# SuiteCRM BCC Archive

# Installation/Configuration Guide

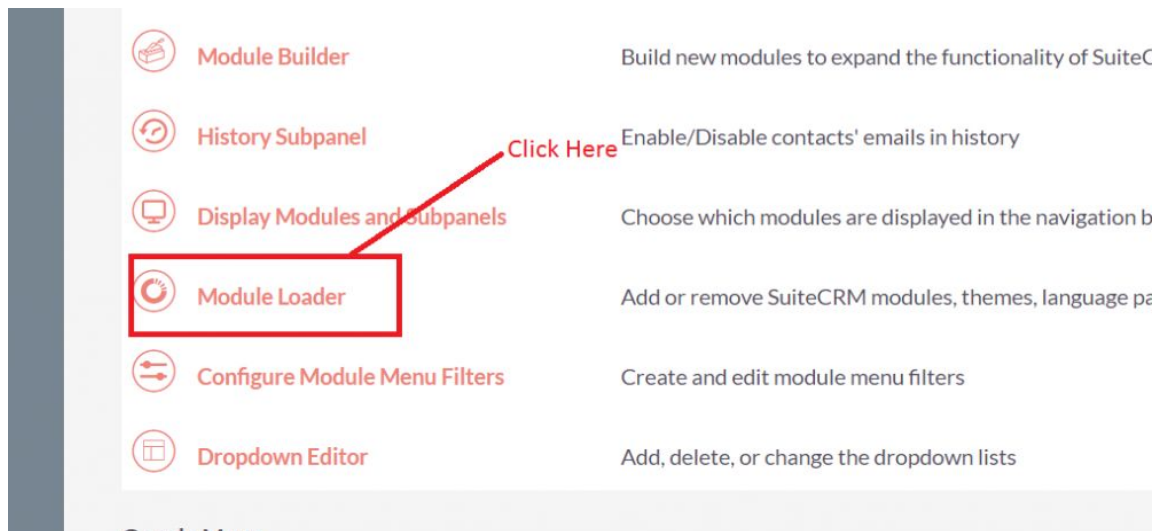## Pre-requisites

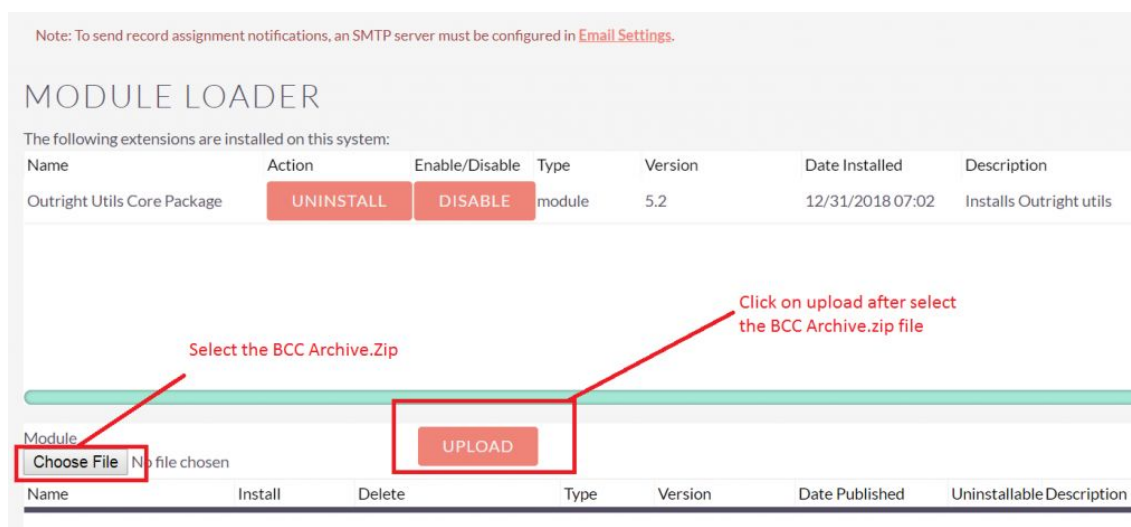Please follow the below steps before installing the BCC Archive.

1. Log in as an Administrator.
2. Verify the CRM version should be compatible with BCC Archive.
3. CRM should have the Outright utils, if not then install the OutrightUtils package first then install the BCC Archive.
4. You must have an Inbound account to configure the BCC Archive.
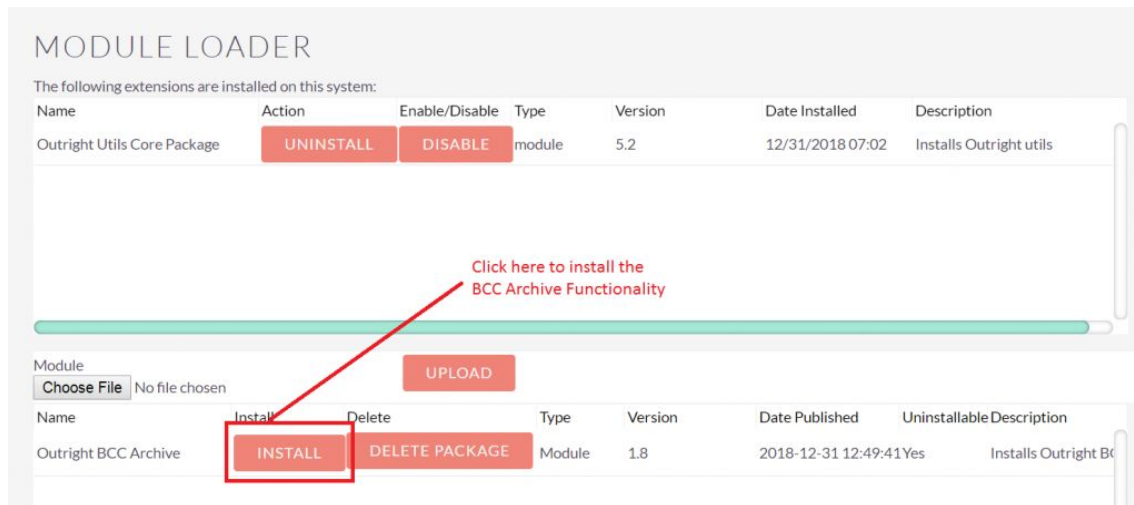5. Cron Job must be set up in CRM.

# Installation Guide:-

**1.** Go to the Administration page.

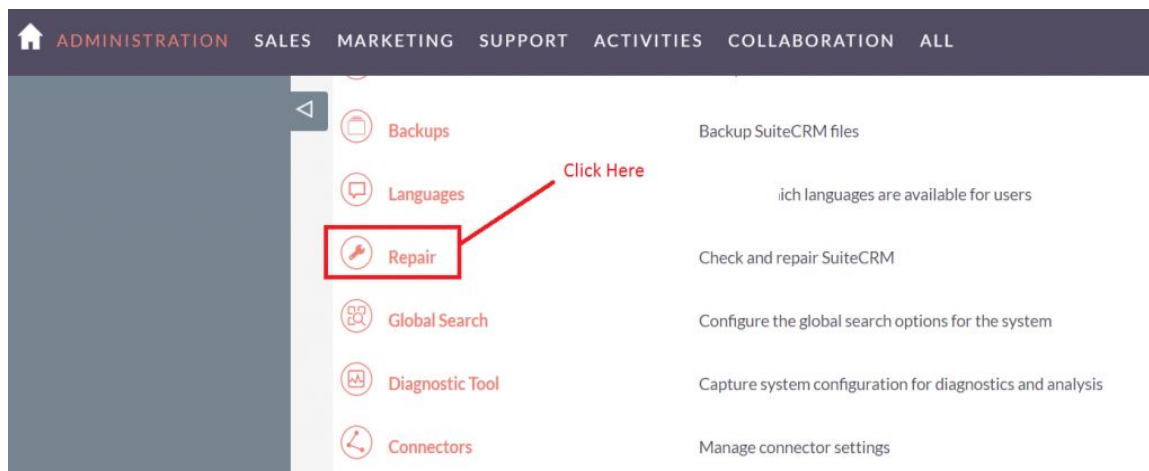**2.** Click on "**Module Loader**" to install the package.



**3.** Click on "**Choose File**" button and select the BCC Archive.zip

**4.** Click on "**Upload**" to upload the file in CRM and then click on the Install button.



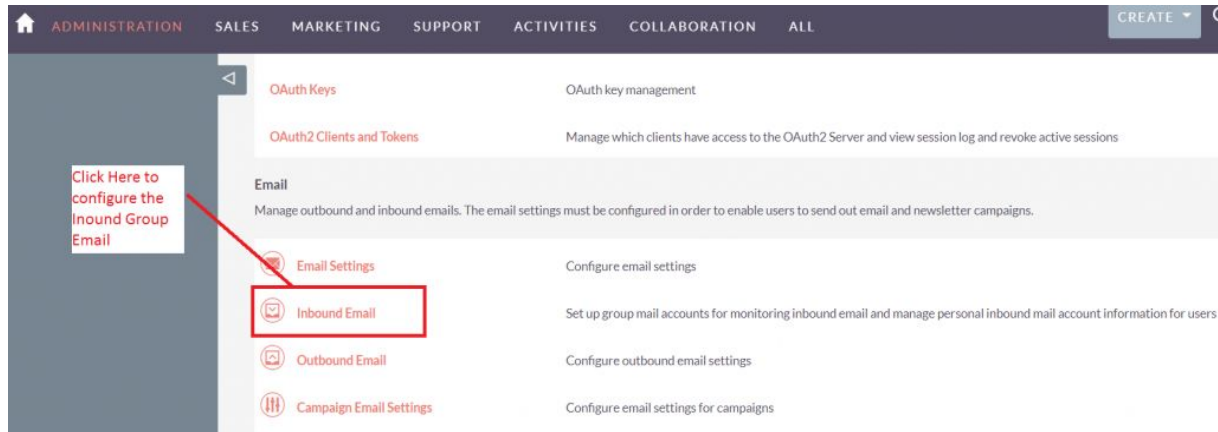**5.** Again go to the Administration page and click on repair.



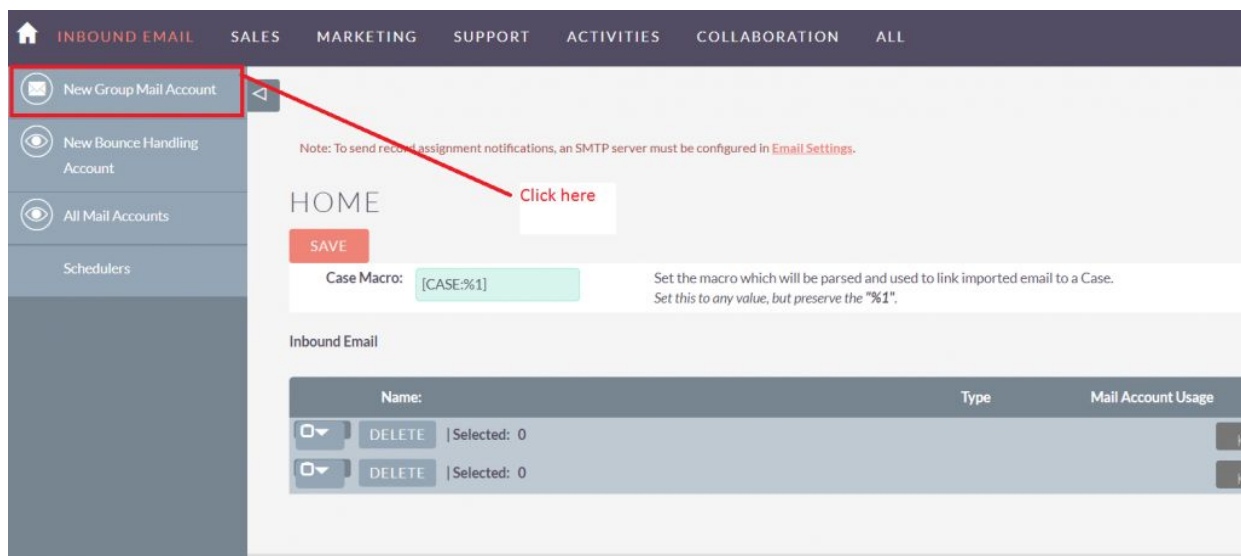**6.** Click on "**Quick Repair and Rebuild**" and click on execute button.

*NOTE: After Installing each plugin, It is mandatory to repair and execute.*
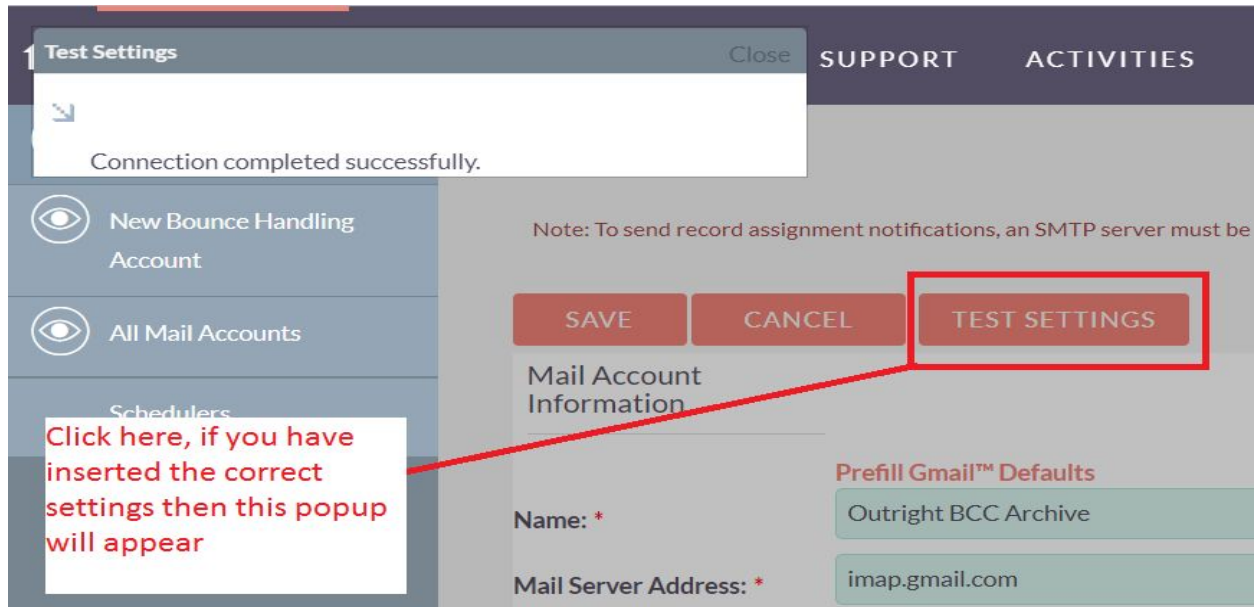
## Configuration Guide:-

**1.** Go to the Administration page.

**2.** Click on the Inbound Email to configure the inbound email address.
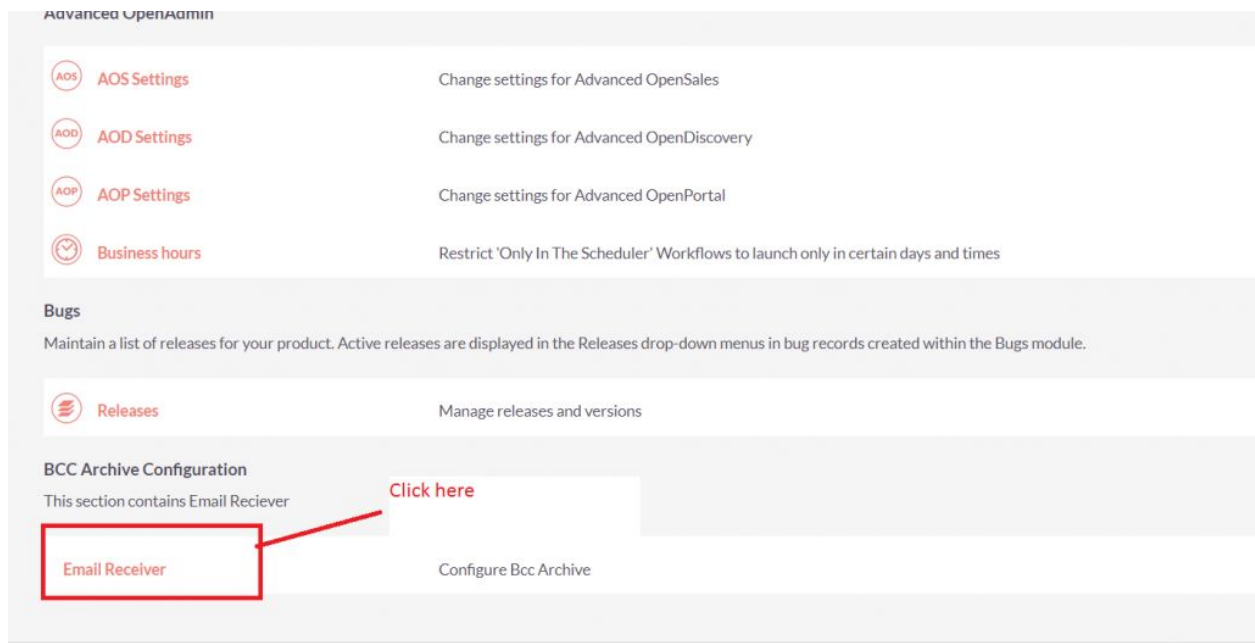


**3.** Click on  New Group Email Account, insert the all required information and checked Import emails Automatically.
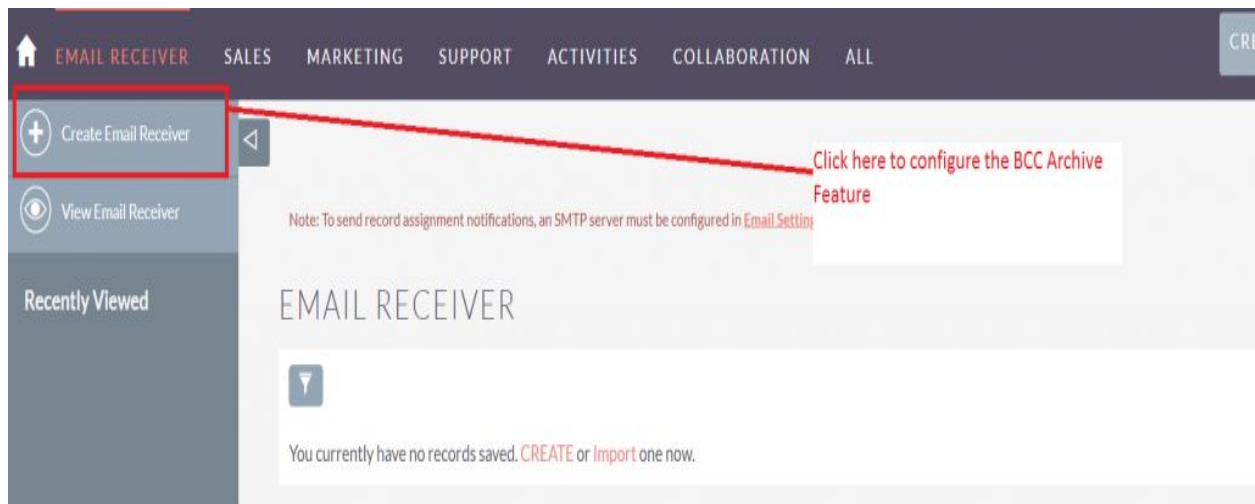
**4.** Click on "Test Settings", observe that "Connection completed successfully" should appear on Popup.



**5.** Again go to the Administration page and click on Email Receiver.

**6.** Enter the name of the settings and select the configure Inbound group email.



**7.** Checked the Subject and Body checkbox, if you want to fetch the subject and body email address also.