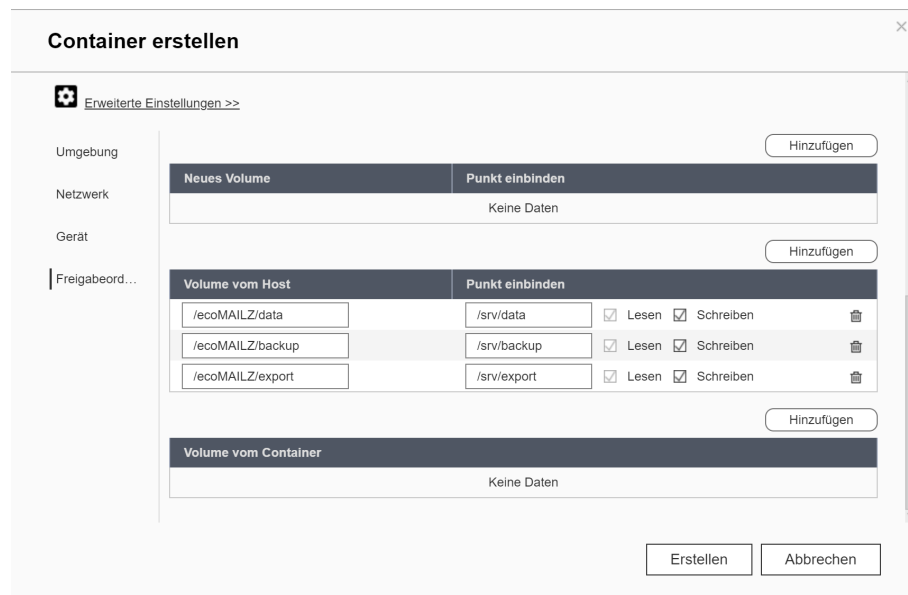


Figure 4.13: QNAP - Container - Storage Location

4. Click "Create" to finish the setup process.

### 4.3.5 Start Container

After you have successfully created the container, you can start it in the "ContainerStation" interface.

1. You can connect to ecoMAILZ via the selected port (here: 8888; refer to the section "Container Settings") at the QNAP IP address. Please refer to the ecoMAILZ manual for further details on login and logout.

- a) You can open the login page at the following web address:

http://ecoMAILZ\_IP\_ADRESS:Port

- b) Example for a local installation with default port:

http://localhost:8888

2. Upon initial starting, it may take a while until the system can access ecoMAILZ.

## 5 Plugins

This section describes how to install the available ecoMAILZ plugins.

### 5.1 Installation

This section describes how to install the available ecoMAILZ plugins.

#### 5.1.1 Thunderbird Add-on (2.0)| Windows, Linux, macOS

- You can import this add-on in Thunderbird through the add-on manager.
- Download the ecoMAILZ Thunderbird add-on from the ecoMAILZ download area at [www.ecodms.de](http://www.ecodms.de).
- This add-on runs in Thunderbird version 78 and later.
- If you are using an earlier version of Thunderbird, use the earlier version of the ecoMAILZ Thunderbird add-on. Refer to the installation manual of the earlier ecoMAILZ version 1.0.7 for more information on how to install the add-on.

Use this installation file to install the ecoDMS Thunderbird add-on. The add-on connects ecoMAILZ with your email interface. This allows you to monitor the archiving status and make various archiving settings directly in Thunderbird.

1. If it is a ZIP-file, unzip it first.
2. Start Thunderbird.
3. Click "Menu - Extras - Add-ons".

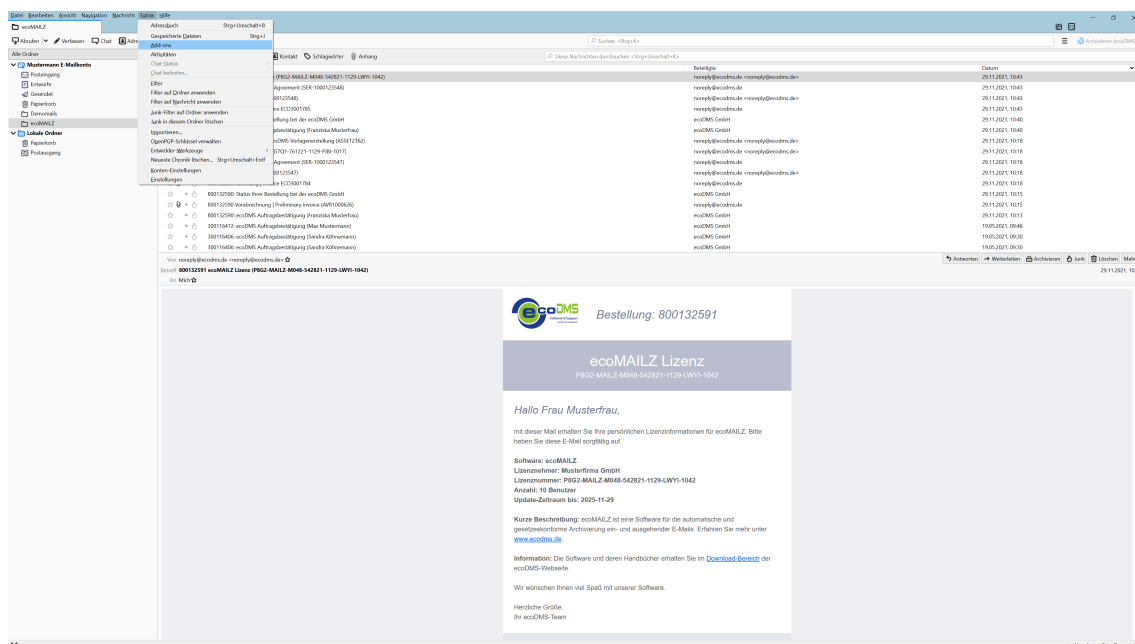


Figure 5.1: Install ecoMAILZ Add-on in Thunderbird: Extras -> Add-ons

4. Select the feature "Install Add-on from File..." the "Add-ons Manager".

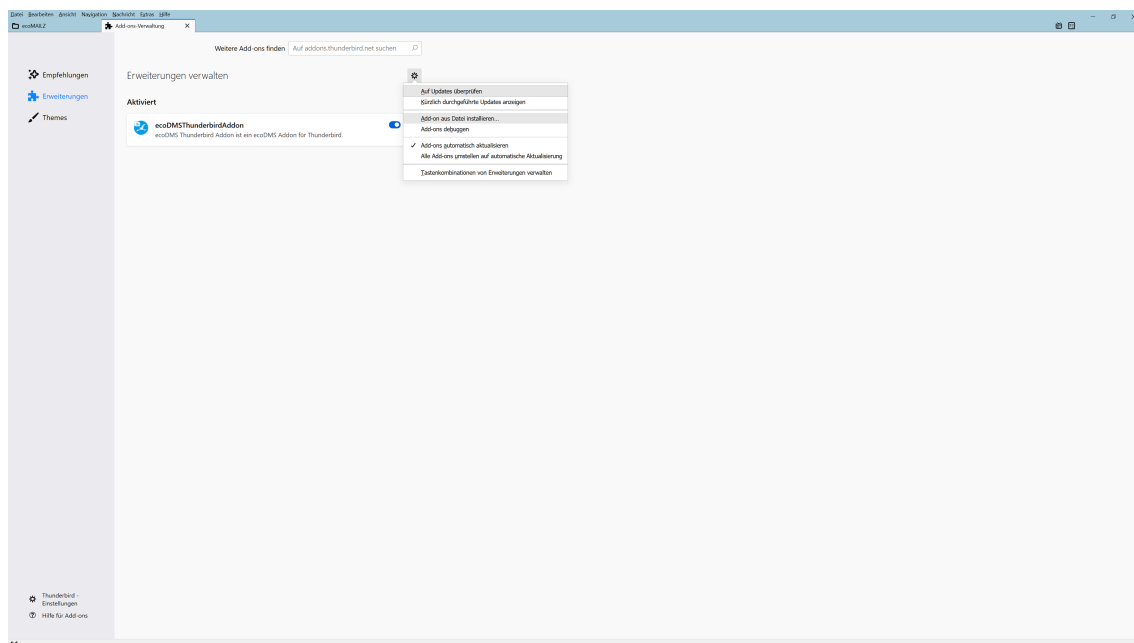


Figure 5.2: Install ecoMAILZ Add-on in Thunderbird: Install Add-on from File

5. Select the "XPI" file for ecoMAILZ and click "Open".

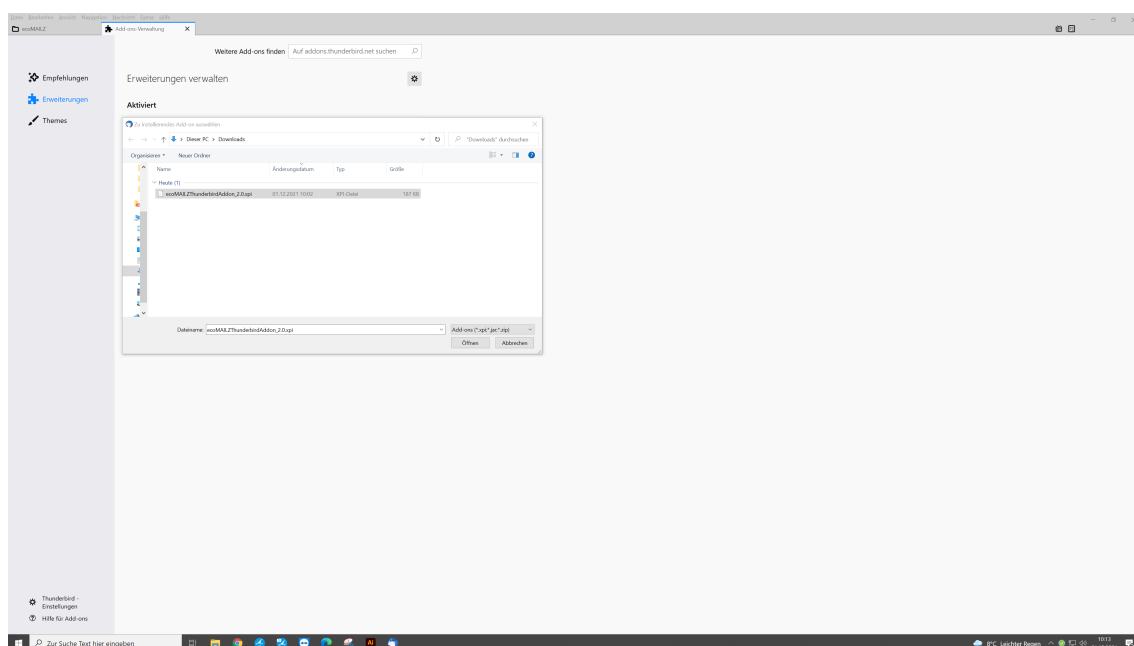


Figure 5.3: Install ecoMAILZ Add-on in Thunderbird: Open file

6. Confirm the prompt and click "Add" to start the installation.



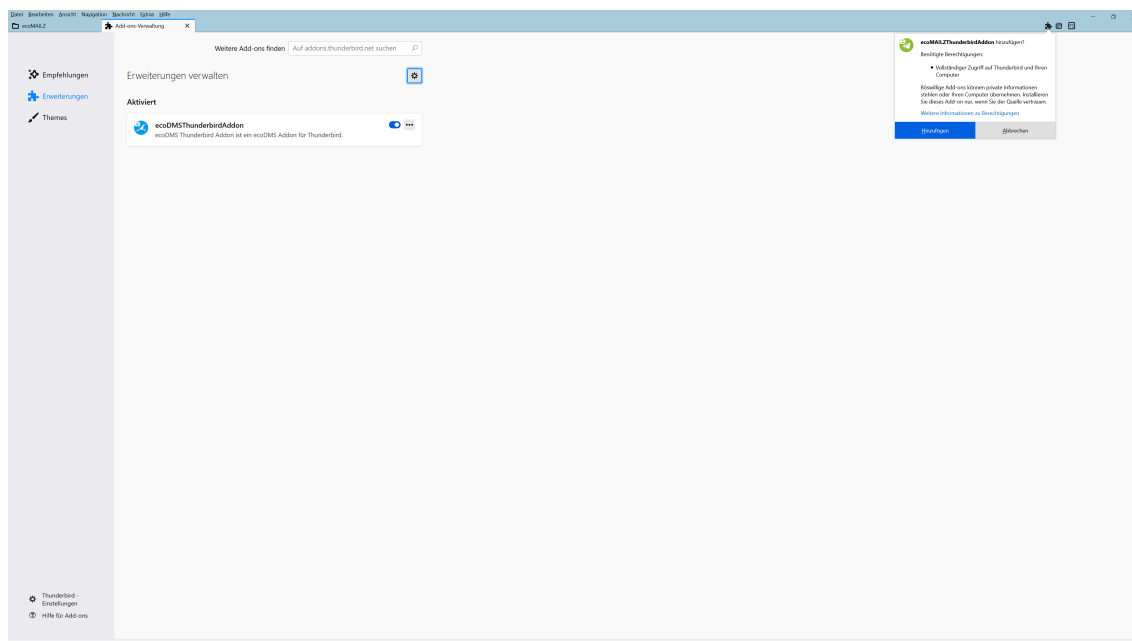


Figure 5.4: Install ecoMAILZ Add-on in Thunderbird: Confirm Prompt

7. The installation is complete.

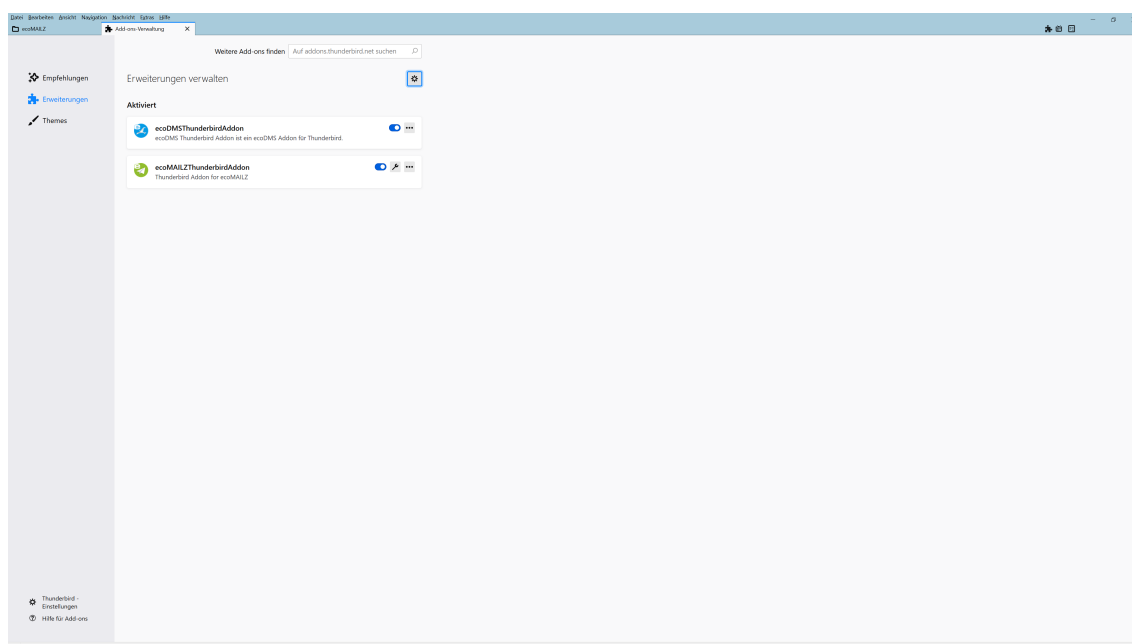


Figure 5.5: Install ecoMAILZ Add-on in Thunderbird: Installation Complete

8. To work with ecoMAILZ, you need to set up the system by clicking "Menu - Manage" in the ecoMAILZ add-on.

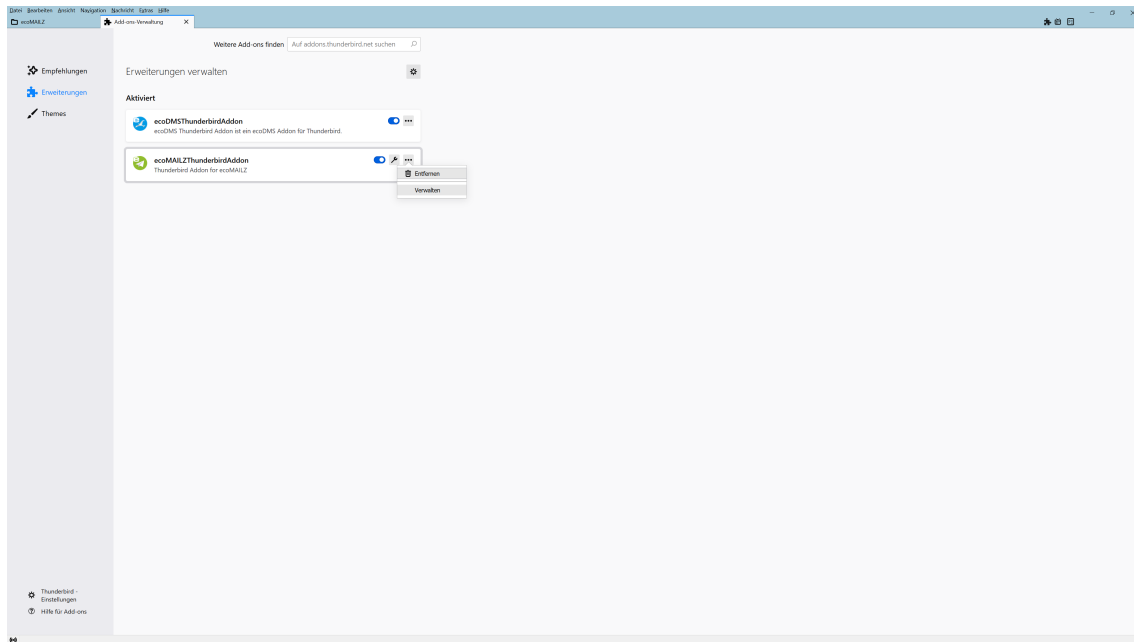


Figure 5.6: Install ecoMAILZ Add-on in Thunderbird: Open ecoMAILZ Administration

9. Enter the connection data for ecoMAILZ. To do so, click the "Settings" tab.

- **ecoMAILZ Server:** Enter the link to ecoMAILZ. The link usually consists of the IP address of the ecoMAILZ instance, the associated port and the attached information about the ecoMAILZ API.

`http://ecoMAILZ_IP_ADRESSE:Port/restful/api/`

Example for local installation with default port:

`http://localhost:8888/restful/api/`

- **ecoMAILZ Port:** Enter the port for the ecoMAILZ instance. The standard port name is:

`8888`

- **SSL:** SSL encryption is required if SSL is configured and activated for the ecoMAILZ instance.
- **ecoMAILZ URL:** Based on the server information you enter, the complete server address for establishing the connection is automatically entered here.

- Example for a local installation with default port, without SSL:

`http://localhost:8888/restful/api/`

- **ecoMAILZ user:** Enter the user name of your own ecoMAILZ profile
  - (this can also be an email address, depending on the ecoMAILZ configuration)
- **ecoMAILZ password:** Enter the appropriate password
- **Extended:** Open the "Extended" section by clicking the arrow at the side.
  - **ecoMAILZ API path:** To establish a connection, the ecoMAILZ plugin requires the API path. Enter the path here. The path name is:

`/restful/api/`

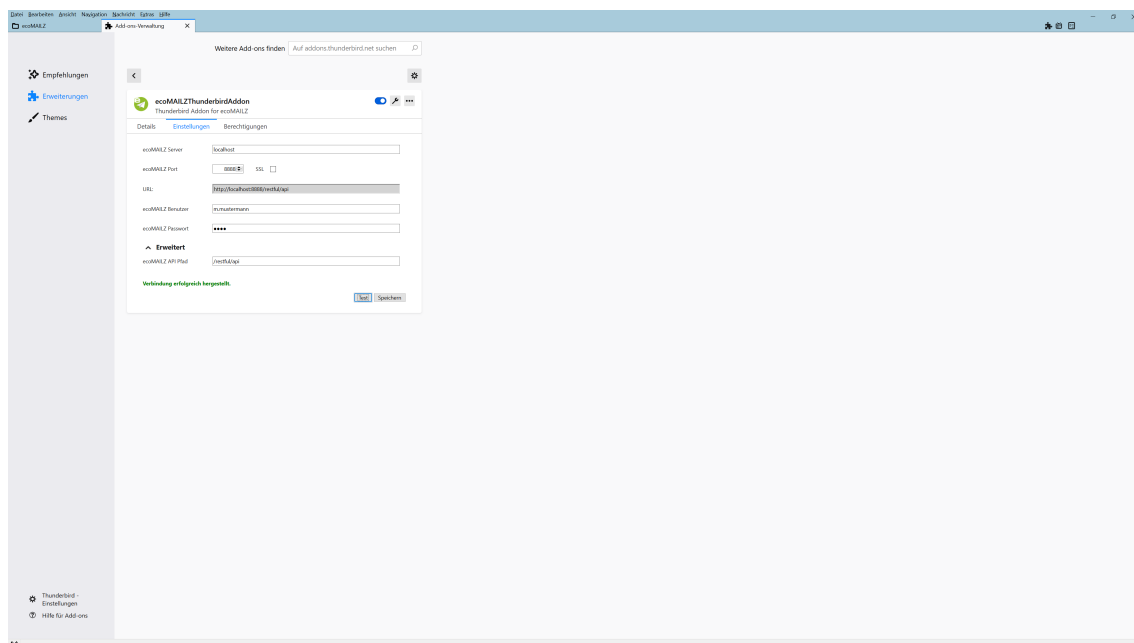


Figure 5.7: Install ecoMAILZ Add-on in Thunderbird: Enter Connection Data

10. ecoMAILZ in Thunderbird is now installed and configured.

- a) You can now use the ecoMAILZ plugin on your computer.
- b) Refer to the ecoMAILZ manual for more information on ecoMAILZ features + information about login credentials.

## 5.1.2 Microsoft Outlook Add-in (1.0.7) | Windows

- Download the ecoMAILZ Microsoft Outlook Add-in in the ecoMAILZ download area at [www.ecodms.de](http://www.ecodms.de).
- Depending on the system environment, Windows displays a confirmation prompt for the "User Account Control" during installation. Confirm with "Yes" when asked whether you want to allow the following programme to make changes to this computer.

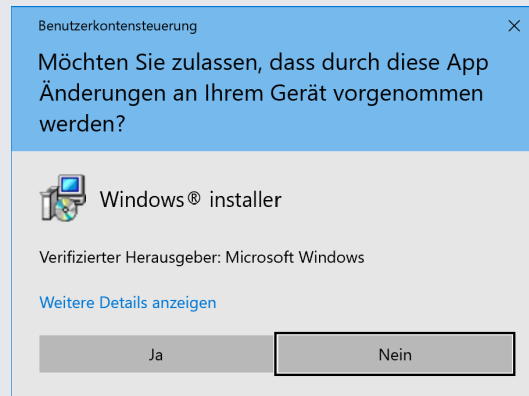


Figure 5.8: Confirm the Windows Security Prompt with "Yes" to Run the Microsoft Outlook Add-in Installation

Use this installer to install the ecoDMS MS Outlook add-in. The add-in connects ecoMAILZ with your email interface. This allows you to monitor the archiving status and make various archiving settings directly in Outlook.

1. If it is a ZIP-file, unzip it first.
2. Execute the ".exe" installer.
3. The installation wizard starts. Click "Next" in the "Welcome Screen".

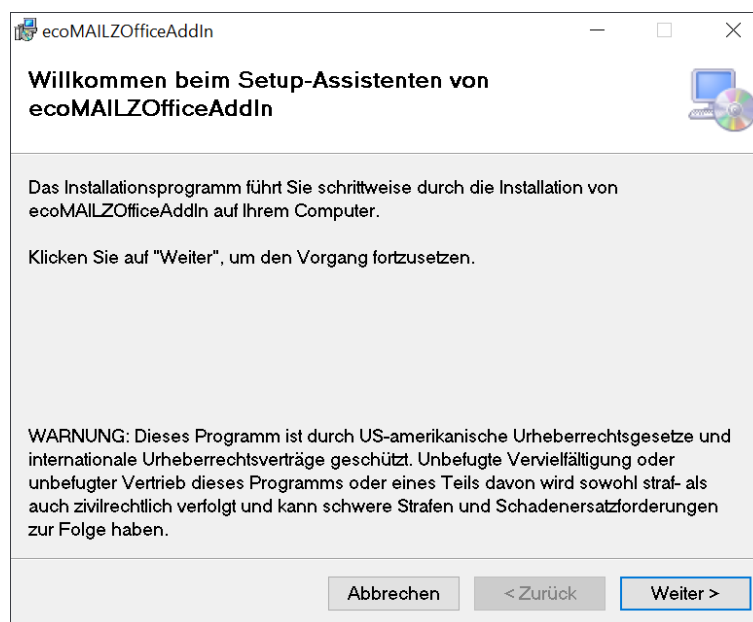


Figure 5.9: Install ecoMAILZ Add-In for MS Outlook: Open ecoMAILZ Administration

4. Select the installation folder and click "Next".

- a) You can change the suggested folder by clicking "Browse" or "...".

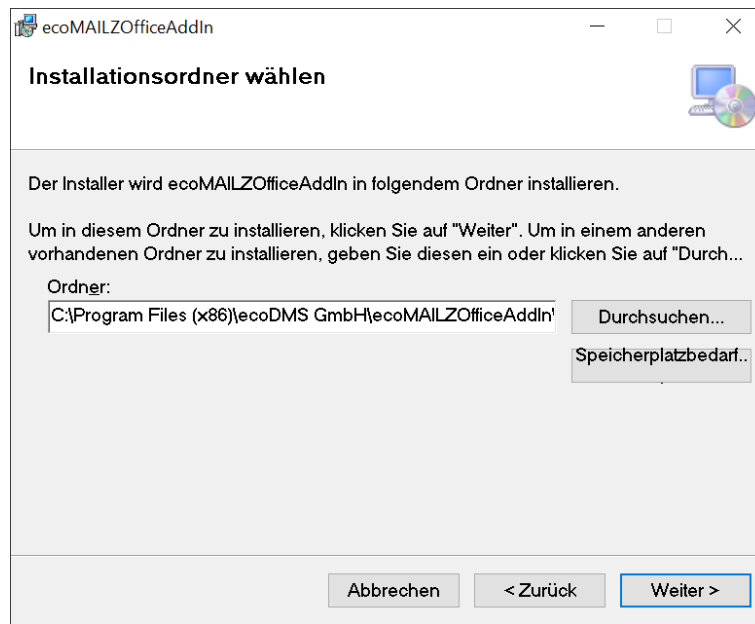


Figure 5.10: Install ecoMAILZ Add-In for MS Outlook: Select Installation Folder

5. The ecoMAILZ add-in is now ready for installation. Start the installation by clicking "Continue". The installation process may take a while.

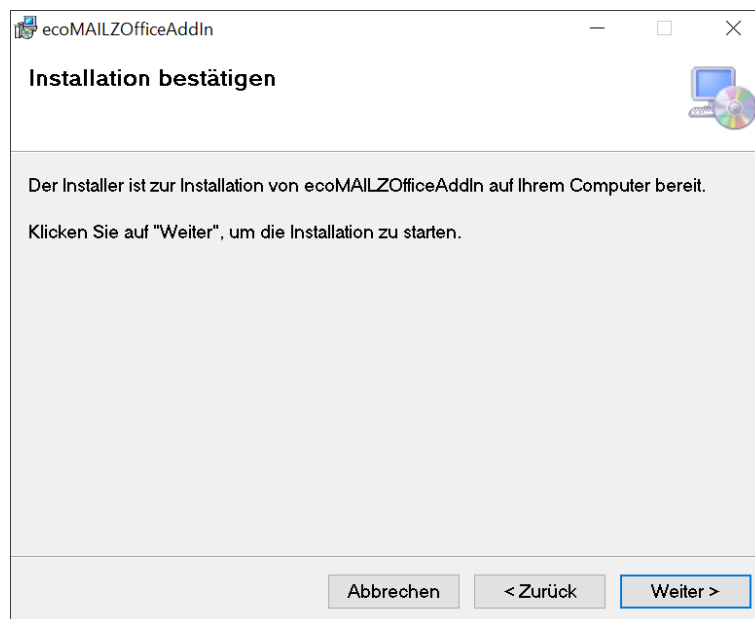


Figure 5.11: Install ecoMAILZ Add-In for MS Outlook: Confirm Installation

6. The installation is executed. This process may take a while.

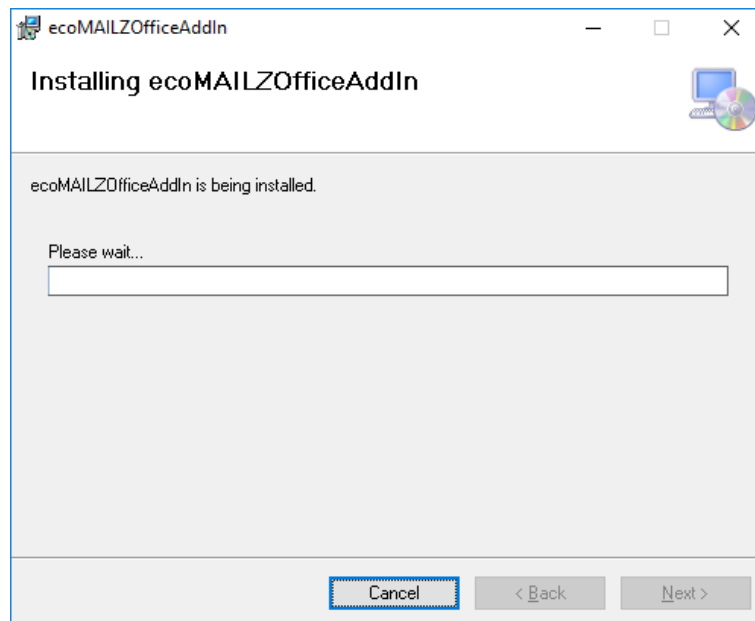


Figure 5.12: Install ecoMAILZ Add-In for MS Outlook: Installation Process

7. The installation is complete. Click "Finish" to close the installation wizard.

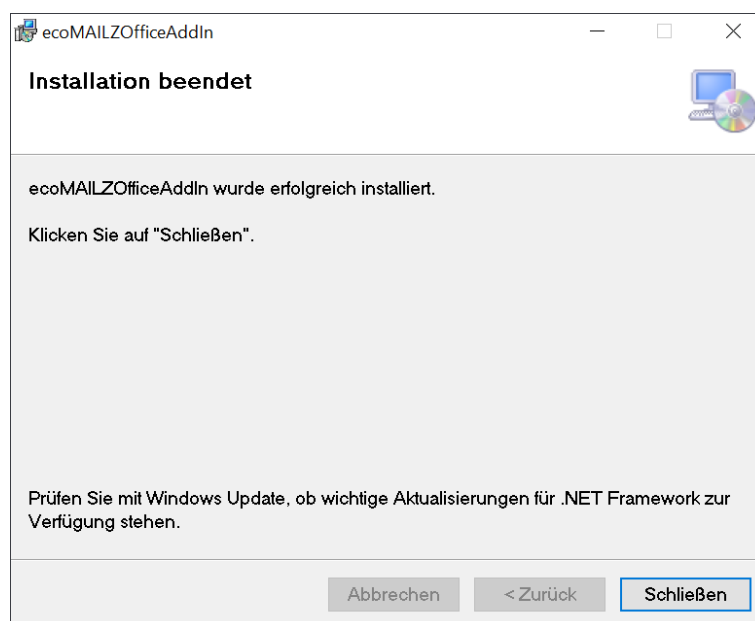


Figure 5.13: Install ecoMAILZ Add-In for MS Outlook: Installation Complete

8. To work with ecoMAILZ, click the green cogwheel "ecoMAILZ Settings" on the right in Outlook.

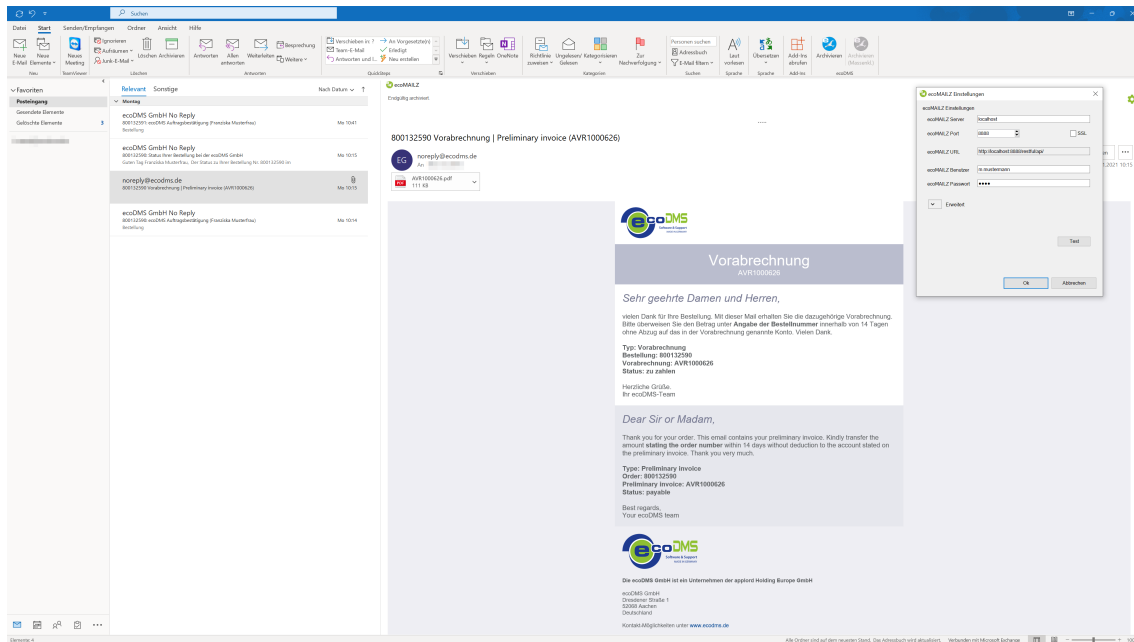


Figure 5.14: Install ecoMAILZ Add-in for MS Outlook: Open ecoMAILZ Administration

9. Enter the connection data for ecoMAILZ. To do so, click the "Settings" tab.

- **ecoMAILZ Server:** Enter the link to ecoMAILZ. The link usually consists of the IP address of the ecoMAILZ instance, the associated port and the attached information about the ecoMAILZ API.

```
http://ecoMAILZ_IP_ADRESSE:Port/restful/api/
```

Example for local installation with default port:

```
http://localhost:8888/restful/api/
```

- **ecoMAILZ Port:** Enter the port for the ecoMAILZ instance. The standard port name is:

```
8888
```

- **SSL:** SSL encryption is required if SSL is configured and activated for the ecoMAILZ instance.
- **ecoMAILZ URL:** Based on the server information you enter, the complete server address for establishing the connection is automatically entered here.
  - Example for a local installation with default port, without SSL:

```
http://localhost:8888/restful/api/
```

- **ecoMAILZ user:** Enter the user name of your own ecoMAILZ profile
  - (this can also be an email address, depending on the ecoMAILZ configuration)
- **ecoMAILZ password:** Enter the appropriate password
- **Extended:** Open the "Extended" section by clicking the arrow at the side.
  - **ecoMAILZ API path:** To establish a connection, the ecoMAILZ plugin requires the API path. Enter the path here. The path name is:

```
/restful/api/
```

10. ecoMAILZ in MS Outlook is now installed and configured.

- You can now use the ecoMAILZ plugin on your computer.
- Refer to the ecoMAILZ manual for more information on ecoMAILZ features + information about login credentials.

### 5.1.3 ecoMAILZ Plugin for ecoDMS | Windows, Linux

- To find out how to install the ecoMAILZ plugin, refer to the installation manual of the respective ecoDMS version.
- You can find all manuals and software components in the download area of the ecoDMS website.

## 5.2 Uninstallation

This section describes how to uninstall the ecoMAILZ plugins.

### 5.2.1 Thunderbird Add-on (2.0) | Windows, Linux, macOS

This is how to uninstall the ecoMAILZ features in Thunderbird:

- Start Thunderbird.
- Click "Menu - Extras - Add-ons".

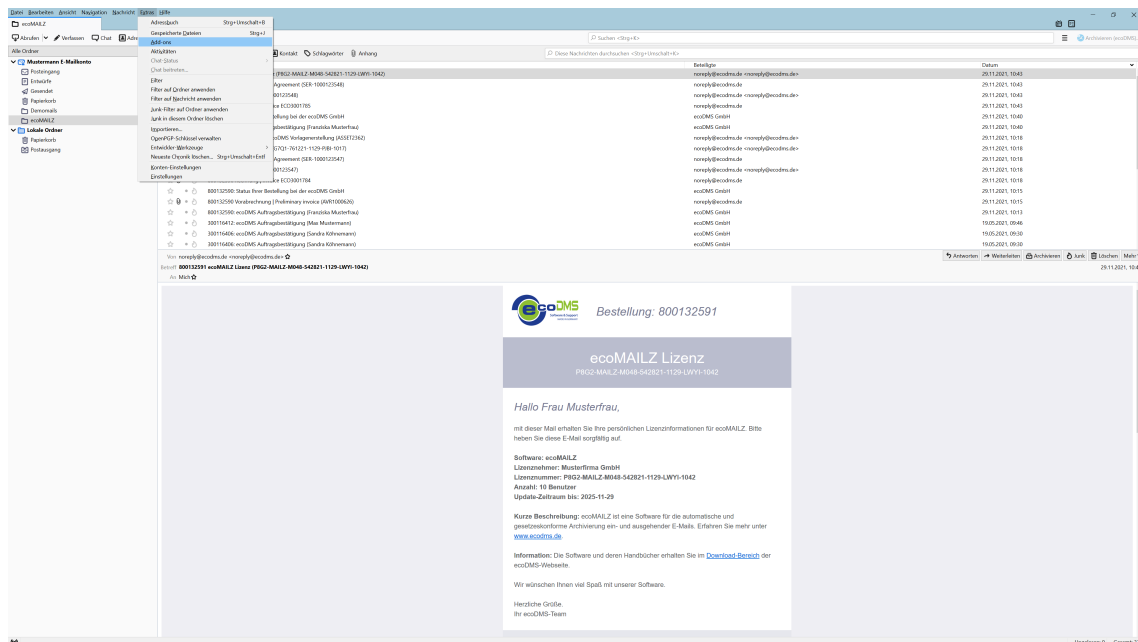


Figure 5.15: Uninstall ecoMAILZ Add-on in Thunderbird: Extras -> Add-ons

- Click "Menu - Remove" to uninstall the add-on



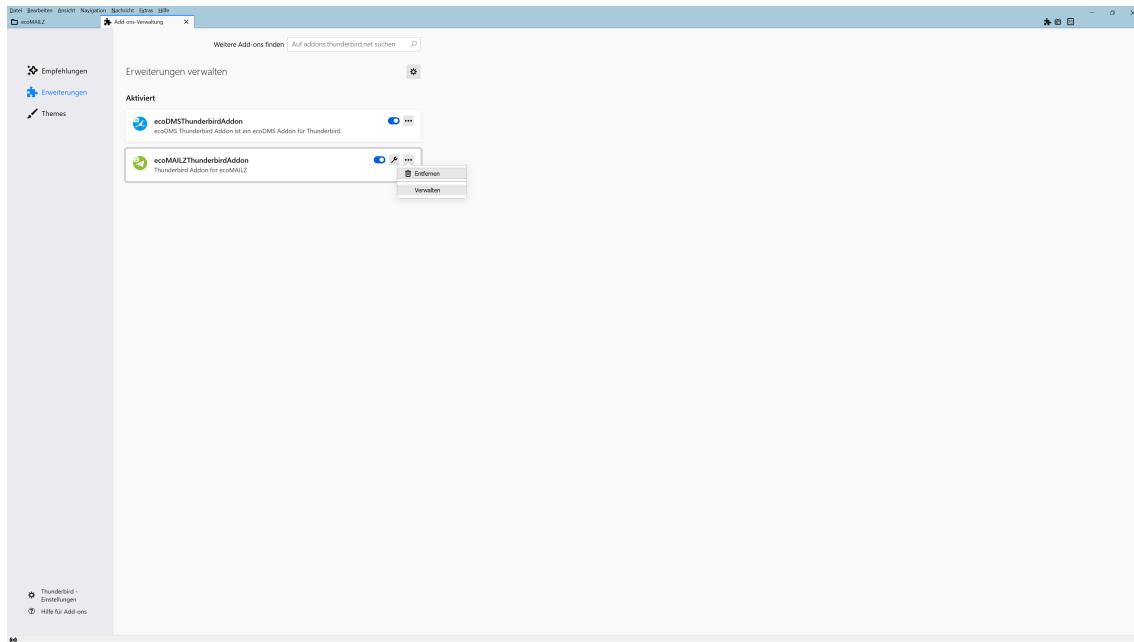


Figure 5.16: Uninstall ecoMAILZ Add-on in Thunderbird: Remove Add-on

4. The uninstall process is now complete.

### 5.2.2 Microsoft Outlook Add-in (1.0.7) | Windows

1. Open the Windows Control Panel -> Programs -> Programs and Features
2. Select the "ecoMAILZOfficeAddin" software by double-clicking it in the list of installed programmes.
3. Confirm the message which asks if you want to delete the programme with "Yes".

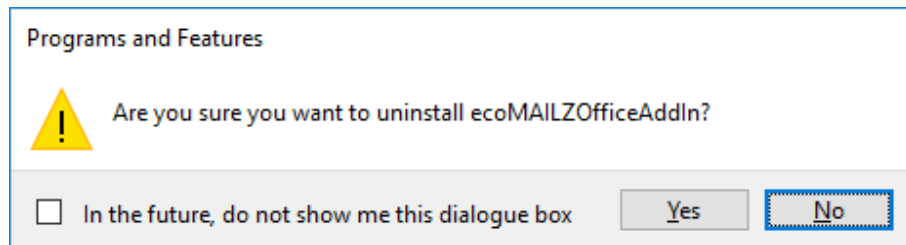


Figure 5.17: Uninstall ecoMAILZ Add-In for MS Outlook: Confirm the Confirmation Prompt

4. The programme is uninstalled and removed from your computer. This process may take a while.

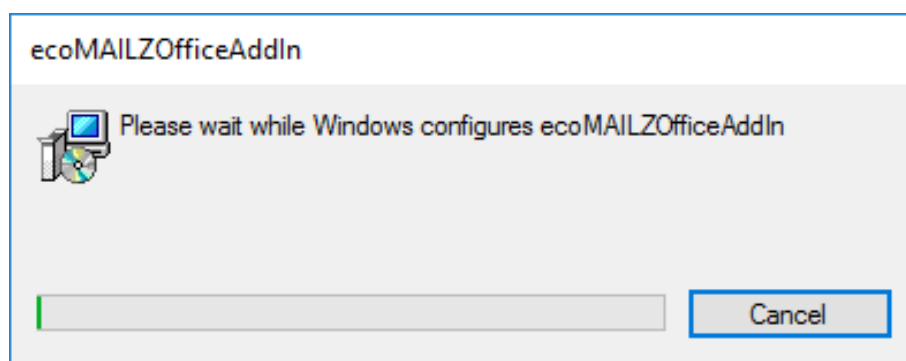


Figure 5.18: Uninstall ecoMAILZ Add-In for MS Outlook: Uninstallation Process

5. The add-in is now uninstalled.

### 5.2.3 ecoMAILZ Plugin for ecoDMS | Windows, Linux

- To find out how to install the ecoMAILZ plugin, refer to the installation manual of the respective ecoDMS version.
- You can find all manuals and software components in the download area of the ecoDMS website.