

Resolving Stubs in Outlook® 2010

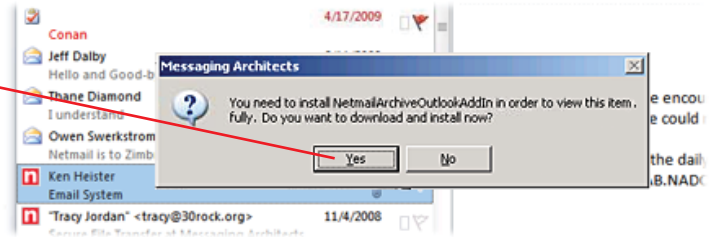
Quick Reference Guide

Stubbing is used to help reduce the amount of data on the server in order to improve the performance of the live mail system and reduce backup time. With stubbing, storage-intensive email messages, message attachments, calendar items, tasks, and notes that are normally stored in the live system are replaced with much smaller “stubs” that point to copies of the items in the archive.

Enabling the Stubbing Functionality

Only after Outlook has been configured and deployed by the system administrator will stubbed items appear in your mailbox. When you first click on a stubbing icon in Outlook, the Outlook Add-In installation wizard is launched, and you simply need to follow the onscreen prompts to enable the stubbing functionality in your mailbox.

1. After you click on a stubbed item, answer **Yes** when asked if the Netmail Archive Outlook Add-In should be downloaded and installed.



2. After the Outlook Add-In installation wizard has run through the installation, you are prompted to restart Outlook. Click **OK** to restart Outlook.



Stubs Resolved in Outlook

Once you have completed the steps above, the stubbing functionality will be enabled in your Outlook mailbox. As an end user, the only difference you will notice between a stubbed item and a non-stubbed item is the icon representing the item. To view a stubbed item, simply double-click on it, as you would for a non-stubbed item.

