

## ***Accounting & Tax Service Gmail Account Viewing***

These instructions are to outline the process for accessing archive/exported email of GreenLight acquisitions. As part of the migration process, the technology team will move your historical emails to a defined directory. This is where the core PST files will reside and will be unique to each location.

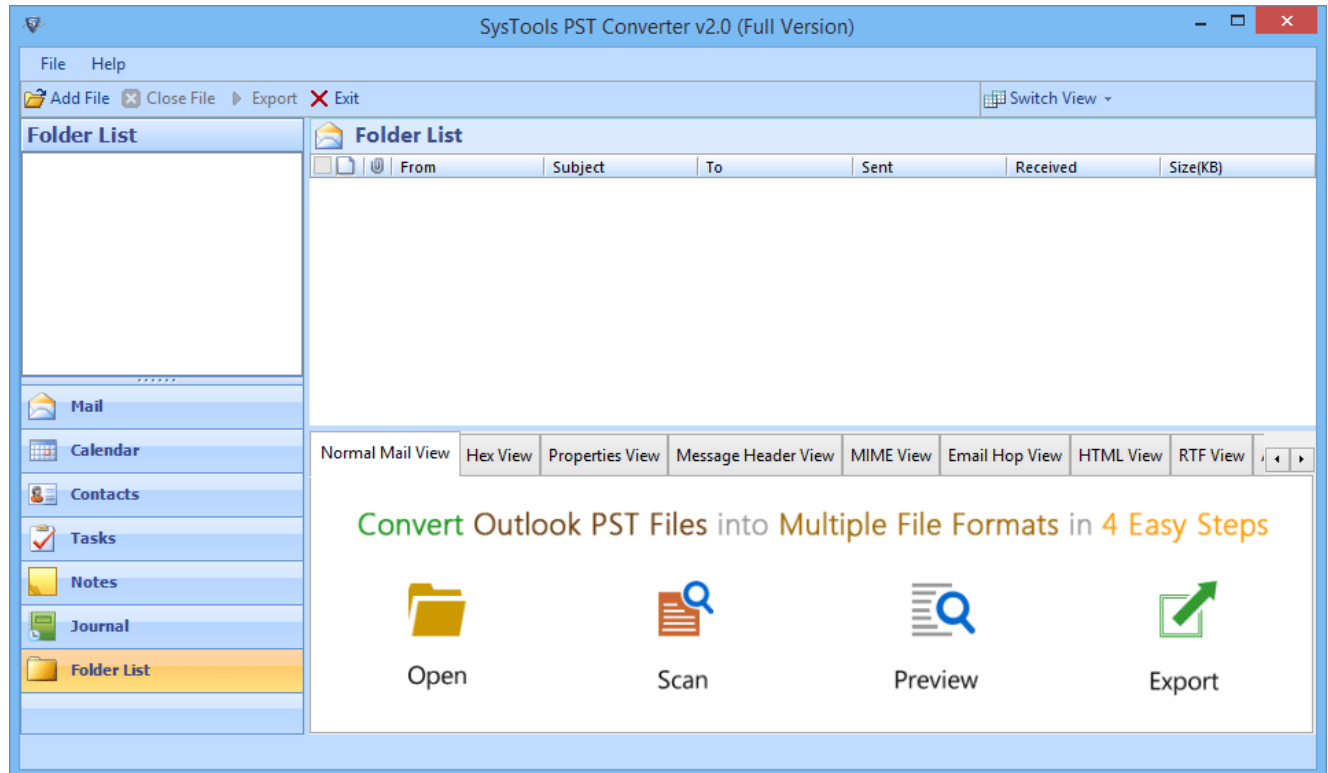
This procedures will give you access to be able to search through large amounts of archived emails providing an quick and easy way to find important information you are looking for.

Should you have any questions or need any assistance, please do not hesitate to reach out to the Shring Support Services Team at [support@shringtech.com](mailto:support@shringtech.com) or 678.680.4911 for assistance.

## Accounting & Tax Service Gmail Account Viewing

### Step 1

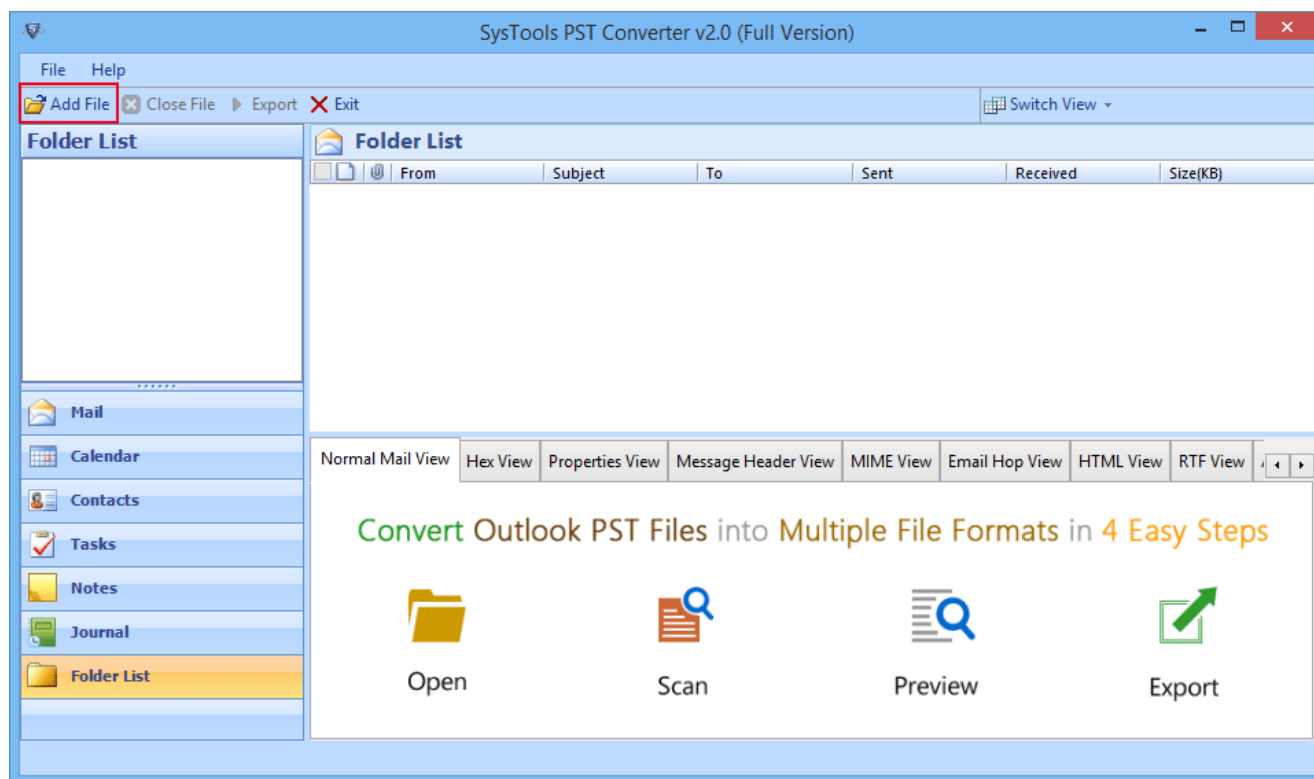
Launch **SysTools Outlook PST Viewer** software from the Start Menu



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### Step 2

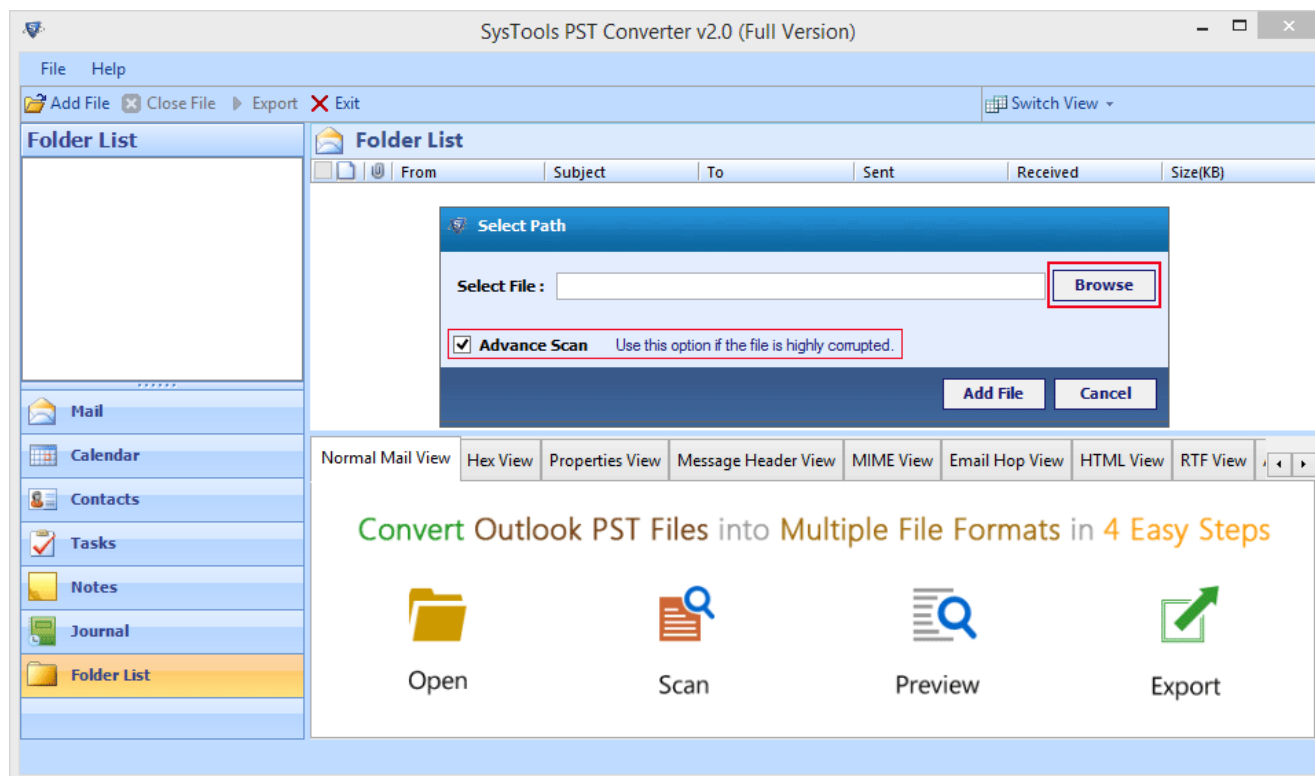
Now add the PST file by clicking on the **Add File** button.



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### Step 3

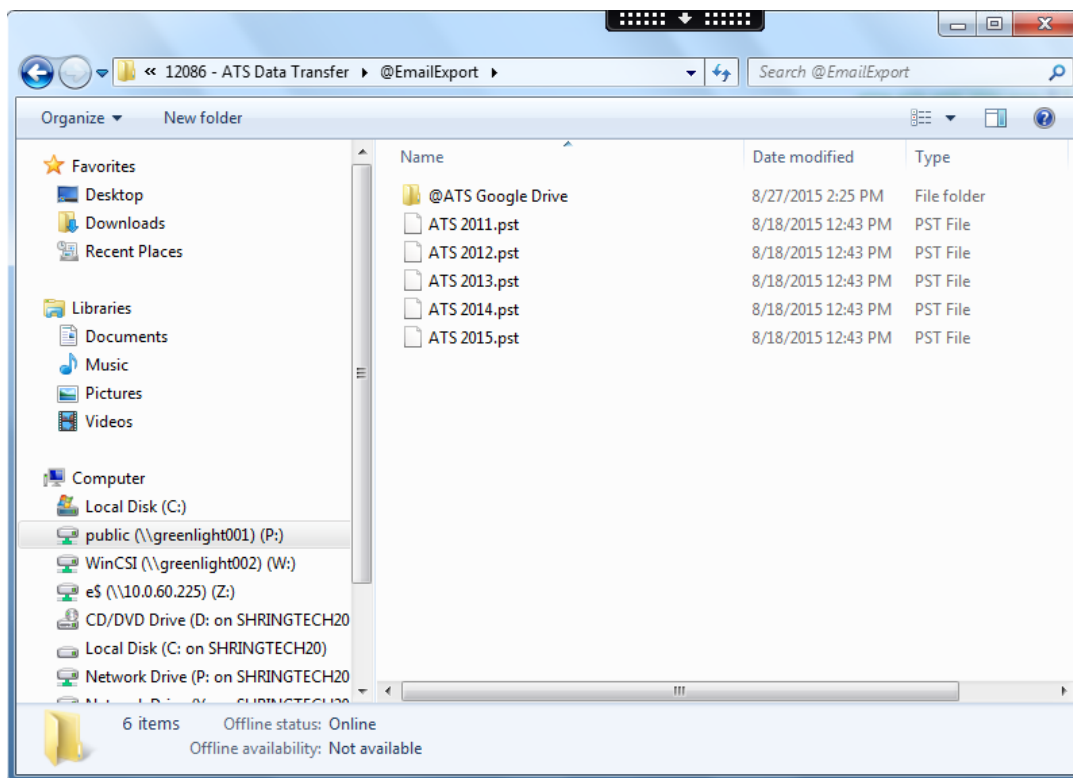
As you click on the **Add File** button, a small window will pop up where you have to browse the PST file location from the machine.



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### Step 4

Select any one PST file from the **@EmailExport** folder (**P:\12086 - ATS Data Transfer\@EmailExport**) & click **Open** to open the selected PST file. The files are separated by year, 2011, 2012, 2013, 2014 and 2015.

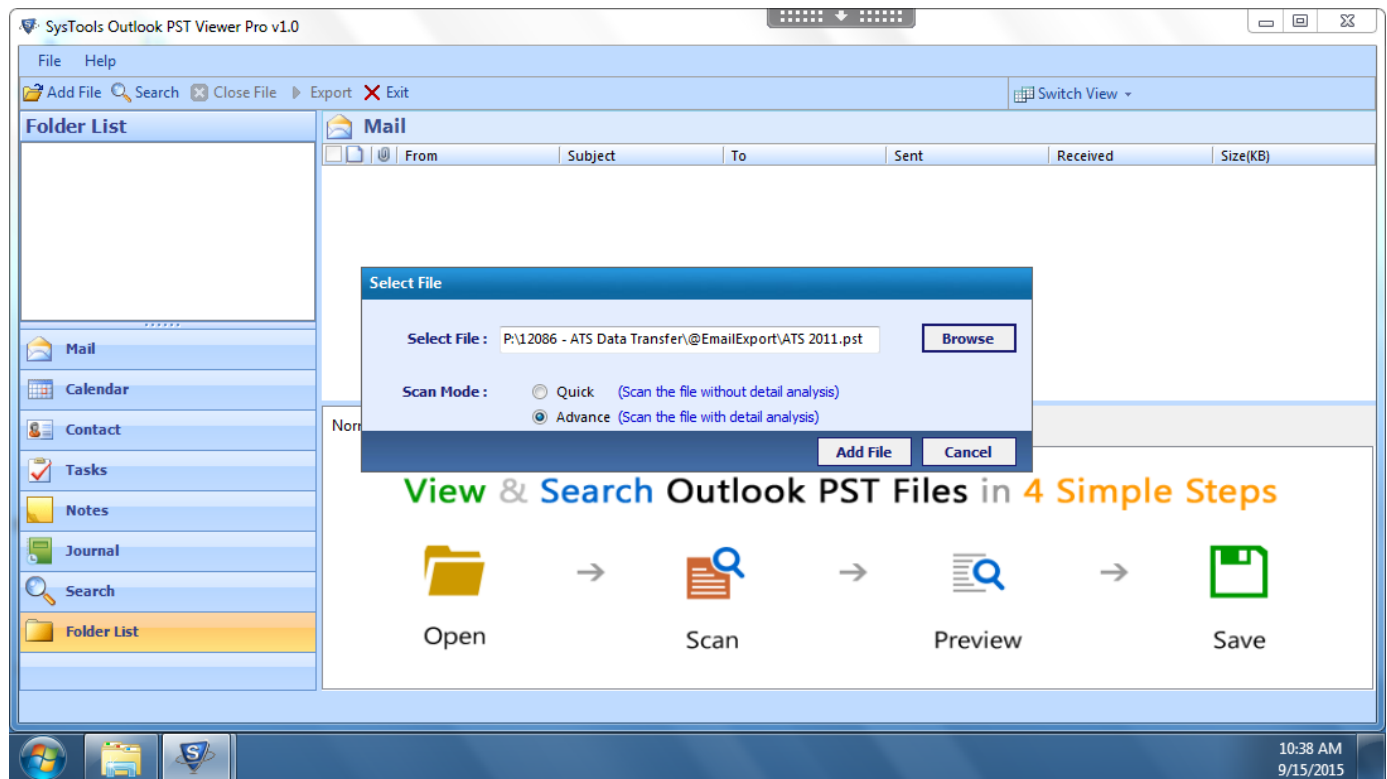


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### Step 5

After adding PST file, the software will show its location. If your PST file is highly corrupt, then check the **Advance Scan** option. Then hit the, **Add File** button.

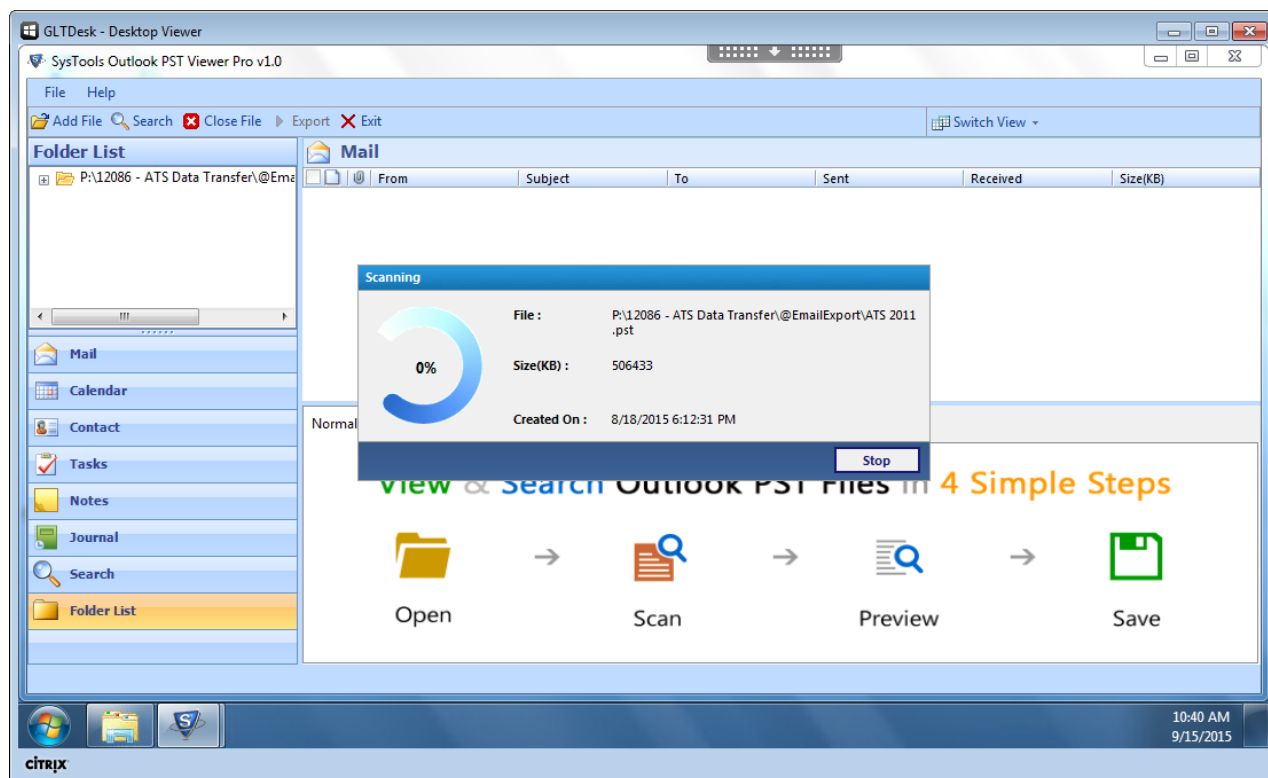
(Please ensure that the **Advanced** (Scan the file with detail analysis) button is selected)



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### Step 6

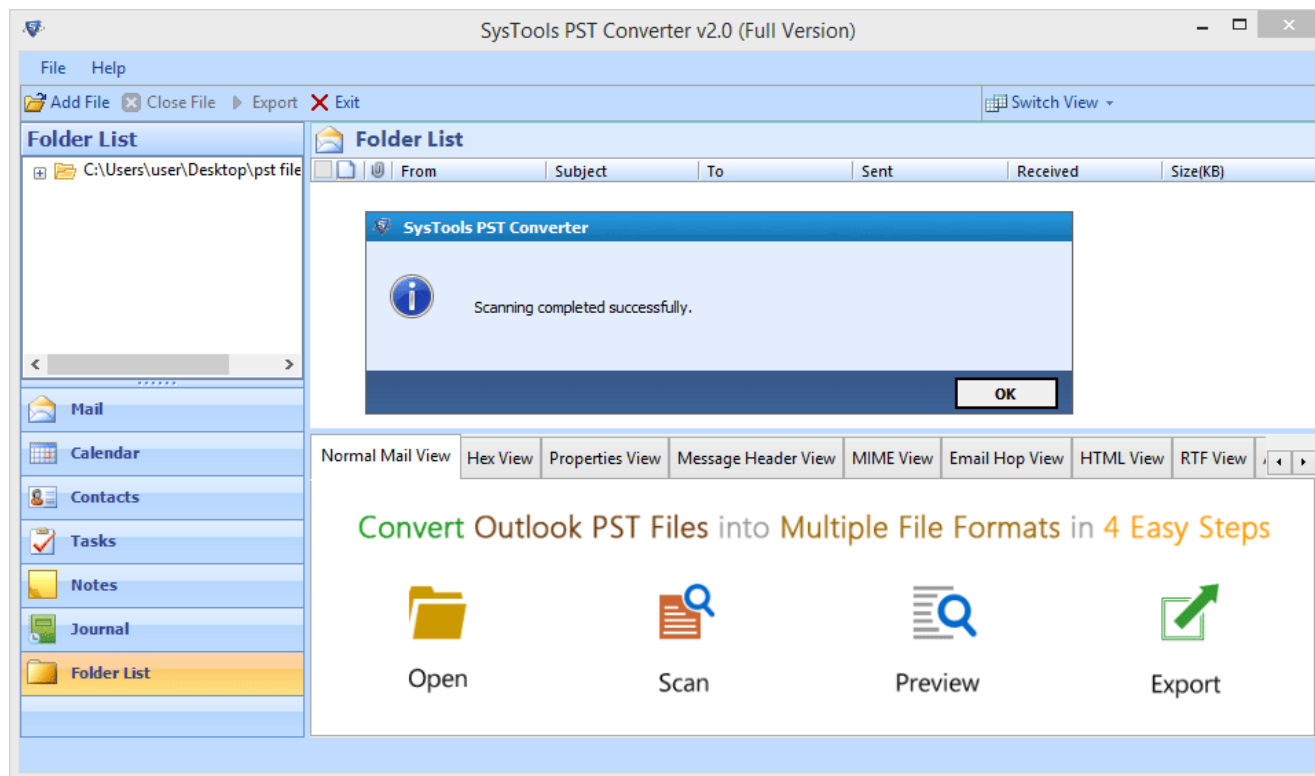
The following screen will appear while the file is being scanned. You can see details like: name of file being scanned, its overall size in KB, & the file creation date.



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### Step 7

After complete scanning of the PST file, software shows the following screen.



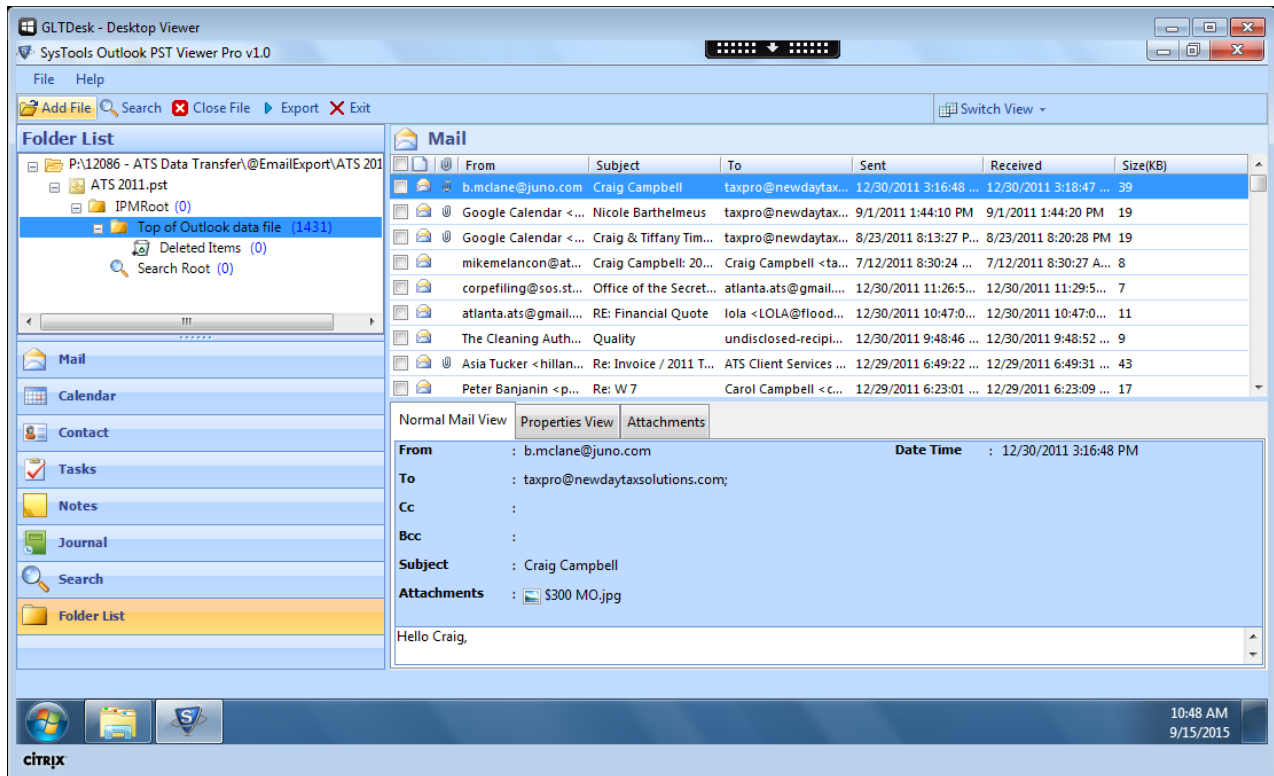


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### Step 8

Now, the software loads the complete PST file and generates a preview of the emails in it. Users can view the loaded emails in different ways like: **Normal Mail View, Hex View, Properties View, Message Header View, MIME View, Email Hop View, HTML View, RTF View, Attachments & Hierarchical View.**

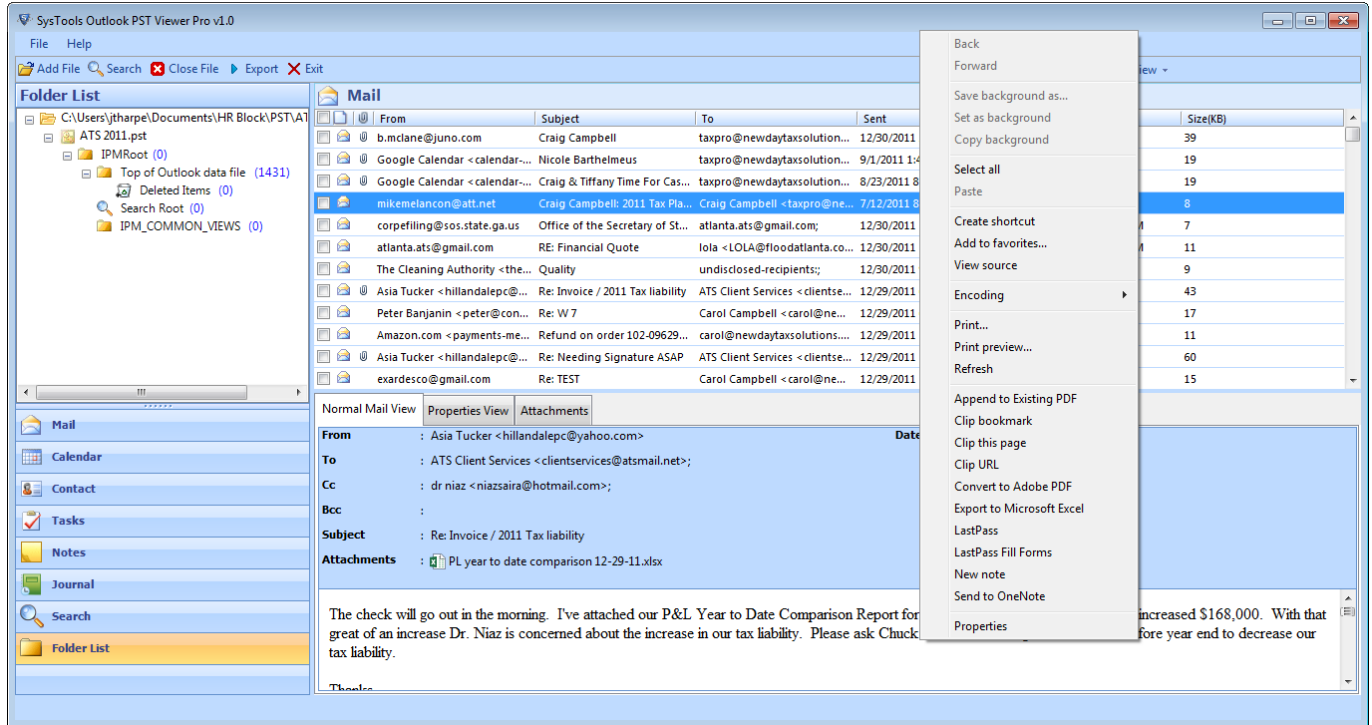
Click on "**Normal Mail View**" tab to preview the email body.



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You can also print any email by right clicking on the email in the normal reading window and selecting print.

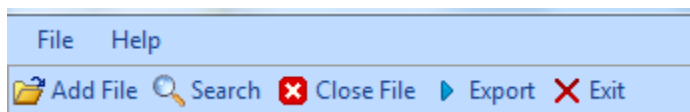
Additionally, if there is an attachment you can click on the attachment to open the attached document.



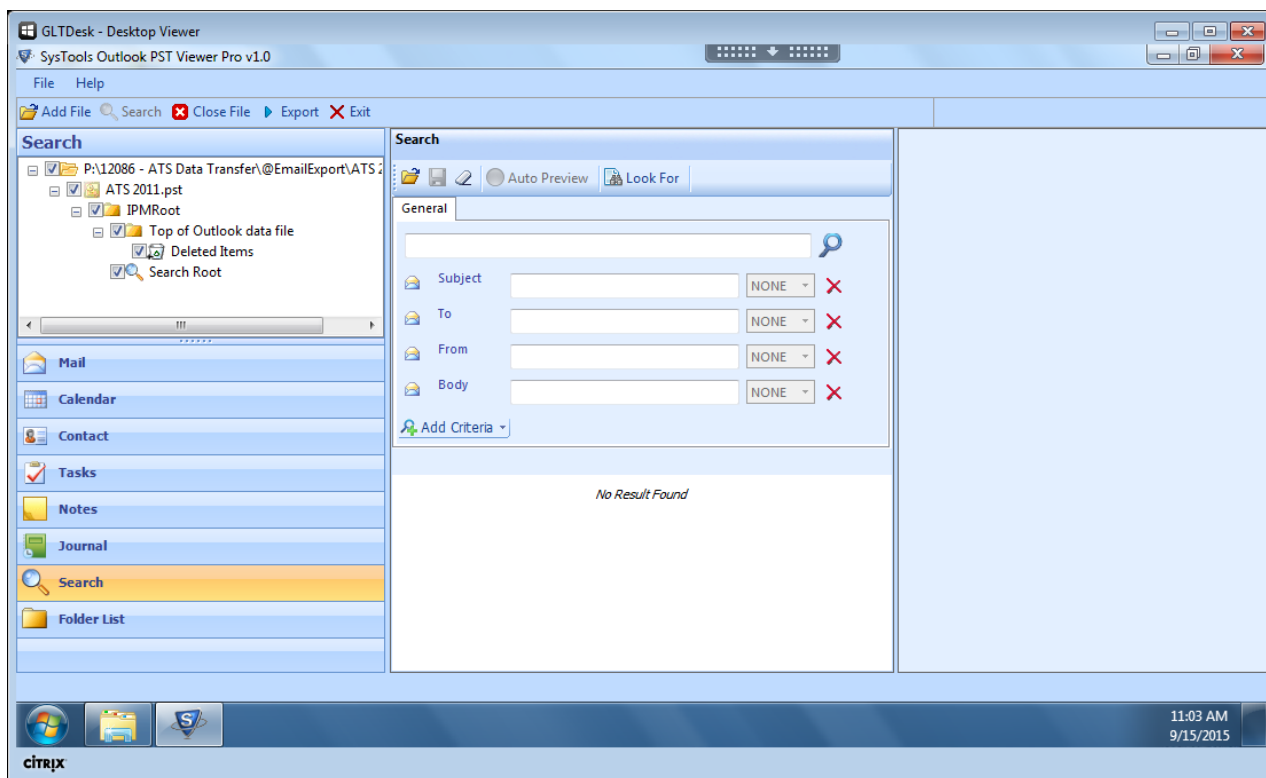
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### Step 9

You can now search the open emails by selecting the search option under file, search of by clicking on search on the tool bar.



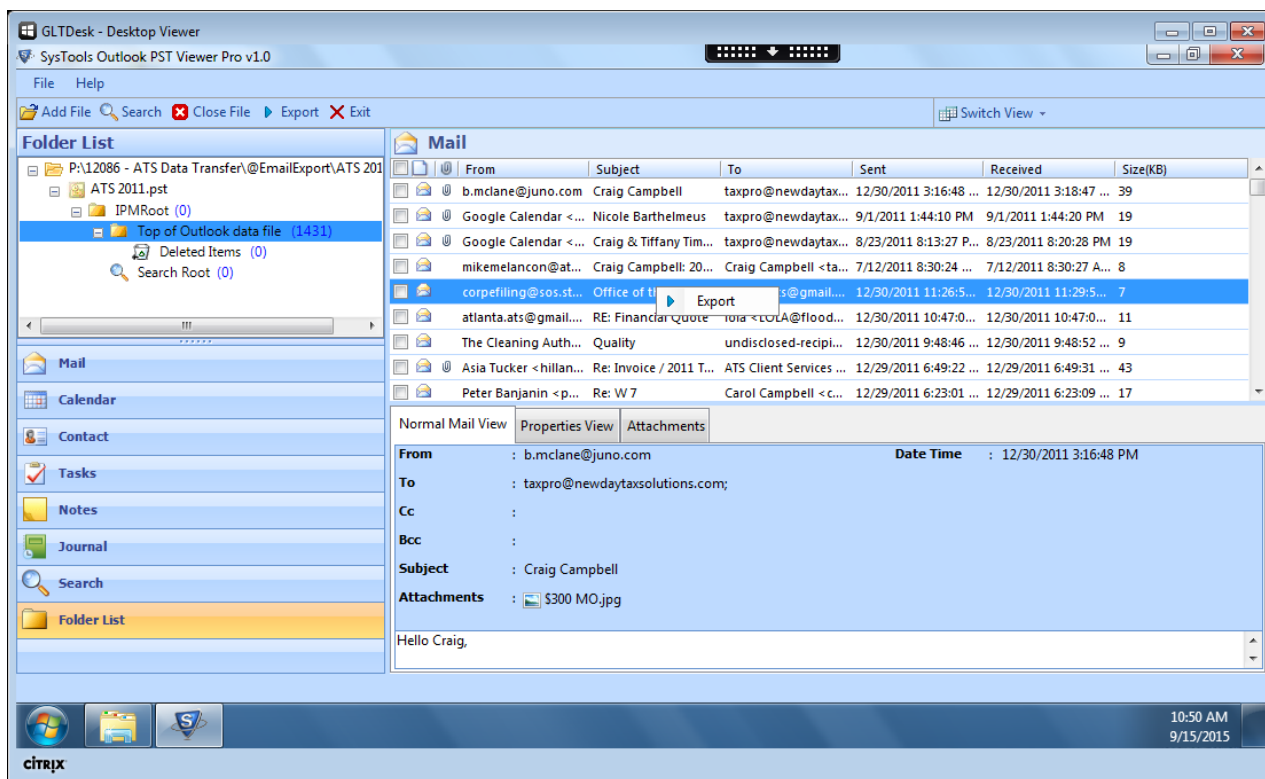
With the search option you can search by name, to email address, from email address, subject or a key word in the body of the emails.



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### Step 10

To export selected emails, simply select the emails, right click on it, and select **Export** to export the selected items.

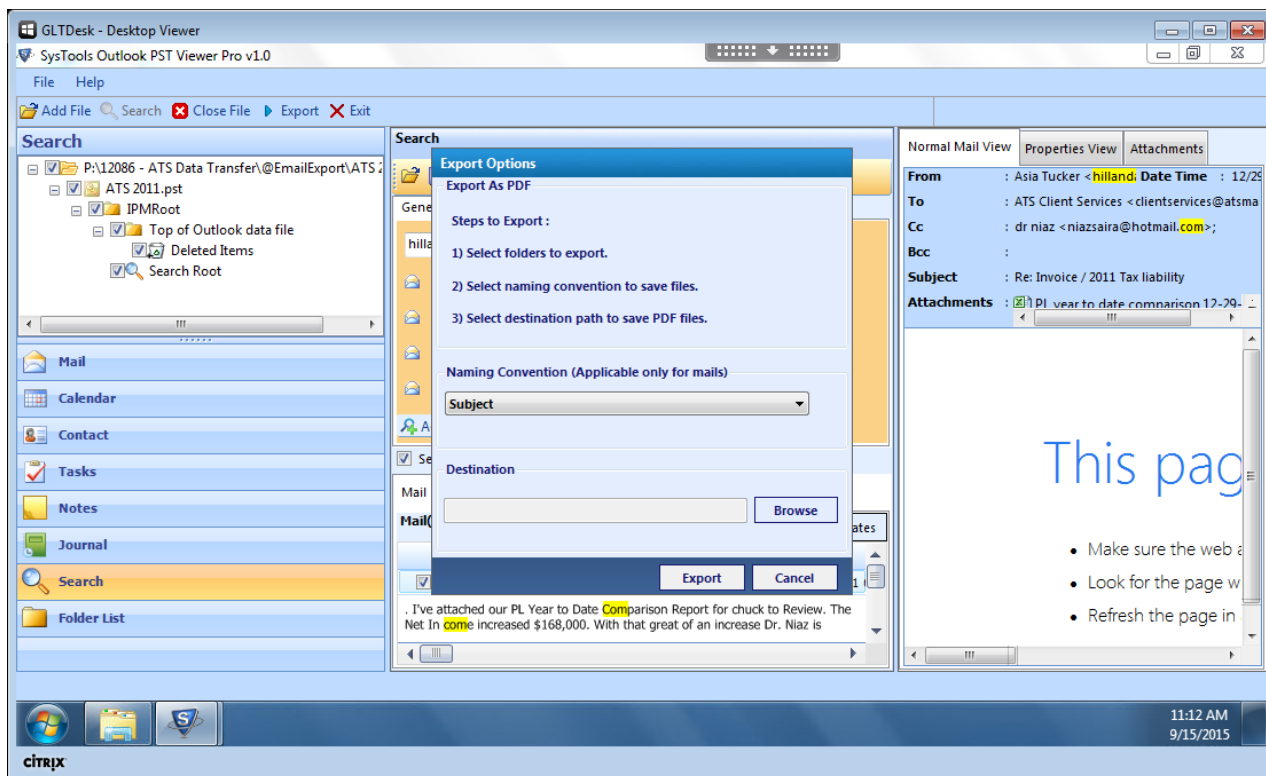


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### Step 11

An export window will pop up with several export options as shown below. The only option to save the file is **Export to PDF**. Also, select a preferred **Naming Convention** to save the file as when and **Browse** the destination location. Lastly, click on "**Export**" to begin the export process.

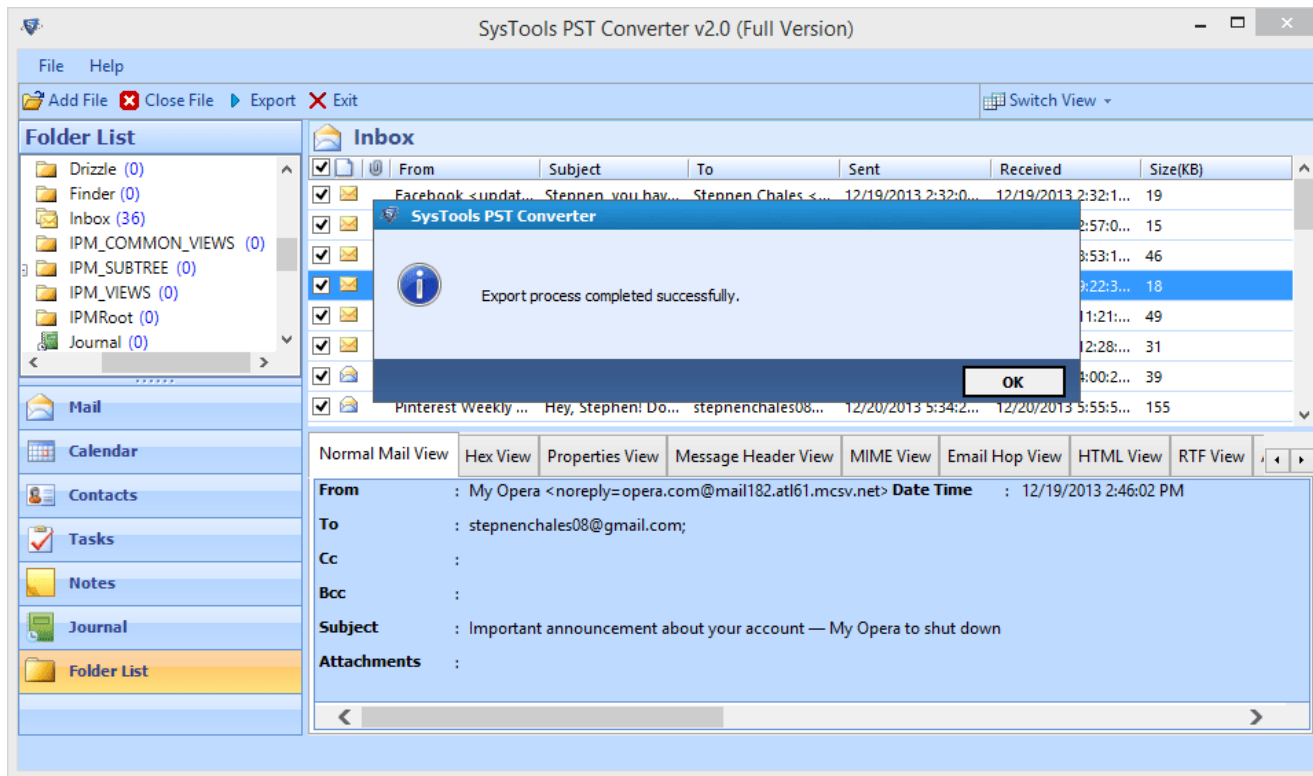
**THE ONLY OPTION ON THIS SECTION IS EXPORT TO PDF**



## Accounting & Tax Service Gmail Account Viewing

### Step 12

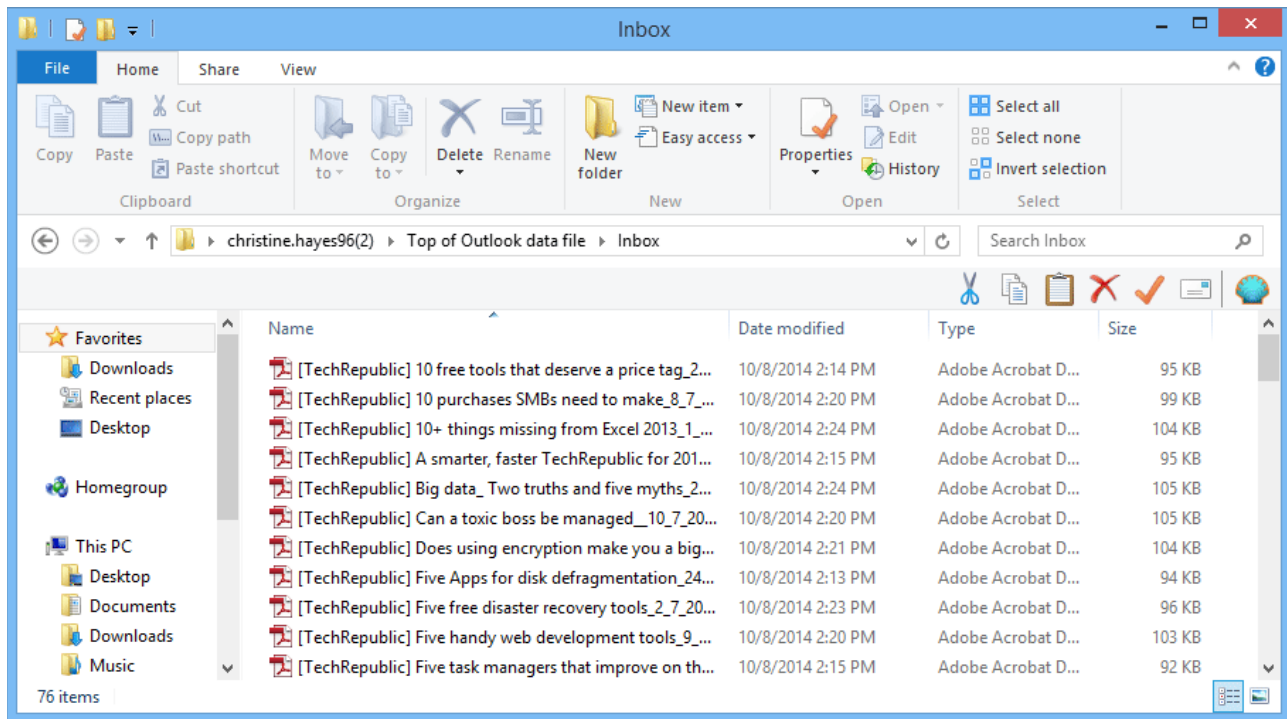
A message window pops up notifying successful completion of the export process.



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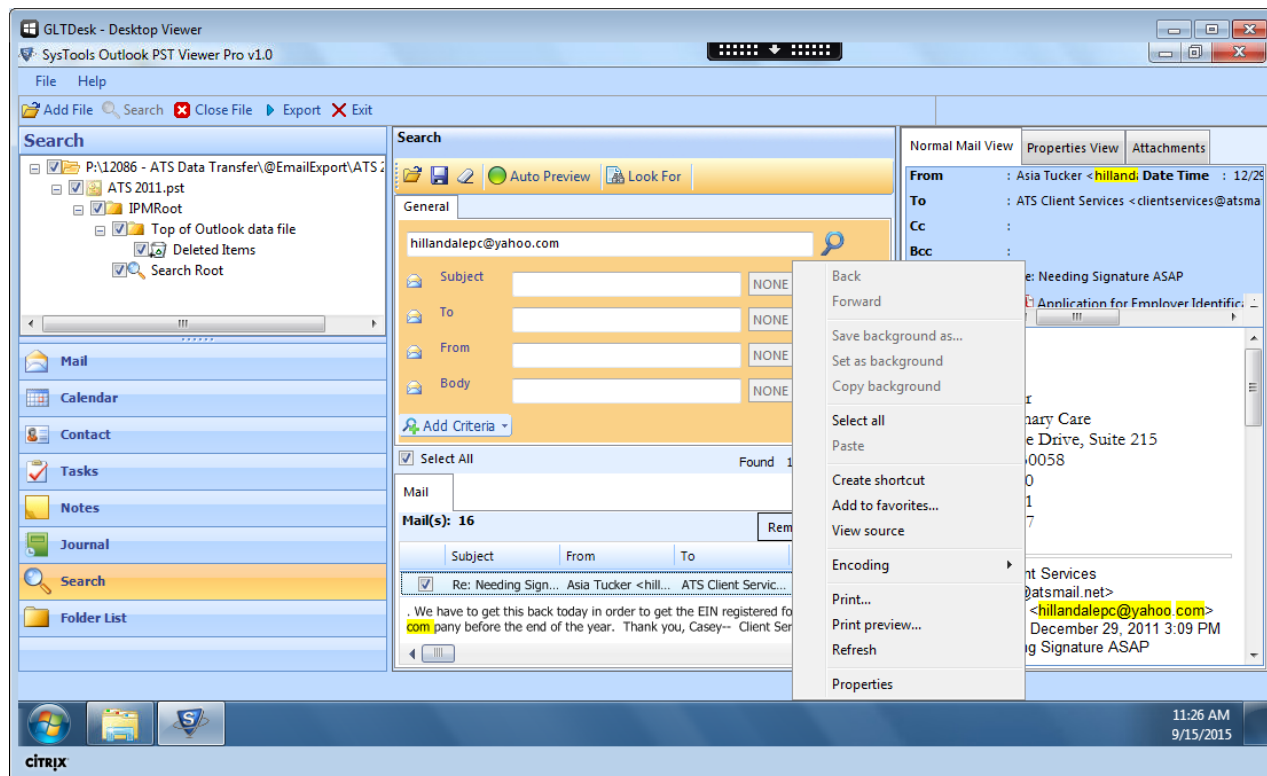
### Step 13

The output folders can be manually viewed and verified for the successful file conversion from the location that you saved the file.



You can also print any email by right clicking on the email in the normal reading window and selecting print. Additionally, if there is an attachment you can click on the attachment to open the attached document.

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Please remember once you close the application you will be required to reload and file(s) once you reopen the application.