

## FACTSHEET

# MS Outlook<sup>®</sup> Format conversion

Data conversion on a server from Microsoft Outlook and exchange into neutral format



### What is MS Outlook Format conversion?

To achieve proper archiving, email traffic can be converted into long term formats. Bundled emails with attachments can be converted as well.

### Benefit

Reliable long term storage of emails and their supported document attachments. Remove mail traffic from the Outlook content and assign it to the appropriate context.



### Supported file formats

- **PST-File:**  
All information, which can be managed by an Outlook client (not only mails but also dates, contacts and tasks).
- **MSG-File:**  
Mail from Outlook. This file is created when a mail is separately stored out of Outlook.
- **EML-File:**  
Mail from Outlook Express and other email applications.

### PST and MSG contents

These contents (elements of a file) can be processed and converted:

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• <b>Communication</b><ul style="list-style-type: none"><li>• Email with attachment</li></ul></li></ul> | <ul style="list-style-type: none"><li>• <b>Administration</b><ul style="list-style-type: none"><li>• Out of Office</li><li>• Reading confirmation</li><li>• Delivery error</li><li>• Postmaster mailbox full</li></ul></li></ul> | <ul style="list-style-type: none"><li>• <b>Dates</b><ul style="list-style-type: none"><li>• Meeting refusal</li><li>• Conditionally meeting approval</li><li>• Invitation forward</li><li>• Meetin request</li><li>• Meeting retreat</li></ul></li></ul> |
|---|--|--|

# MS Outlook Application Converter

## Email attachments

Email files often contain attachments. The attachments are identified and converted by the conversion server in one click:

- **Files:** All file formats are supported, for which a SEAL Systems conversion service is installed:  
All common Office formats (docx, xlsx, pptx, vscx, mppx, ...)  
All common graphics and image formats (JPEG, TIFF, CGM, BMP, GIF, HTML, PDF, ...)  
CAD formats on request
- **Container:** ZIP, RAR, TAR
- **Mails:** Resolving according to header data, body and attachments possible

## Output structures

When a file with attachments is transferred for conversion, the original structures can be used for future processes as well. The structure is defined by its attached mail and eventually from the addition of files within the attachments.

- All files presented as a single entry of a simple list. Output formats: PDF, PDF/A
- Compiled in a PDF file with contents and bookmarks
- Mail inbox structure logged with XML with additional data like sender, recipient, subject etc.
- PDF portfolio (in preparation)

## Error handling

- Test run (advisable with huge input data)
- Abort and logging of errors
- Failure page generation in case of file errors
- Logging of errors and warnings in XML
- Exit codes for ordering process

## Licensing

Licensing is done at integration in a SEAL Systems conversion server for SAP or Teamcenter. Also, a user-related license can be beneficial.

## Further functions

- Filtering of wanted/allowed data type
- Setting of maximum dissolving level

## Interfaces

Application converters from SEAL Systems can be used in different environments.

- Conversion server for SAP DMS and SAP Records Management
- Conversion server for Siemens PLM Teamcenter DOC4TC

For other applications there is the server program DPF4Convert with integration interfaces.

- Command line with native or Java client
- Input directories (watchdog/listener)
- Interactive client
- Context menu Windows Explorer
- Web service

## Related products

SEAL Systems converter for CAD  
SEAL Systems converter for graphic formats  
SEAL Systems converter for MS Office  
Conversion server for SAP DMS / RM  
Conversion server for Siemens PLM  
Digital Process Factory® DPF

## System requirements

See all details for recommended computer equipment under [www.sealsystems.com/computer-equipment/](http://www.sealsystems.com/computer-equipment/)  
A license must be installed on the conversion server.

## Product code

CIMSO

Uwe Wächter and Debra Garls are specialist for your questions concerning:

*Conversion and PDF processing*



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 **Convert & Publish**  
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We would be happy to answer your questions around output, distribution and conversion of documents, PDF processing and show you the possibilities for your company.

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V510-110609-0-en