

## Indexing Your Mailbox

You can improve the performance of Xiant Filer™ by enabling Windows Search (formerly known as Windows Desktop Search) to index your mailbox. After your mailbox has been indexed, Filer searches the index rather than the mailbox when you use it to move batches of related messages (by thread or by sender), create a new topic, or add a new message thread to a topic.

Enabling indexing of your mailbox is strictly optional; if you are satisfied with Filer performance, you do not need to enable indexing.

### How do I know if indexing is likely to improve Filer performance?

Enabling indexing of your mailbox may improve performance if you notice that any of the following Filer actions causes Microsoft Office Outlook® to become unavailable for noticeable periods of time:

- Moving a batch of messages (*by thread or by sender*)
- Creating a new topic
- Adding a new message thread to a topic

Each of the above actions triggers a search for related messages in your mailbox. If Filer can search an index rather than the entire mailbox, it can generate the necessary results and complete the action much more quickly.

### What limitations might prevent me from indexing my mailbox?

If you are running Outlook in an enterprise environment with a Microsoft Exchange mailbox, you may be limited in terms of your indexing options:

- Your network or server administrators may use a group policy to manage indexing behavior on your computers. If this is the case, after you change indexing behavior on your computer the group policy may soon override your changes.
- If running Outlook in online Exchange mode—in which Outlook maintains a connection to the Microsoft Exchange mail server—indexing requires Windows Search to crawl the online mailbox. This may negatively impact the performance of the Microsoft Exchange server for all users.

In an enterprise computing environment, consult with your server or network administrators for assistance making changes to Windows Search.

### How can I tell if Windows Search is installed on my computer?

If you are a Windows Vista user, Windows Search should have already been installed with the operating system.

If you are using an earlier version of Windows, however, check the list of installed programs to determine if Windows Search has already been installed (it appears on the list of installed programs as *Windows Search* followed by the version number). Filer requires version 3.1 or later.

If Windows Search isn't installed, you can install it for free from the Microsoft Web site:

<http://www.microsoft.com/windows/products/winfamily/desktopsearch/choose/windowssearch4.mspx?tab=Install%20It>

### Windows Search is installed on my computer. How do I verify that it is configured to index my mailbox?

By default, Windows Search should be configured to index your Outlook mailbox. You can verify your indexing settings by opening *Indexing Options* from the Control Panel. If your mailbox is currently among the locations being indexed, you will see *Microsoft Office Outlook* in the **Index these locations** list. If you have multiple mailboxes, you should see an entry for each one.

### Windows Search is installed but isn't configured to index my mailbox. How do I enable indexing of my mailbox?

To configure Windows Search so that it indexes your mailbox:

1. Open *Indexing Options* from the Control Panel.
2. Click **Modify**.
3. Find and select **Microsoft Office Outlook**, then click **OK**. If you have multiple mailboxes, select each one.

Indexing a Microsoft Exchange mailbox in which Outlook operates in online Exchange mode requires additional configuration steps that affect system registry. In this scenario, which is commonly found in enterprise computing environments, additional load is imposed upon the Exchange Server when Windows Search crawls the online mailbox. If you operate in such an environment, contact your technical support or server administration staff for approval and further assistance with indexing configuration.

### What can I expect after I enable indexing of my mailbox?

After you enable indexing of your mailbox, Windows Search begins to crawl the mailbox to collect information about each available e-mail message. The amount of time needed to complete the initial crawl varies depending upon the size of your mailbox. To monitor indexing status, open *Indexing Options* from the Control Panel. You won't see an improvement in Filer performance until the initial indexing is complete.

After Windows Search completes the initial indexing, it performs additional incremental indexing as needed after messages arrive, are moved, or are deleted. Filer searches the mailbox directly during incremental indexing, so occasionally you may notice that Filer requires additional time to complete tasks. Performance should improve once again after the incremental indexing is complete.

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