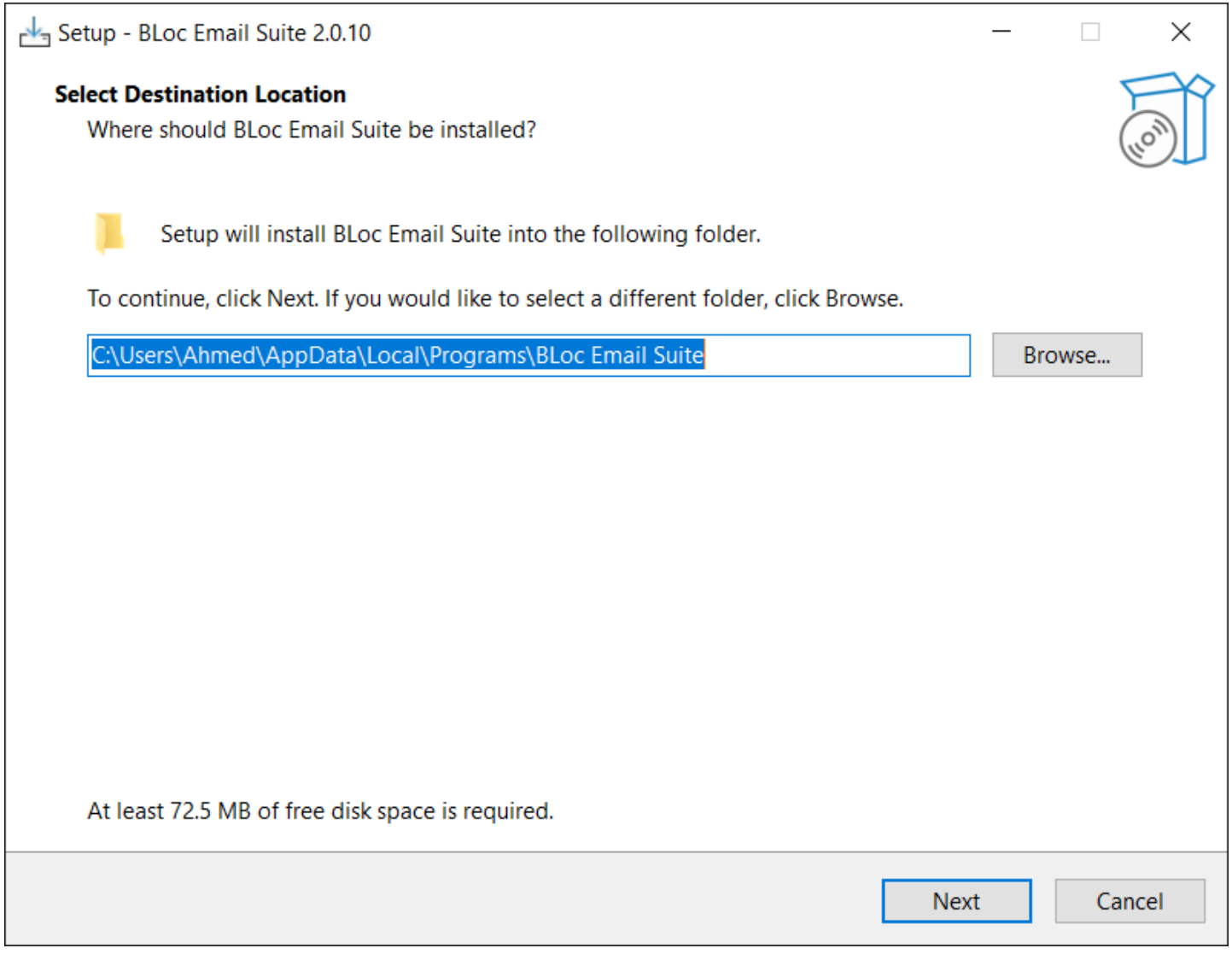
BLoc Email Suite | Screen and sample workbook guide

For BLoc Email Suite 2.0.10. This guide shows the Cleaner, PST and MSG tools with real results, campaign set-up, Outlook tools and settings. The pictures use fictional Northstar sample files; the files are in the Samples folder that comes with these guides. Never send to the sample addresses.

Start the suite

Open the downloaded ZIP (BLoc Email Suite 2.0.10.zip) and double-click BLoc Email Suite Setup 2.0.10.exe. It installs the program for your Windows user only and does not ask for administrator rights. Click Next (keep the suggested folder), choose Create a desktop shortcut if you want one, then Install and Finish. If Windows shows Windows protected your PC, click More info, then Run anyway; the setup is not code-signed yet. Start BLoc Email Suite from the Start menu or the desktop shortcut. The BLoc Email Suite folder in the Start menu also has Install Outlook Add-in and Uninstall Outlook Add-in. To update later, run the setup of the new version: your activation and settings stay. To remove the program, use Windows Settings > Apps > Installed apps, or Uninstall BLoc Email Suite in the Start menu.

Start the suite screen detail



Setup 2.0.10: the first window (Select Destination Location) - Original capture.

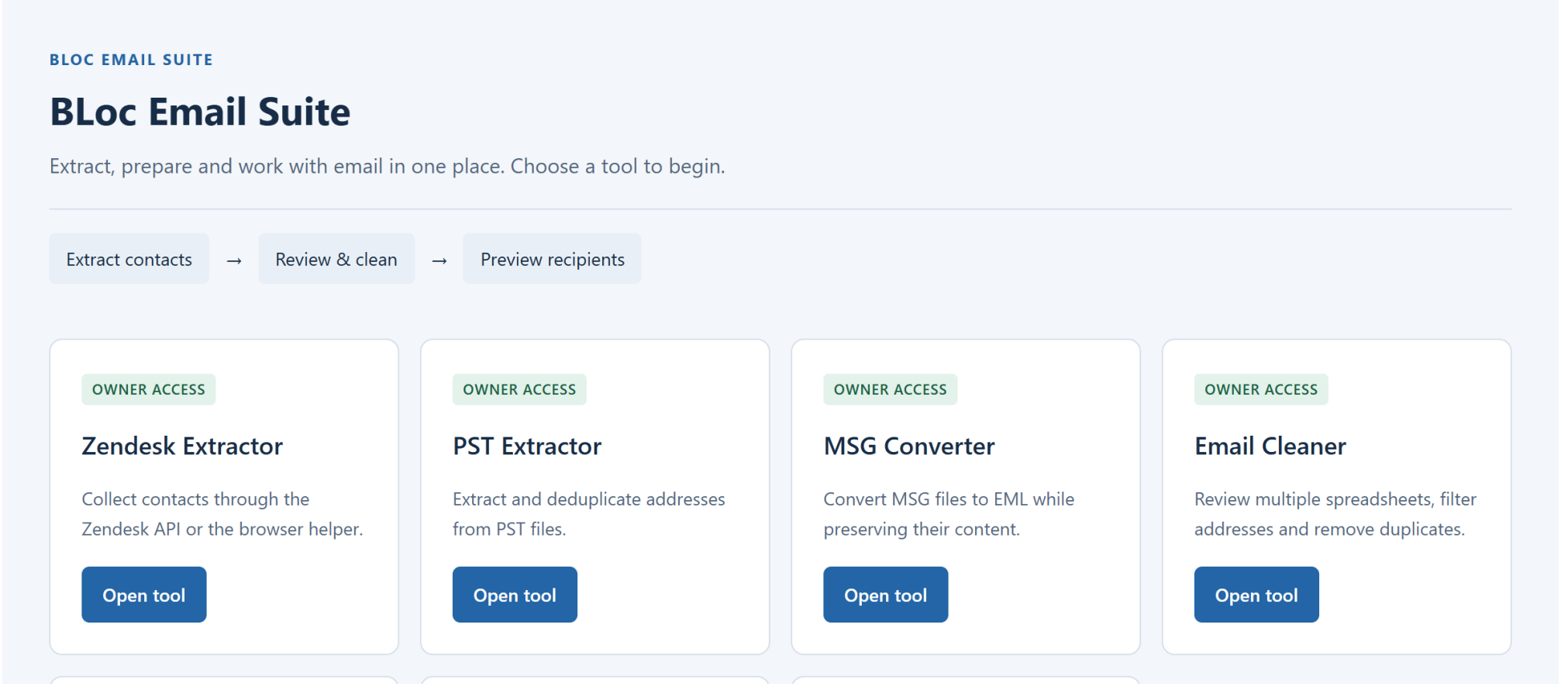
When BLoc Email Suite starts, It starts a hidden local program and opens the workspace in your browser. A bookmark alone does not start it. To stop, use Settings > Shut down after active jobs have stopped.

One license (License ID and Activation code) opens all the tools on one PC, Outlook AI Reply included. Open Licenses, enter both and press Activate; the first activation needs internet and each code works once. The suite then checks the license online about every 15 minutes and keeps working without internet for up to 7 days.

To use the local AI engine for replies (no internet needed while writing), open AI Settings and choose Download local AI. It downloads about 2.5 GB once (about 0.66 GB more with an NVIDIA graphics card, which makes replies several times faster). When it says Local AI installed and verified, choose local as Primary engine and save.

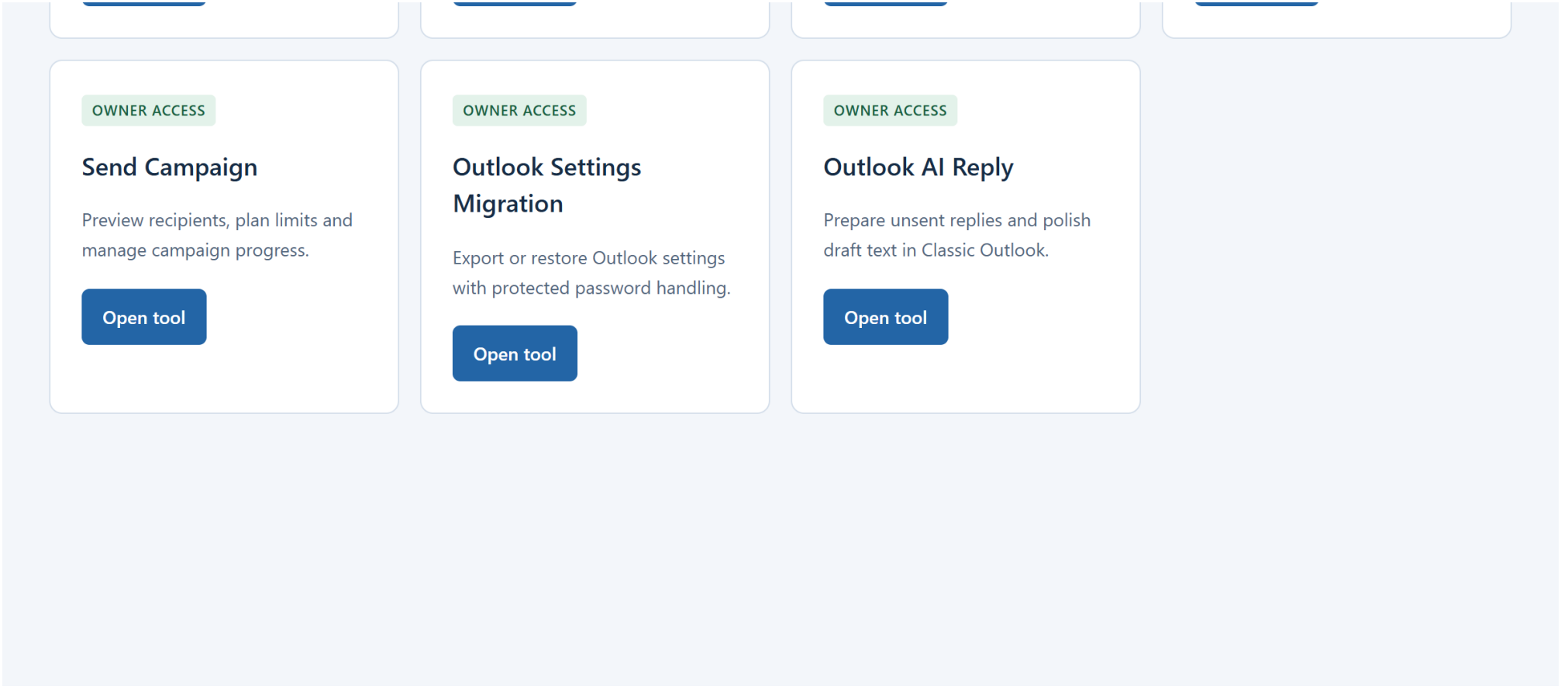
Start from the workspace

Choose Open tool on a workspace card, or select the same tool in the left navigation. Activity & outputs provides a central place to inspect jobs and review an output before handing it to another tool. Licenses shows access per tool. Settings handles migration and shutdown. Help explains workflows and source-version limitations. A dot beside a tool is not evidence that an external account is connected.



Start from the workspace - Original capture.

Start from the workspace screen detail

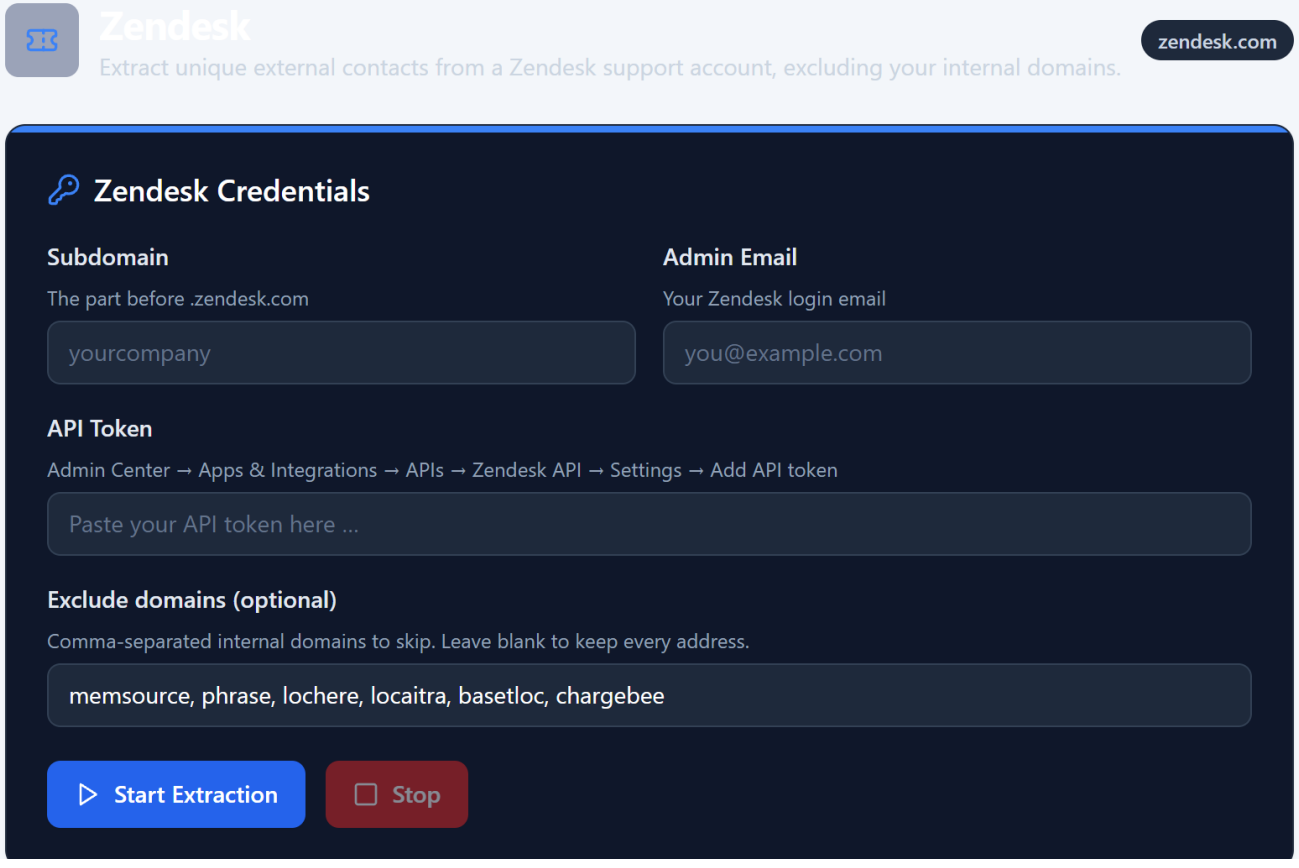


Start from the workspace - Original capture.

Extract from Zendesk

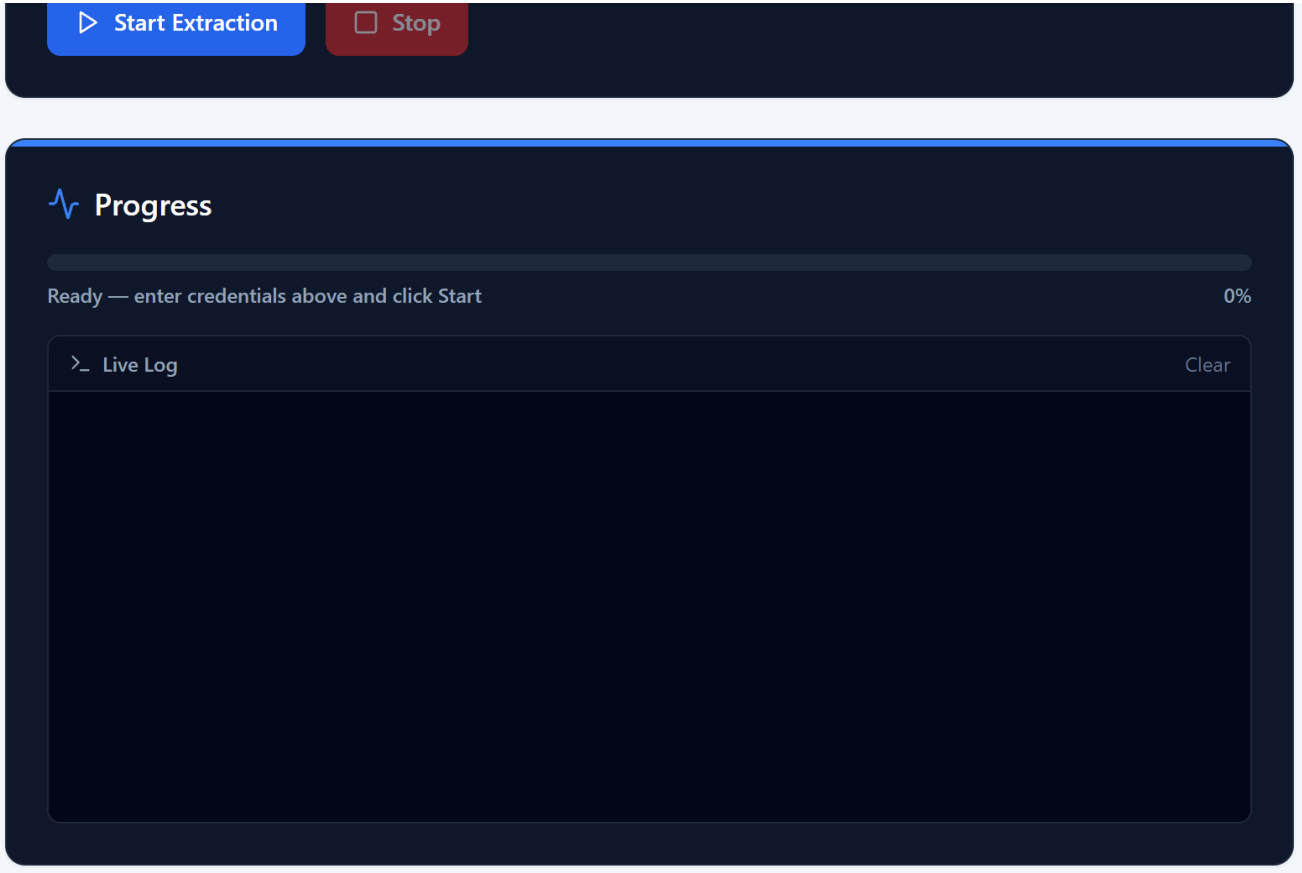
Subdomain identifies the Zendesk site. Admin Email identifies the authorized account and API Token authenticates extraction. Exclude domains removes matches from the extracted list; inspect the prefilled exclusions for your organization. Start Extraction launches the job, Stop requests cancellation, and Progress records the outcome. Clear clears the displayed log. Download browser helper offers the alternative browser-assisted workflow. The picture shows the screen before credentials are entered.

Extract from Zendesk screen detail



Extract from Zendesk - Original capture.

Extract from Zendesk screen detail



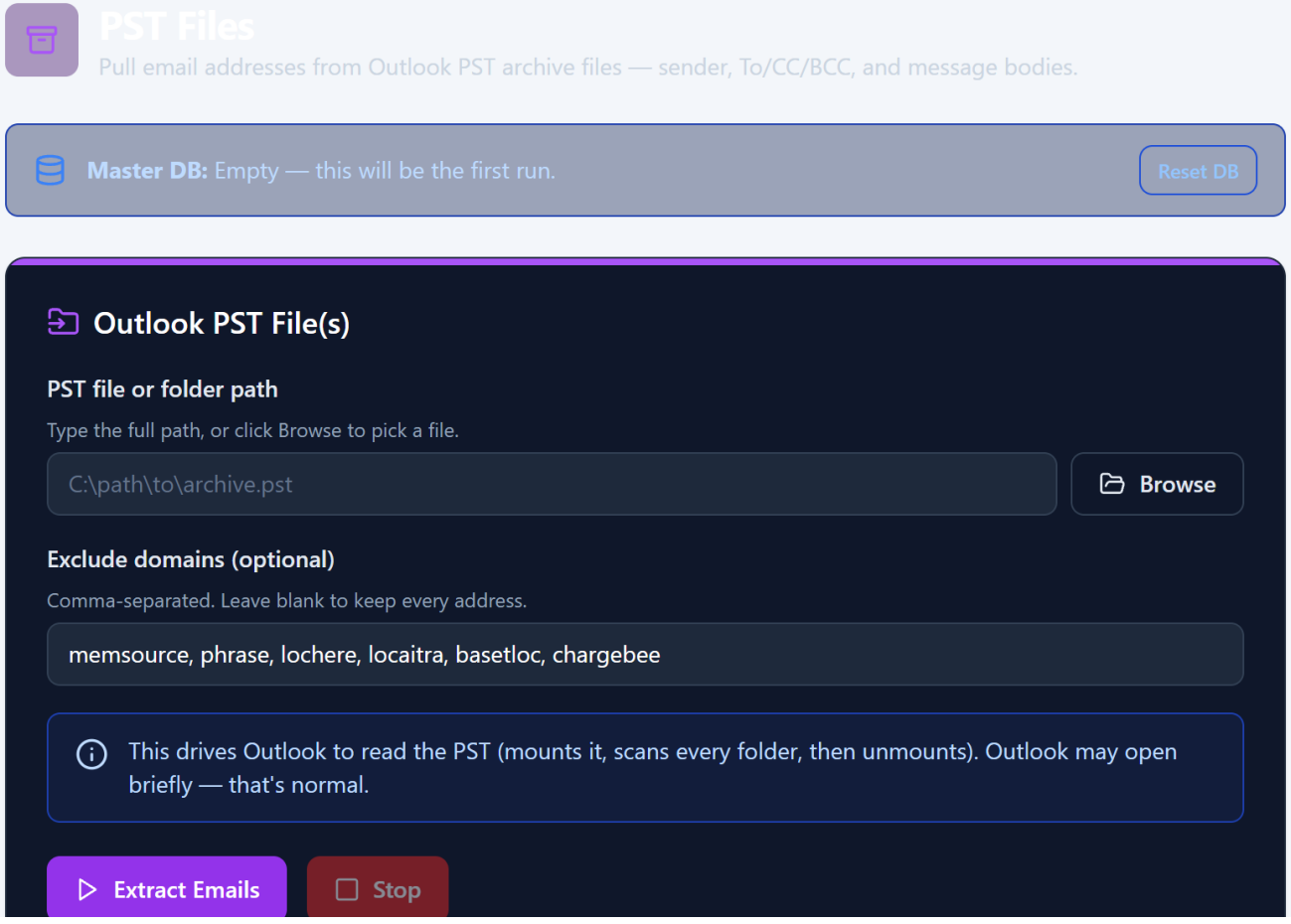
Extract from Zendesk - Original capture.

Extract addresses from PST files

PST file or folder path selects an Outlook archive or directory; Browse opens file selection. Exclude domains sets exclusions. Extract Emails starts processing; Stop cancels a running job. Read Progress for errors and output paths before using results. Reset DB resets the tool database and must not be used as a routine way to clear the log; Clear is the log control. No real mailbox was processed.

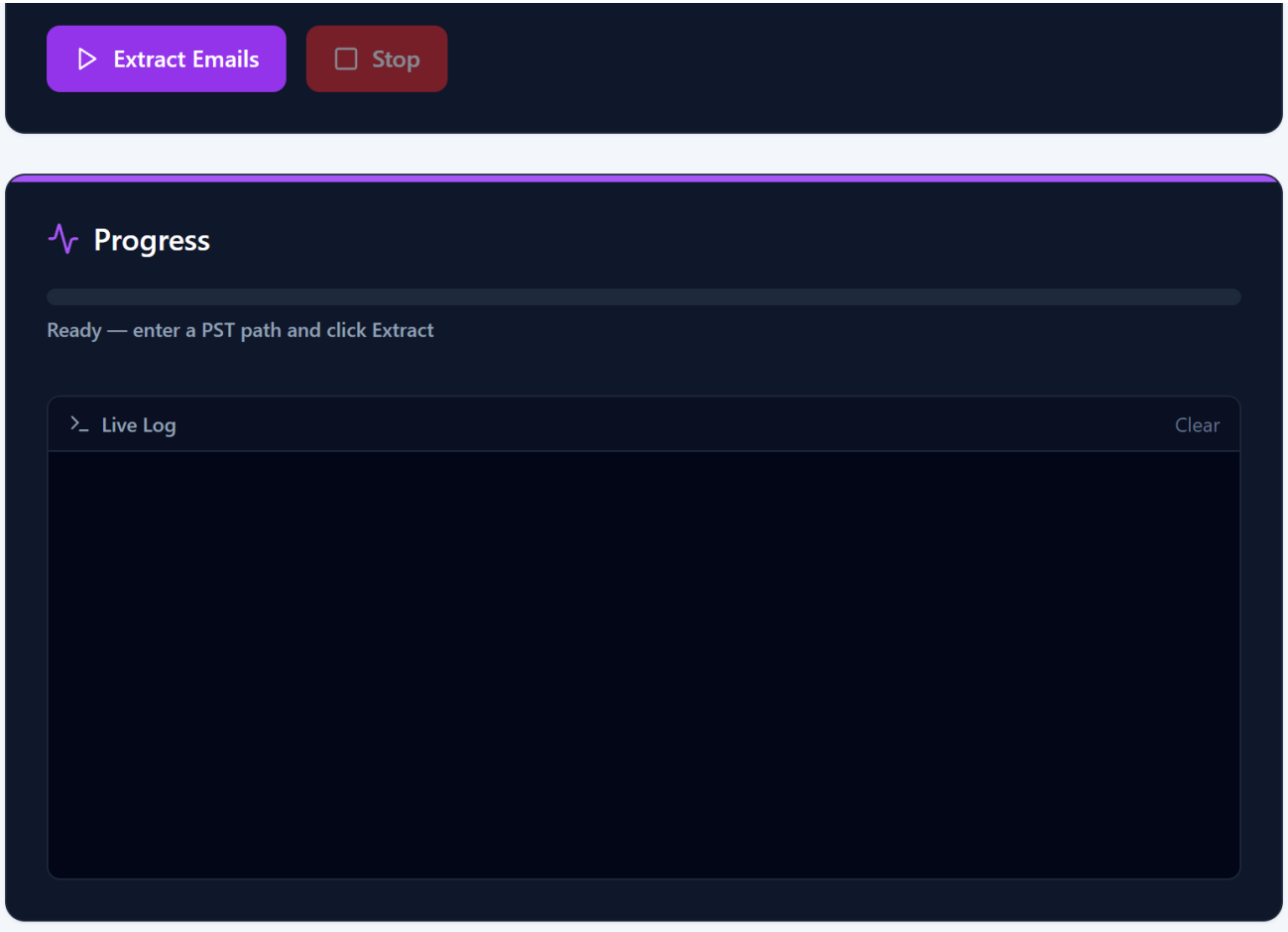
Verified example (17 November 2026): Samples/Email_Suite/MSG_PST_samples/Northstar_Training_Mailbox.pst is a fictional Outlook data file created with Outlook for this guide. It holds six messages in two folders (Inbox sample and Project threads); every address uses a reserved example domain and nothing was sent. The Email Suite PST extractor function was run on it with no excluded domains and a separate, empty database folder. It scanned 6 items and wrote Northstar_Training_Mailbox_emails.xlsx with 8 unique addresses in Name and Email columns. Addresses written only in message text (facilities@example.org and accessibility.team@example.org) were included without names, and OMAR.SALEH@example.com in capital letters was merged with omar.saleh@example.com. The extractor mounted the PST in Outlook and detached it afterwards. Evidence: Samples/Email_Suite/outputs/pst-extraction and msg-pst-fix-verification.json.

Extract addresses from PST files screen detail



Extract addresses from PST files - Original capture.

Extract addresses from PST files screen detail



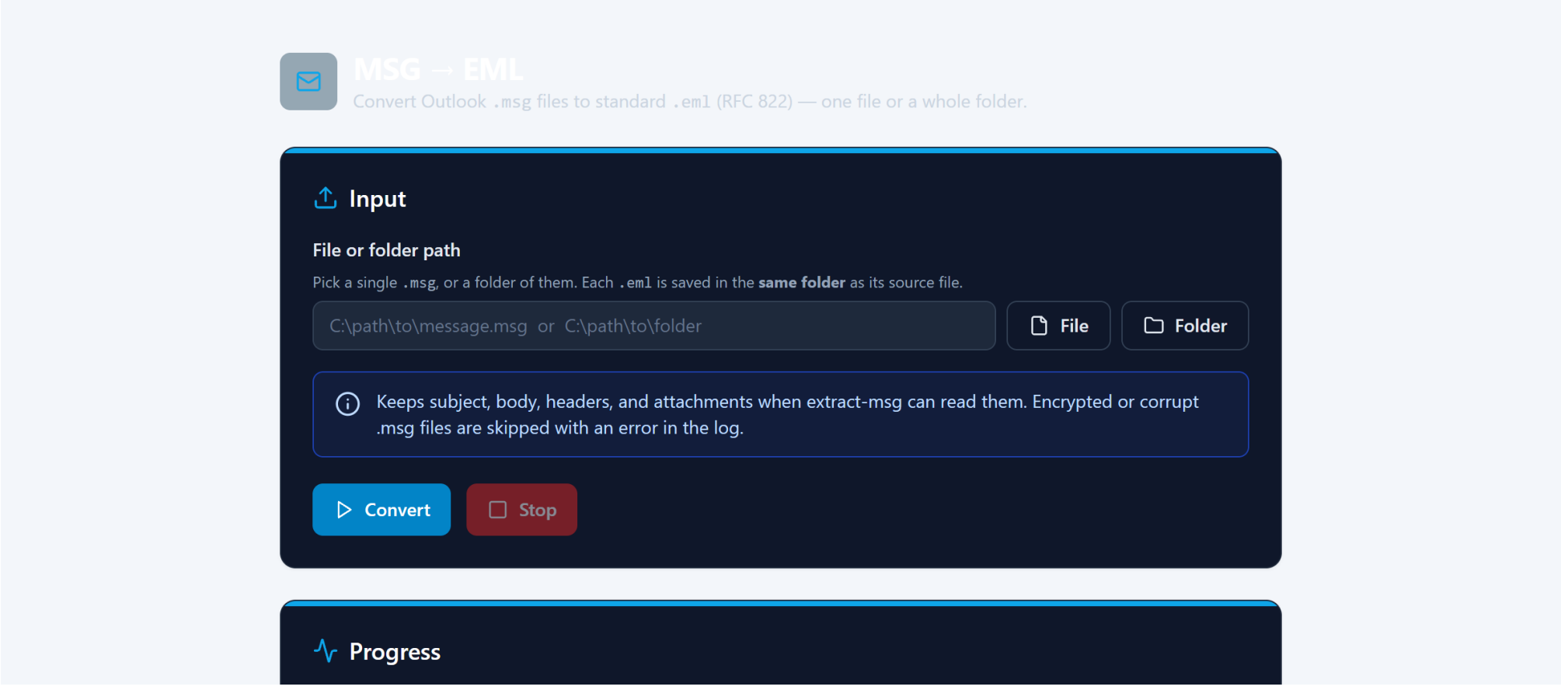
Extract addresses from PST files - Original capture.

Convert MSG files to EML

File or folder path specifies the source. File selects an individual MSG; Folder selects a directory. Convert starts conversion, Stop requests cancellation and Progress shows results. Clear clears the visible log. Preserve MSG originals and review resulting headers, body and attachments before replacing any archive workflow.

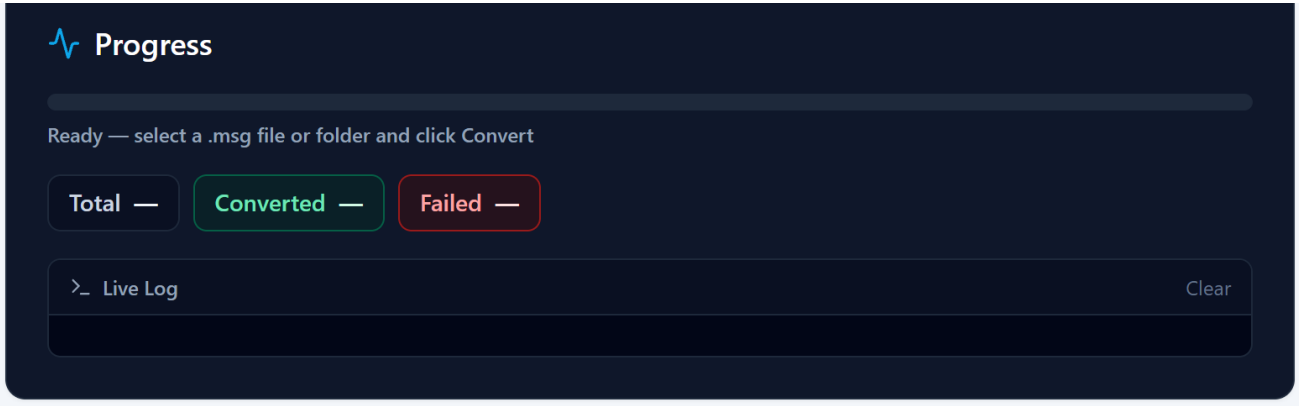
Verified example (17 November 2026, version 2.0.4): six fictional MSG files (Samples/Email_Suite/MSG_PST_samples) were converted with the Email Suite MSG converter. Each EML was written next to its MSG copy in Samples/Email_Suite/outputs/msg-conversion-2.0.4; the check is in msg-conversion-2.0.4-report.json. Five files used the full conversion and one, the message with an Arabic subject, used the repair (fallback) route. Every EML has its Subject, Date and From lines and an HTML body. The welcome message kept its HTML table and the attachment Northstar_Room_Plan.txt, and the Arabic message kept its right-to-left paragraph. These MSG files were saved from Outlook as unsent items without internet headers, so the Date comes from the message's own time stamps (here, the time each item was saved). Version 2.0.3 and earlier wrote no Subject or Date for such files and lost the HTML body in the repair route; convert those files again with 2.0.4. Do not replace the original MSG archive until Subject, Date, body and attachments are confirmed.

Convert MSG files to EML screen detail



Convert MSG files to EML - Original capture.

Convert MSG files to EML screen detail



Convert MSG files to EML - Original capture.

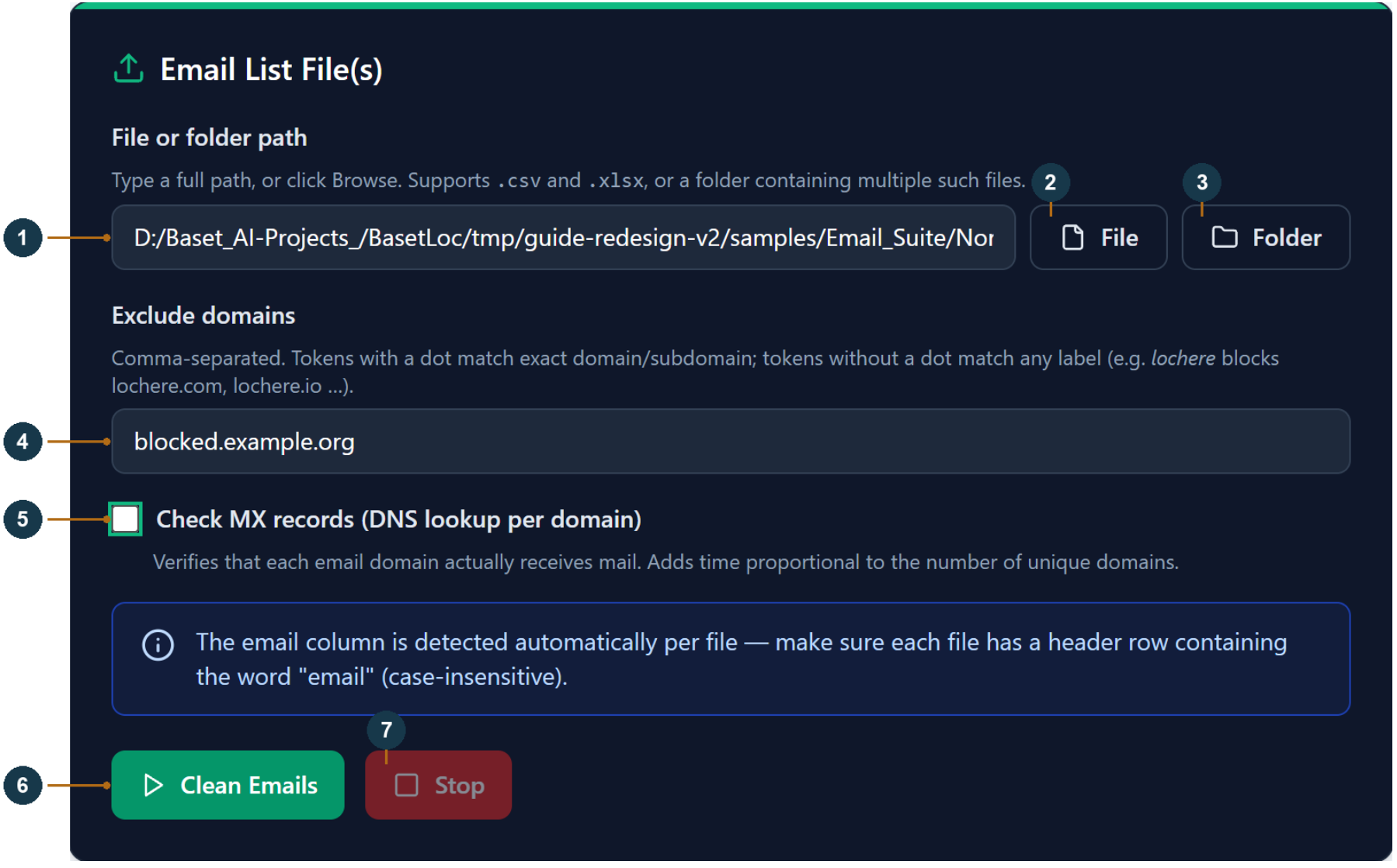
Prepare the realistic Cleaner exercise

Open Samples/Email_Suite/Northstar_Contacts_To_Review.xlsx. Its 36 authored records include normal fictional contacts, duplicates, malformed addresses, an empty address, shared mailboxes, a blocked domain and a plus-tag alias. File selects a workbook or list; Folder selects a batch location. Enter blocked.example.org in Exclude domains. Turn Check MX records OFF for this local exercise: these example addresses are not deliverability targets. Clean Emails starts the job; Stop cancels; Clear clears the log. The sample used an isolated empty suppression store, so a different suppression history can change your results.

Screenshot callouts:

- 1. File or folder path: enter the supplied workbook path.
- 2. File: browse for a single input file.
- 3. Folder: choose a directory for batch processing.
- 4. Exclude domains: enter blocked.example.org for this exercise.
- 5. Check MX records: leave unchecked to keep the fictional exercise local.
- 6. Clean Emails: begin processing after checking the input and settings.
- 7. Stop: request cancellation during processing; disabled while idle.

Prepare the realistic Cleaner exercise screen detail

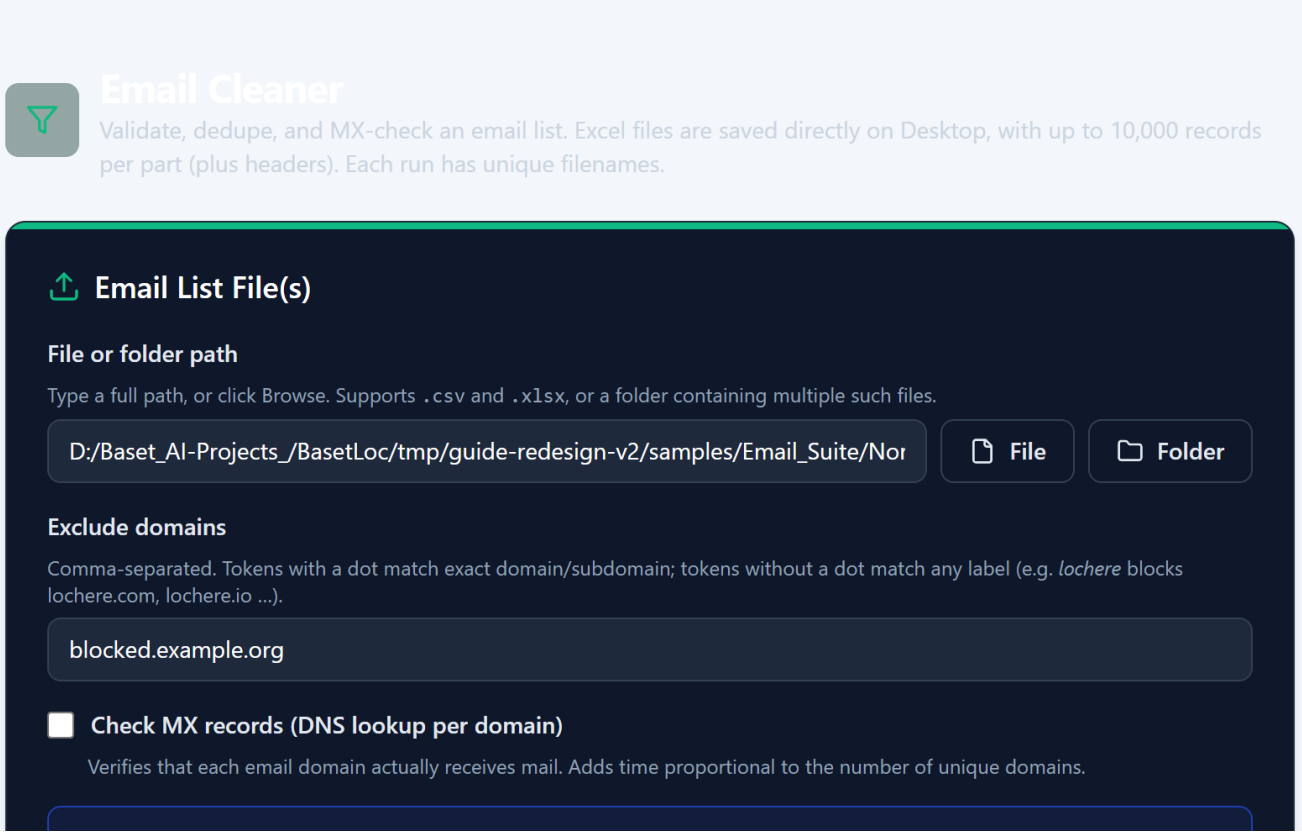


Prepare the realistic Cleaner exercise - Original capture.

Read the actual Cleaner result

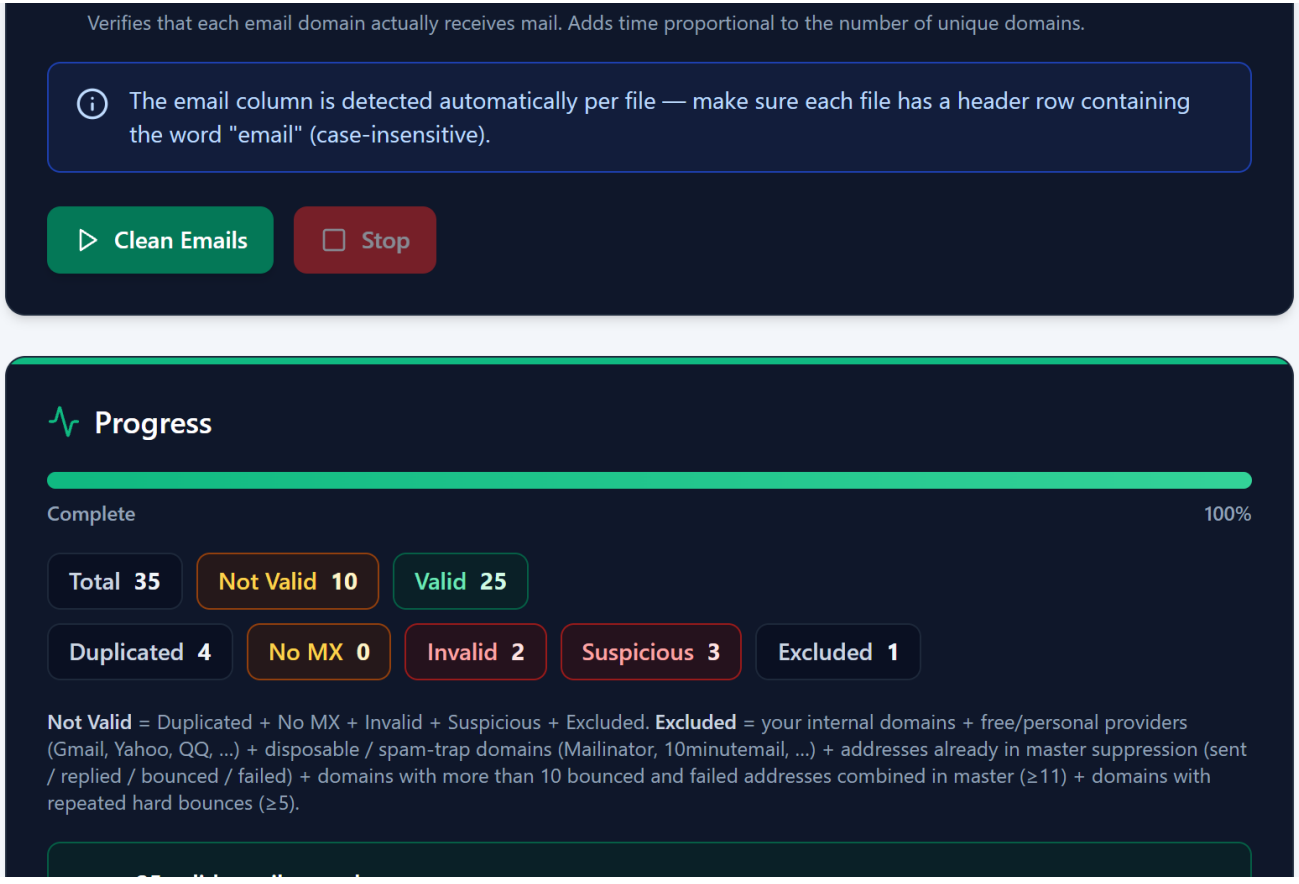
The tool loaded 35 address records: the empty-email row did not enter the loaded count. It classified 25 as valid, four as duplicates, two invalid, three suspicious and one excluded. MX checking was disabled. The clean workbook contains 25 data rows; the removed-for-review workbook contains six rows, with Category and Reason. Duplicates are not included in those six review rows. Support Desk, No Reply and the plus-tag address were classified suspicious; this is a tool rule, not proof that such addresses are unusable. The blocked partner was excluded; Missing At and Double At were invalid. Original extra workbook columns are not retained in this example: the clean output contains Name and Email. Review that before relying on it for personalized campaigns. Actual workbooks are in Samples/Email_Suite/outputs.

Read the actual Cleaner result screen detail



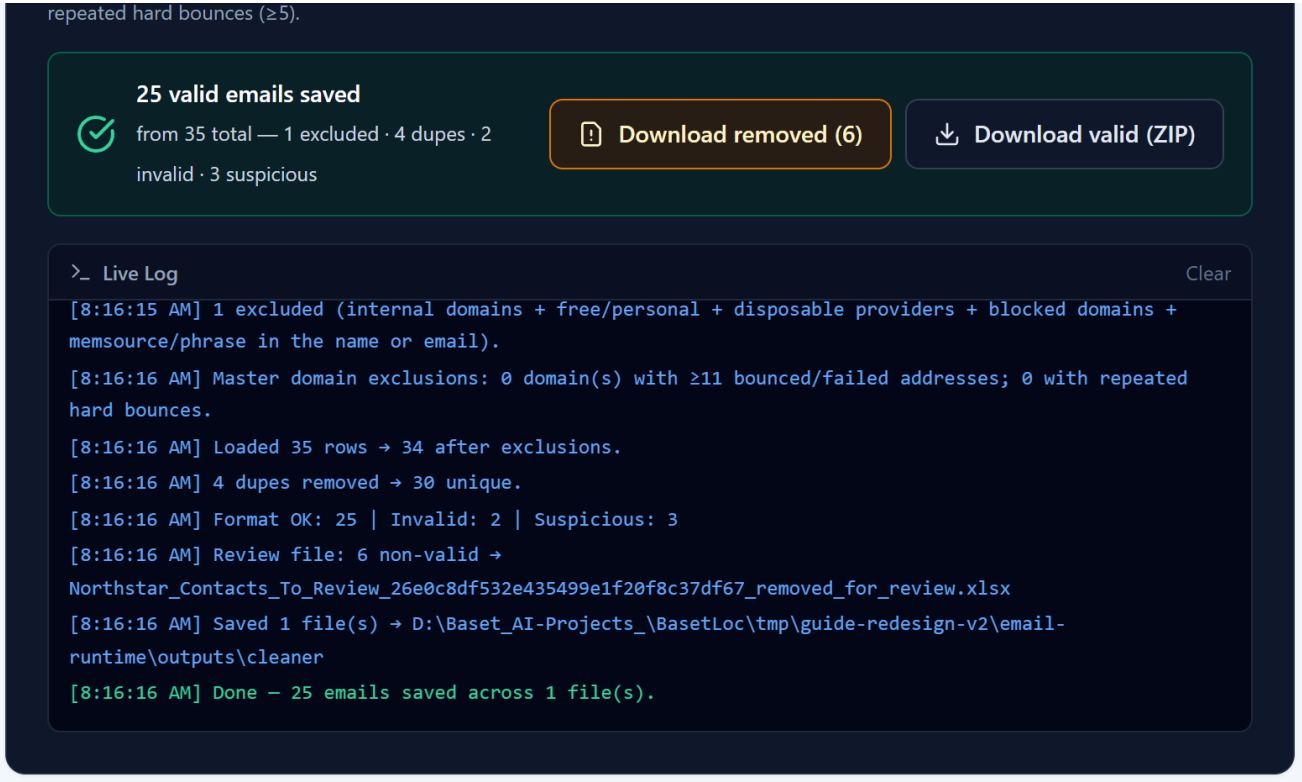
Read the actual Cleaner result - Original capture.

Read the actual Cleaner result screen detail



Read the actual Cleaner result - Original capture.

Read the actual Cleaner result screen detail

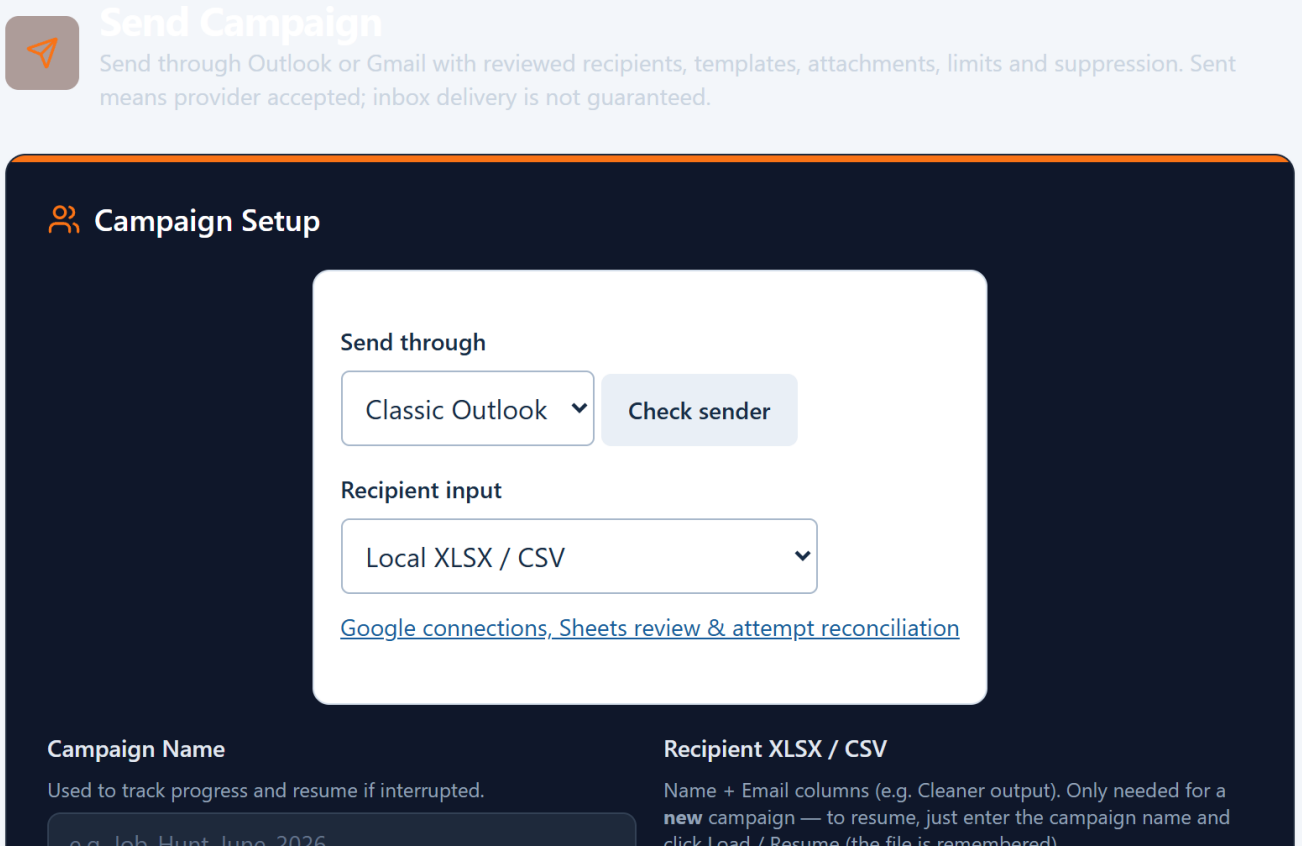


Read the actual Cleaner result - Original capture.

Set up a campaign without sending

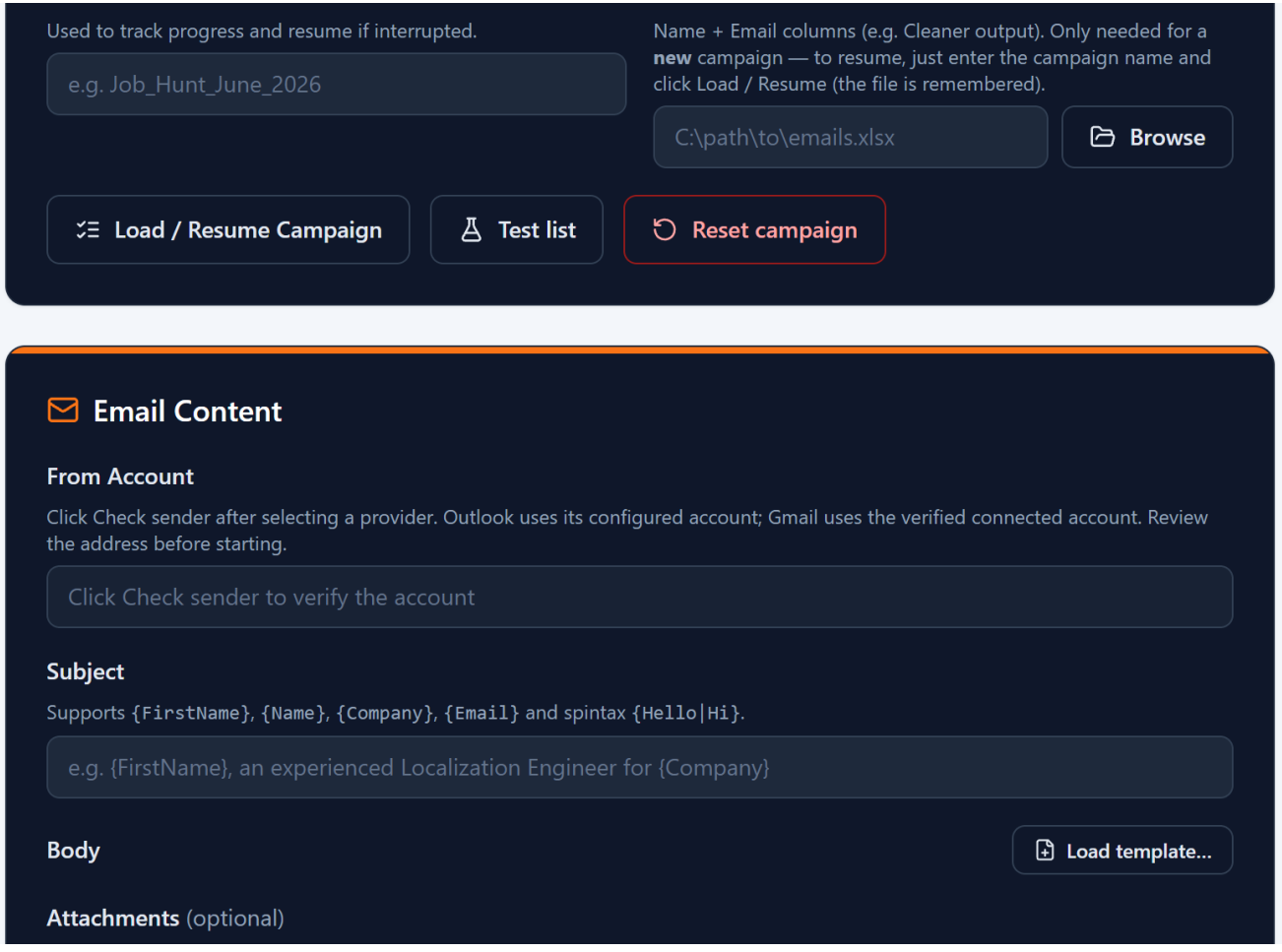
Send through chooses Classic Outlook or another available transport. Check sender tests the selected account connection. Recipient input chooses Local XLSX / CSV or a reviewed Google Sheets snapshot. Campaign Name identifies stored progress; Recipient XLSX / CSV and Browse choose the input. Load / Resume Campaign loads saved work, Test list checks the list and Reset campaign clears campaign state. From Account selects the sending identity. Subject accepts personalization such as {FirstName}; Load template loads prepared content and Add files attaches files. The sample uses Northstar_Sample_Do_Not_Send and fictional training@example.com. Type the message in the Body editor.

Set up a campaign without sending screen detail



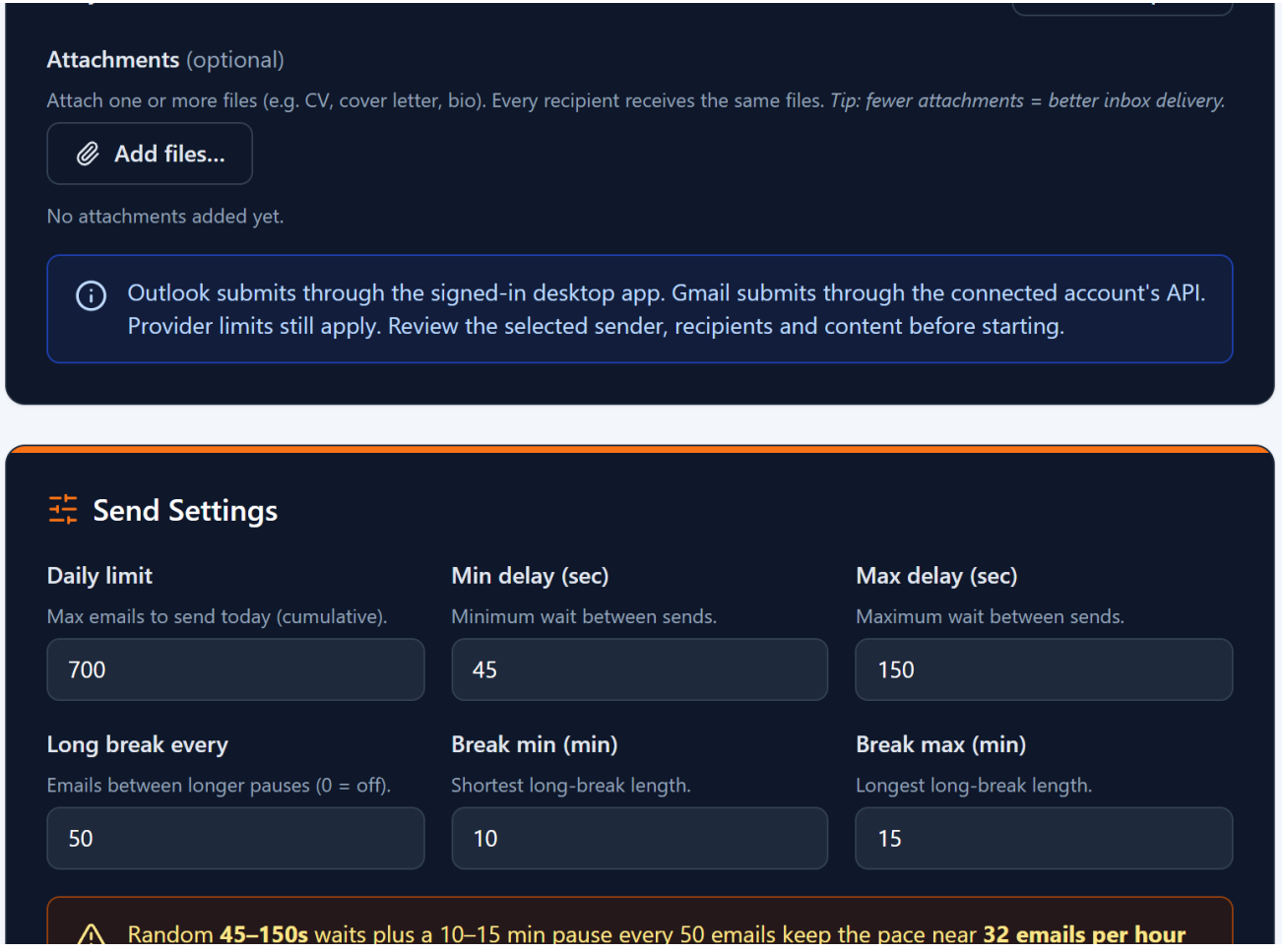
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



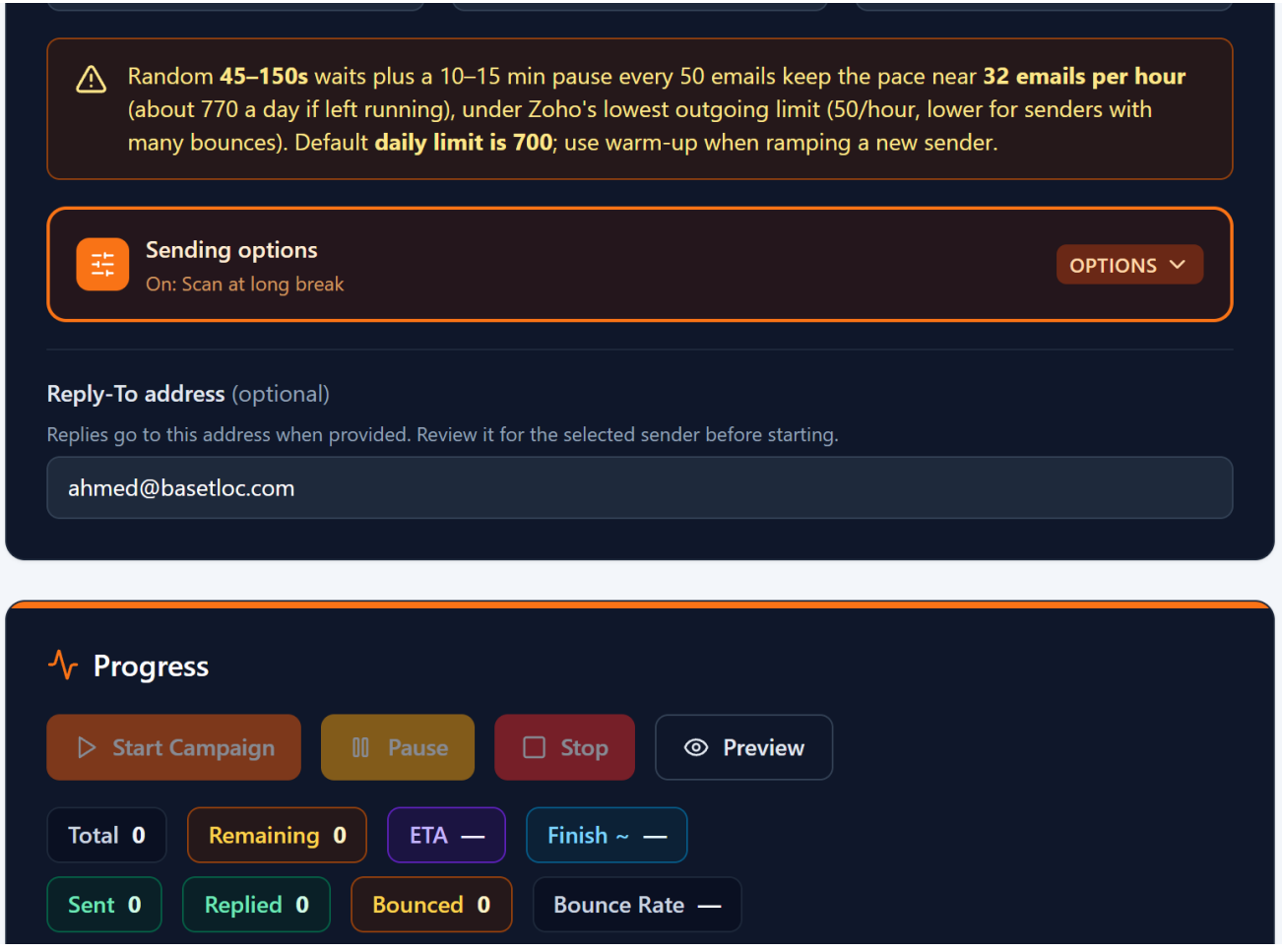
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



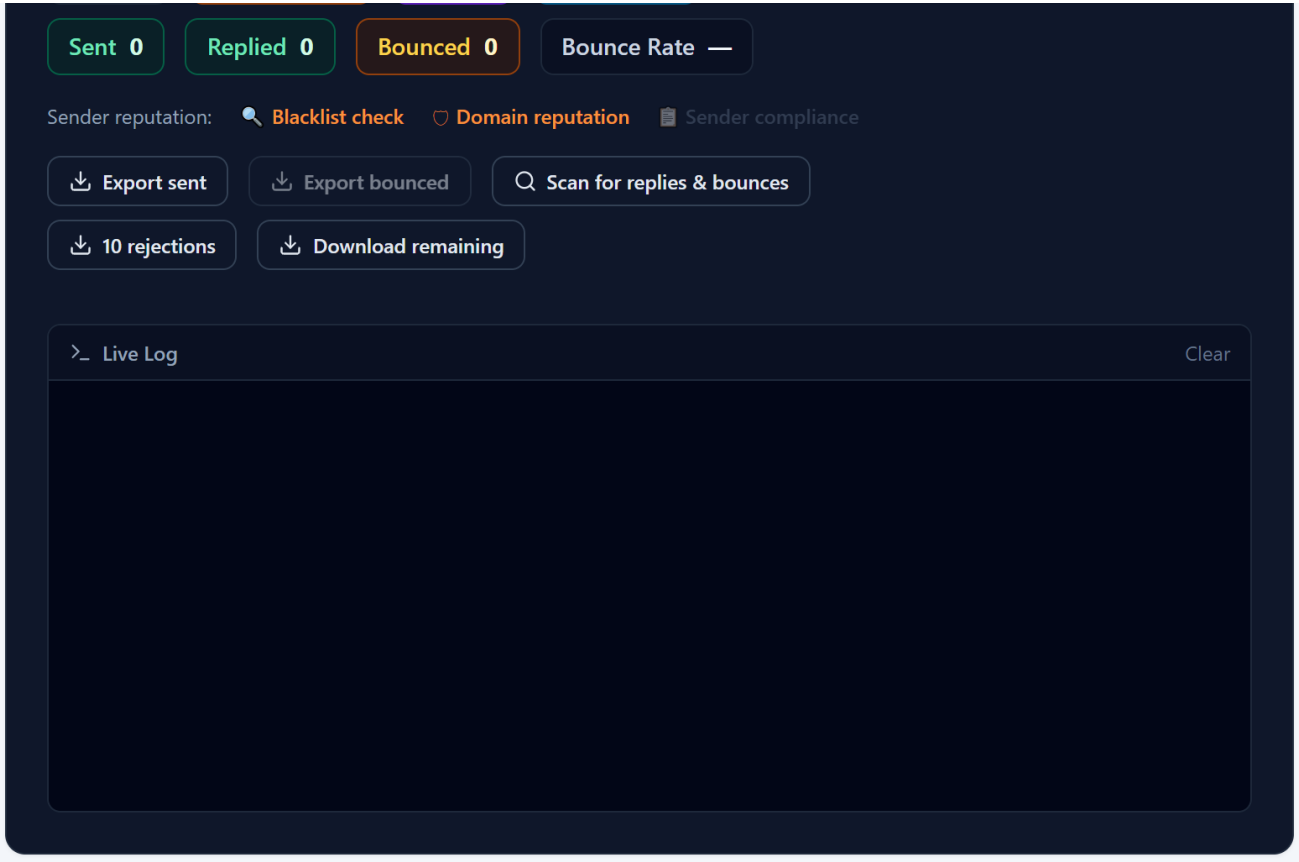
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



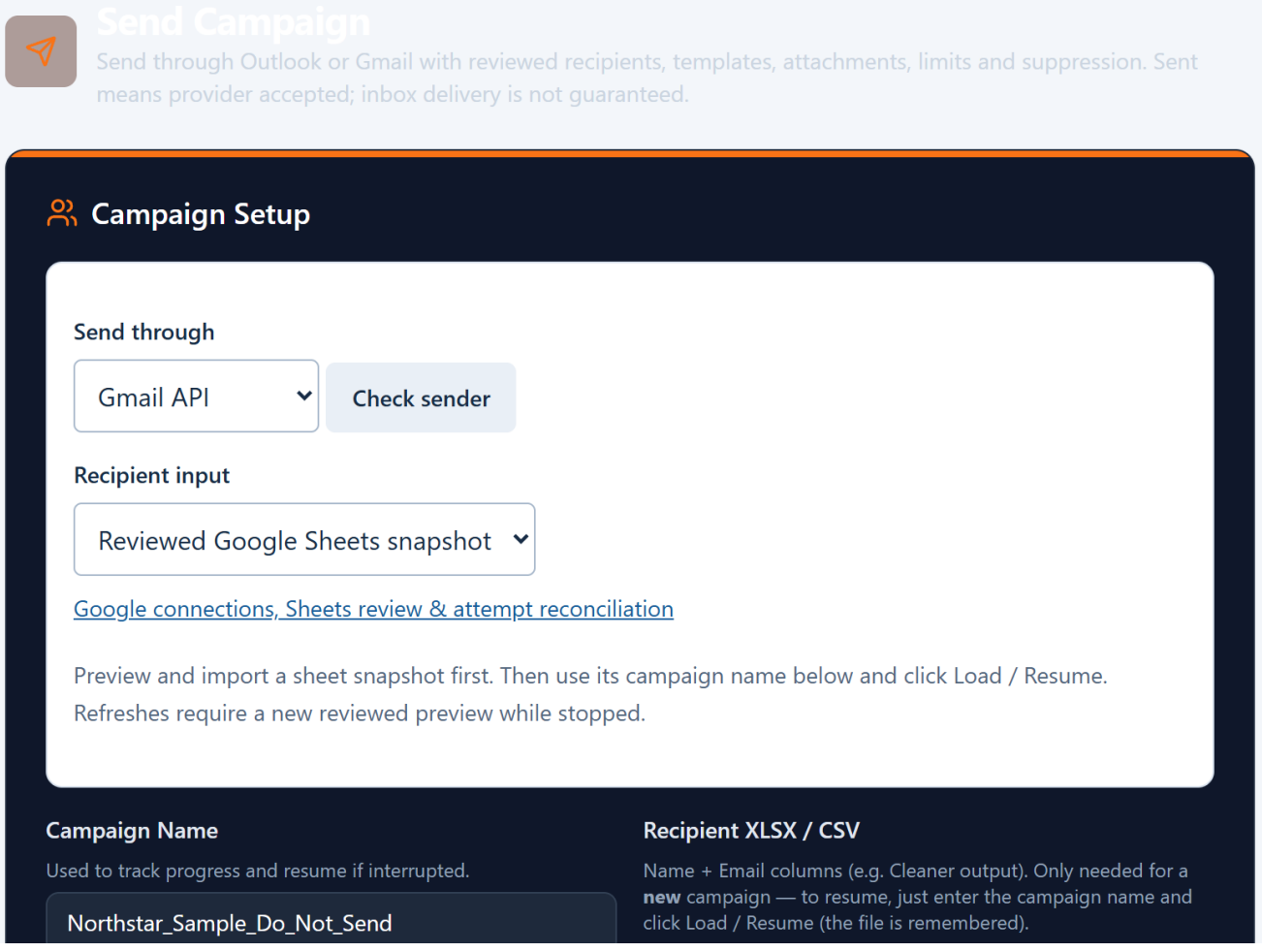
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



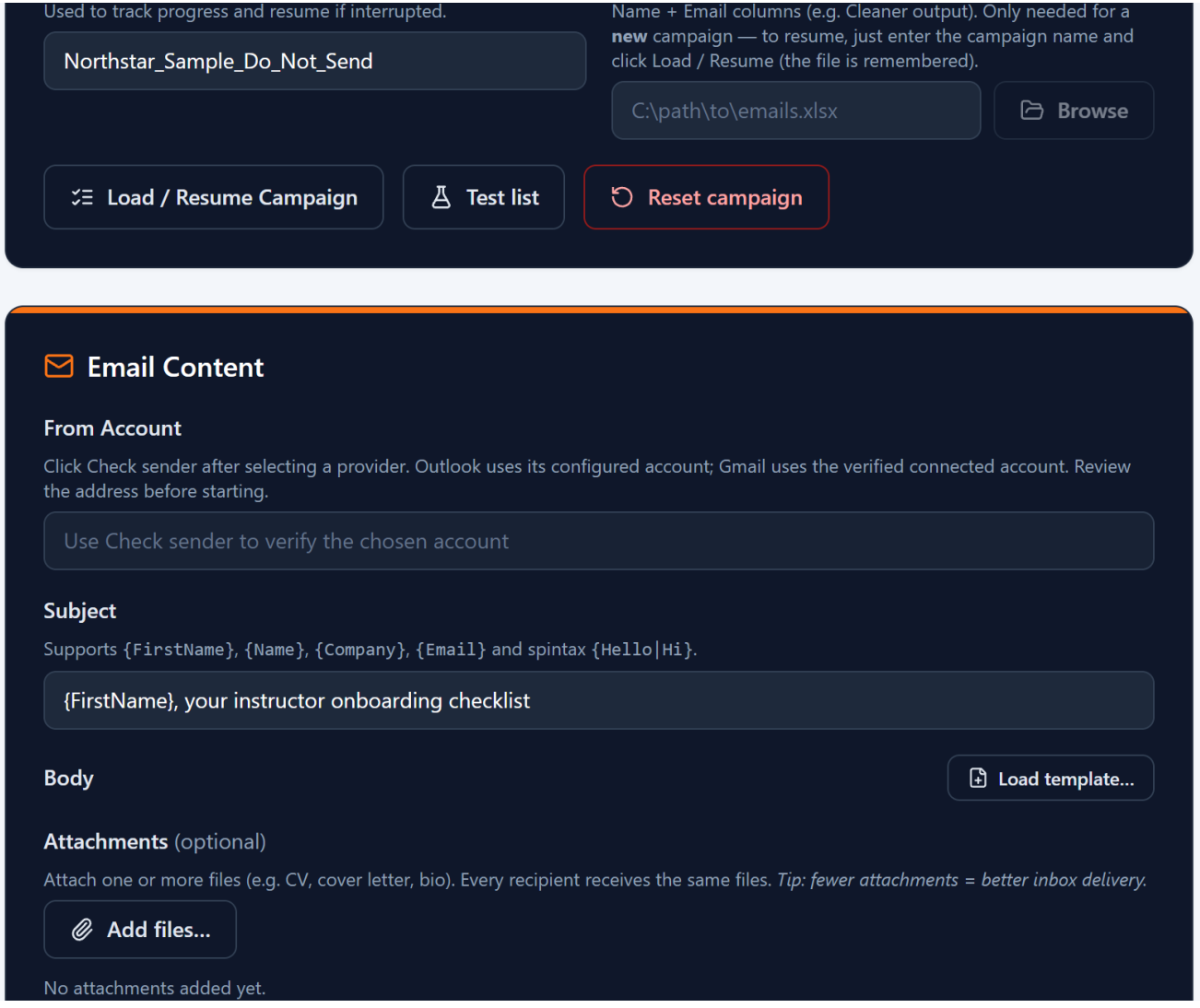
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



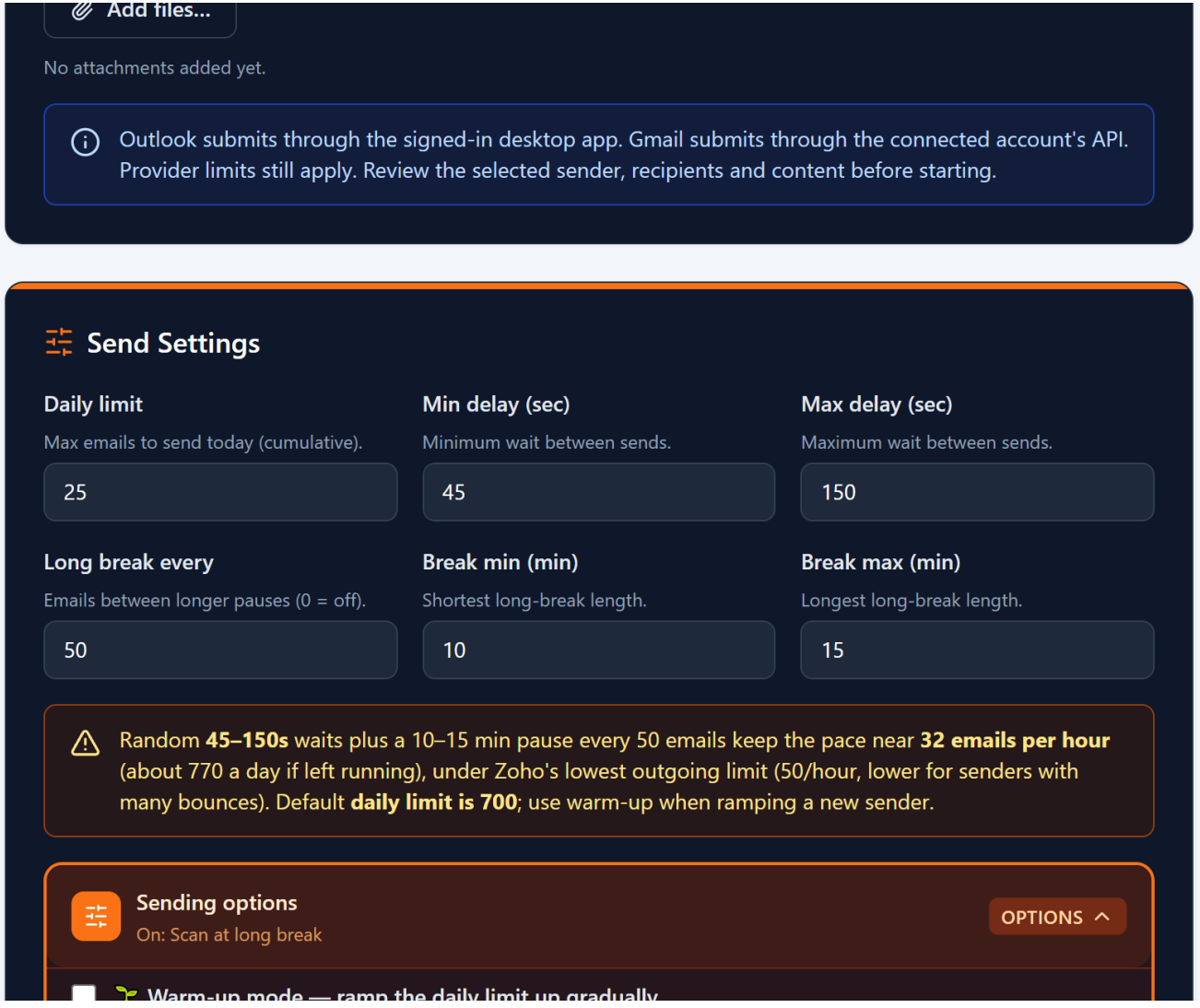
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



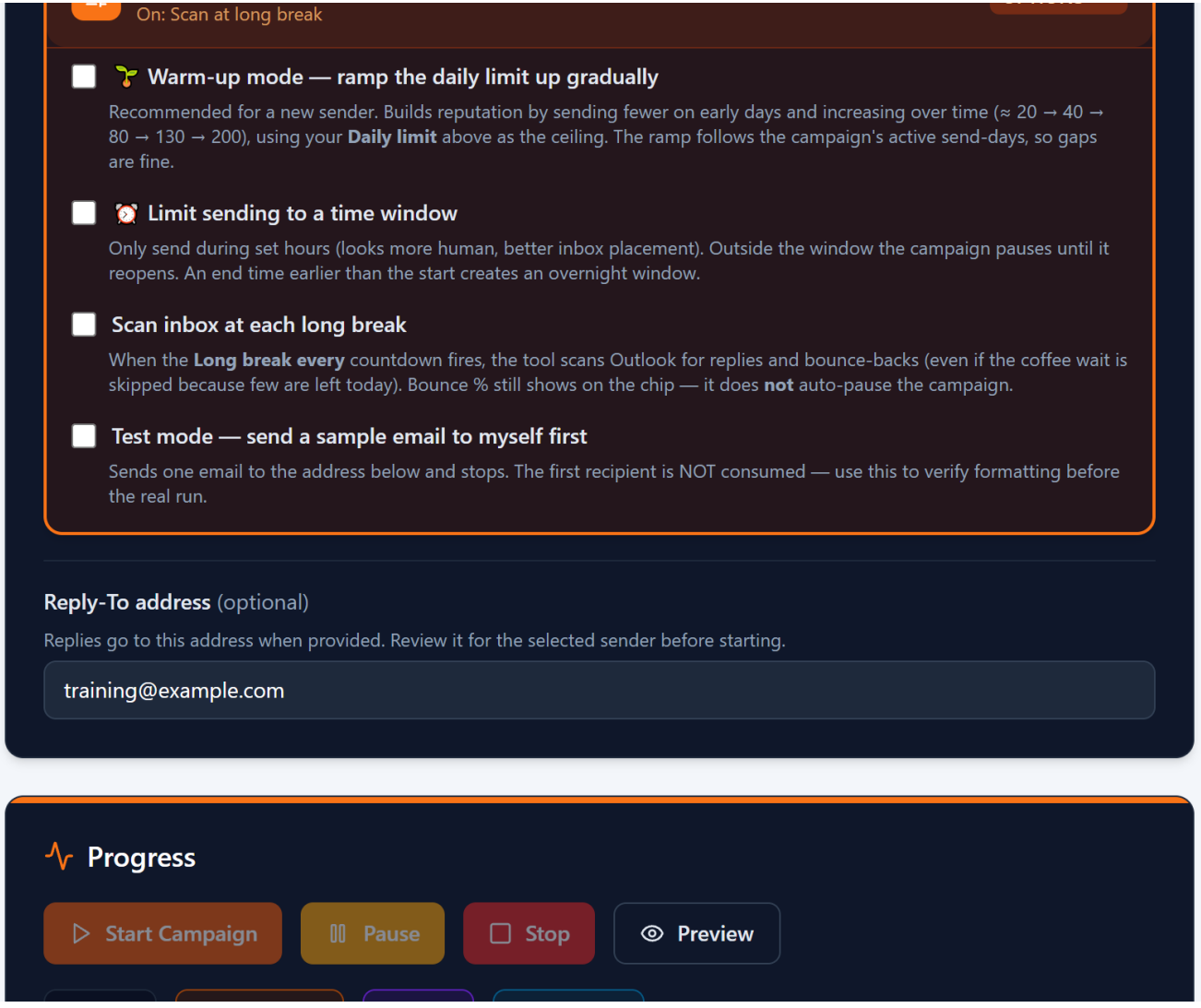
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



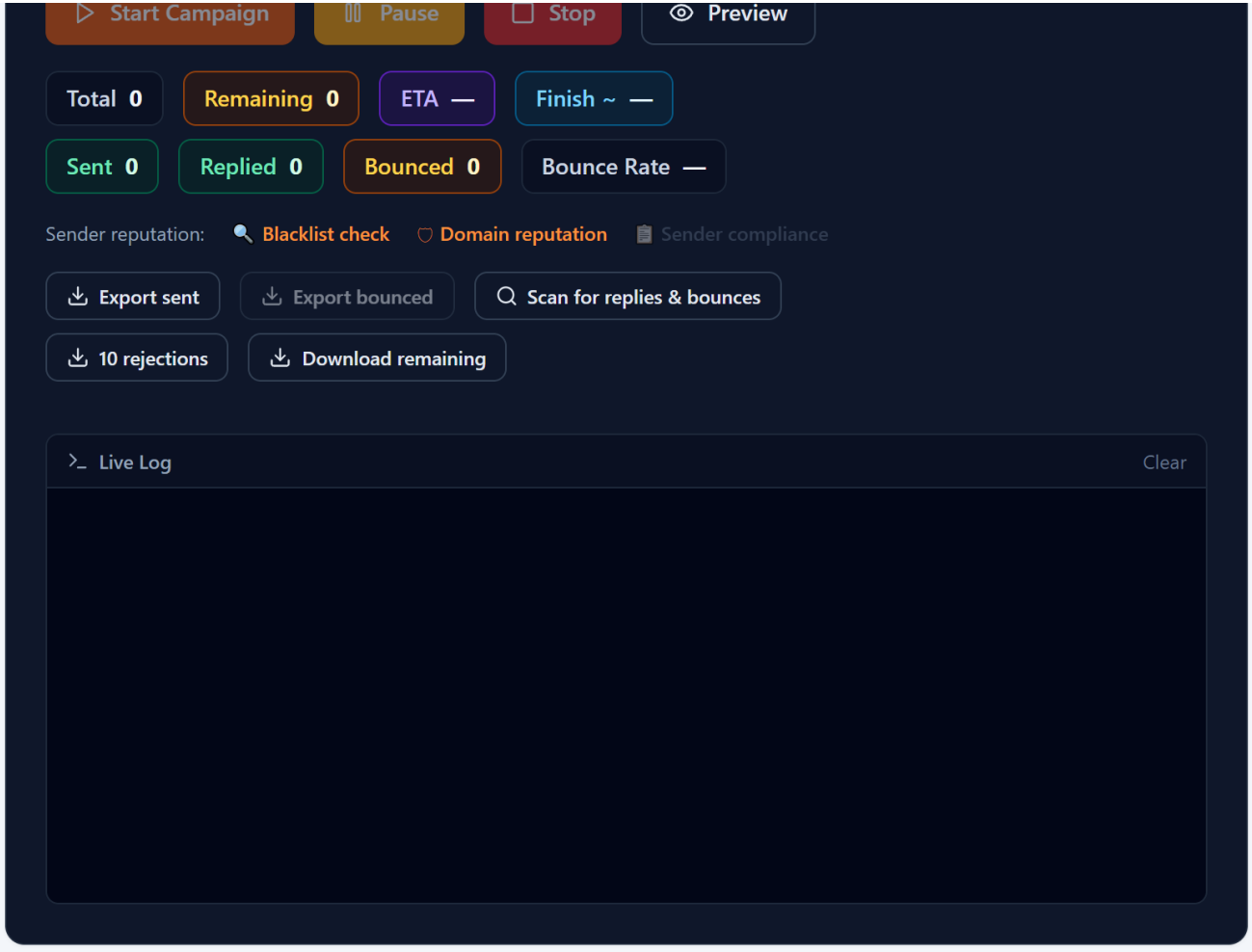
Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail



Set up a campaign without sending - Original capture.

Set up a campaign without sending screen detail

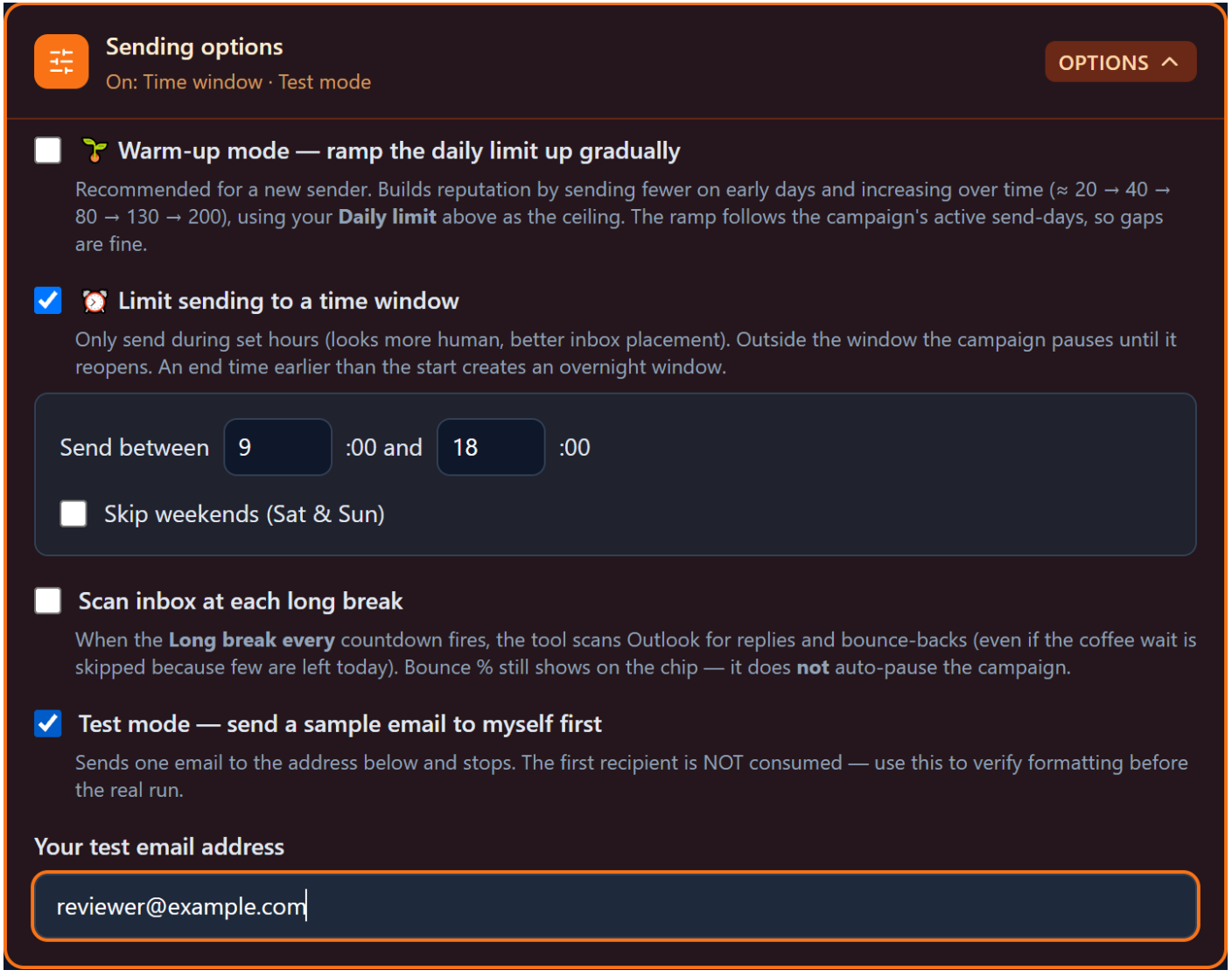


Set up a campaign without sending - Original capture.

Understand pacing and review controls

Daily limit caps daily sends. Min delay and Max delay define the wait range between messages. Long break every sets the interval between larger pauses; Break min and Break max set their duration. Reply-To identifies the response address. Expanded options include warmup, a sending time window, skipping weekends, inbox scanning and test mode with a test recipient. Test mode can still send a real message; it was not executed. Start Campaign begins sending when enabled; Pause suspends it and Stop ends the current run. Preview is for review before sending. Export sent, Export bounced and Download remaining provide progress-specific lists. Scan for replies & bounces accesses the mailbox. Rejections opens rejection information. No sender check, mailbox scan or send was performed for this guide.

Understand pacing and review controls screen detail

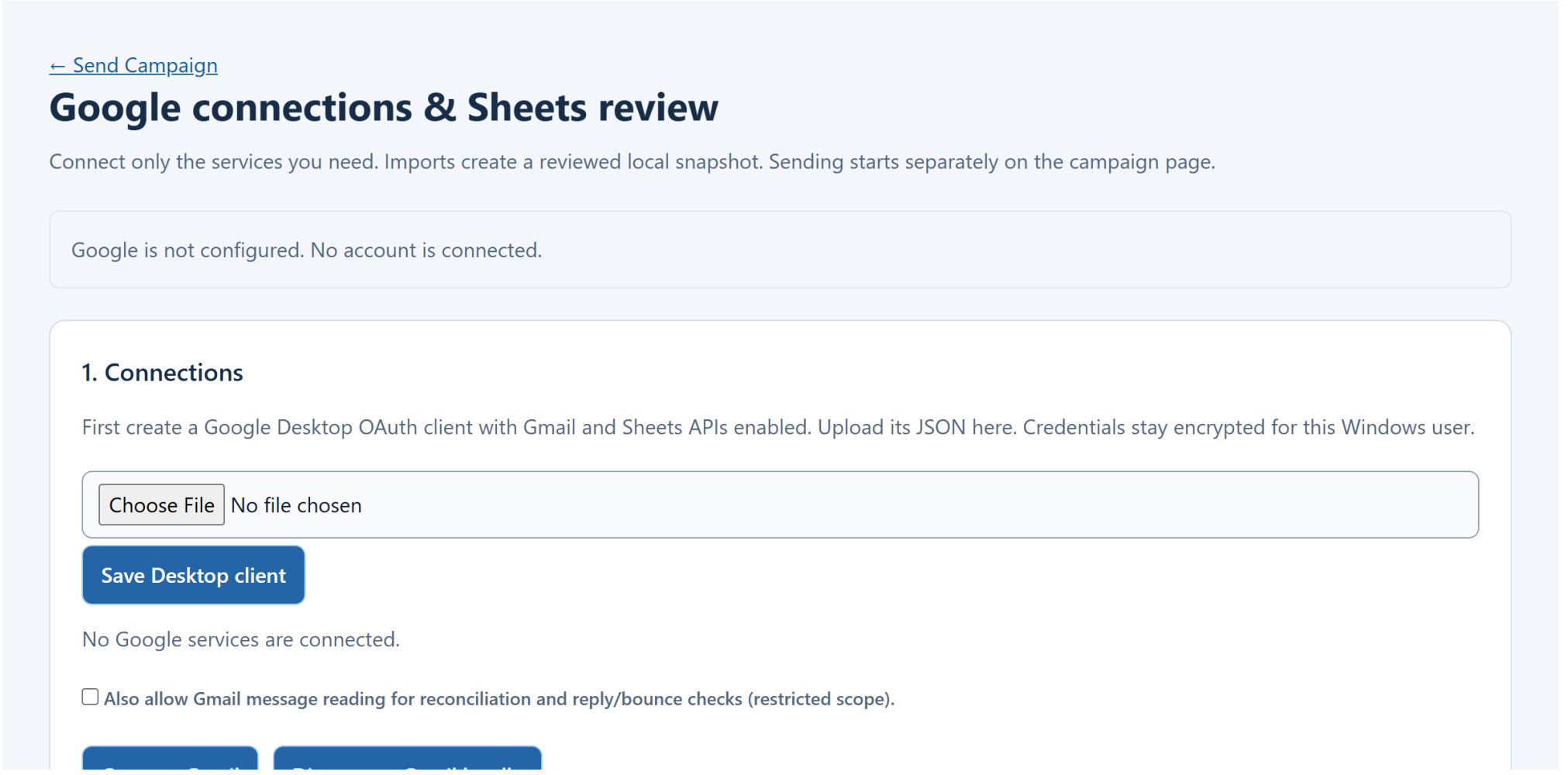


Understand pacing and review controls - Original capture.

Google connections and reviewed Sheets input

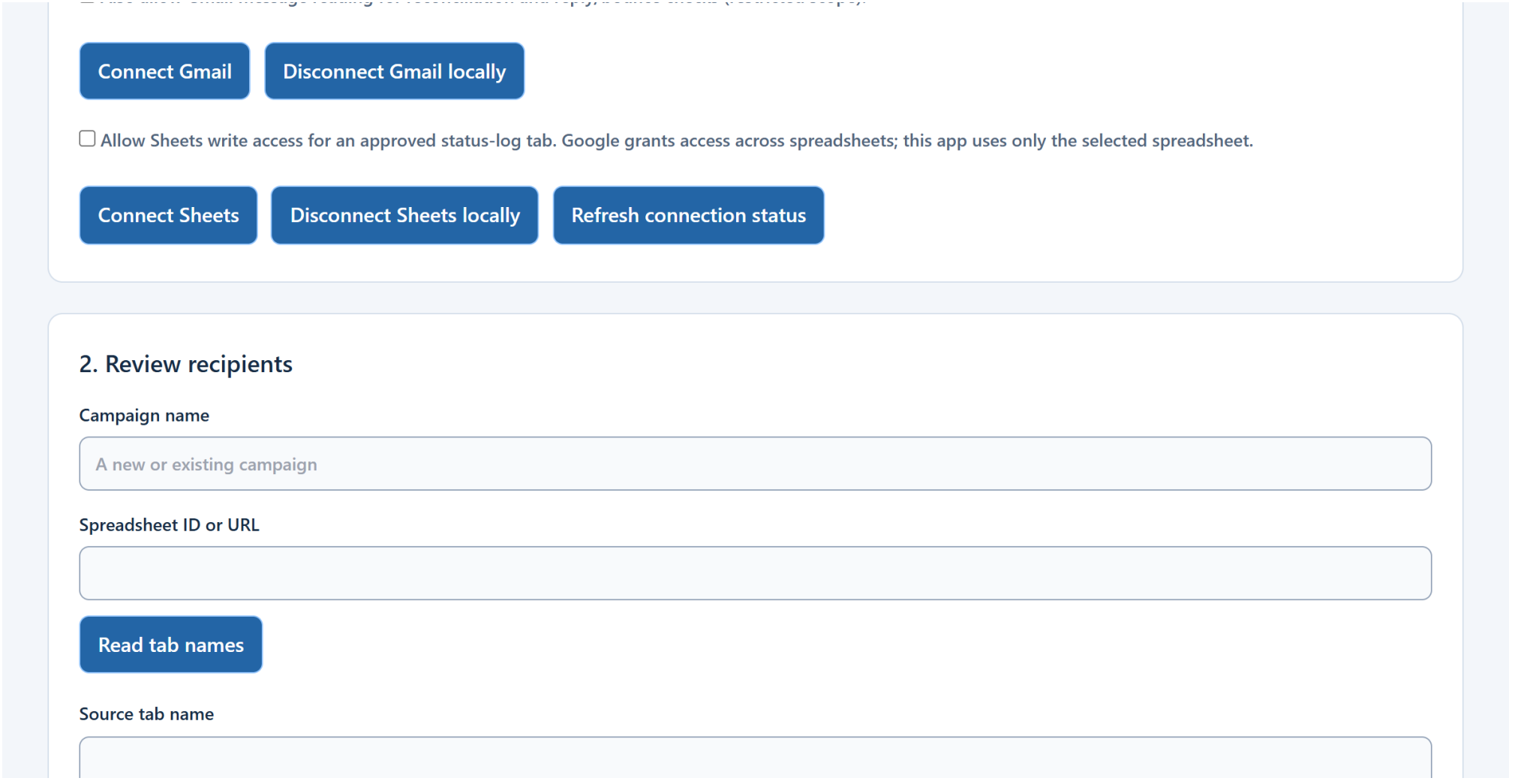
Use the Desktop OAuth file control to supply authorized app credentials and save the configuration. Gmail read scope and Sheets write scope request additional access. Connect and Disconnect manage each service; Refresh status updates connection state. Campaign, spreadsheet and tab identify the source. Map Row ID, Email, Name, Company, optional per-row subject/body and custom JSON to the source columns. Preview source and validate personalized messages before consenting to import the reviewed snapshot. Status writeback requires its own consent and target tab. Attempts, synchronization, row keys, provider reference and evidence support reconciliation. CONFIRMED NOT SENT is an assertion that requires evidence; do not use it to erase uncertainty about an actual send. These controls were documented without connecting or writing to Google.

Google connections and reviewed Sheets input screen detail



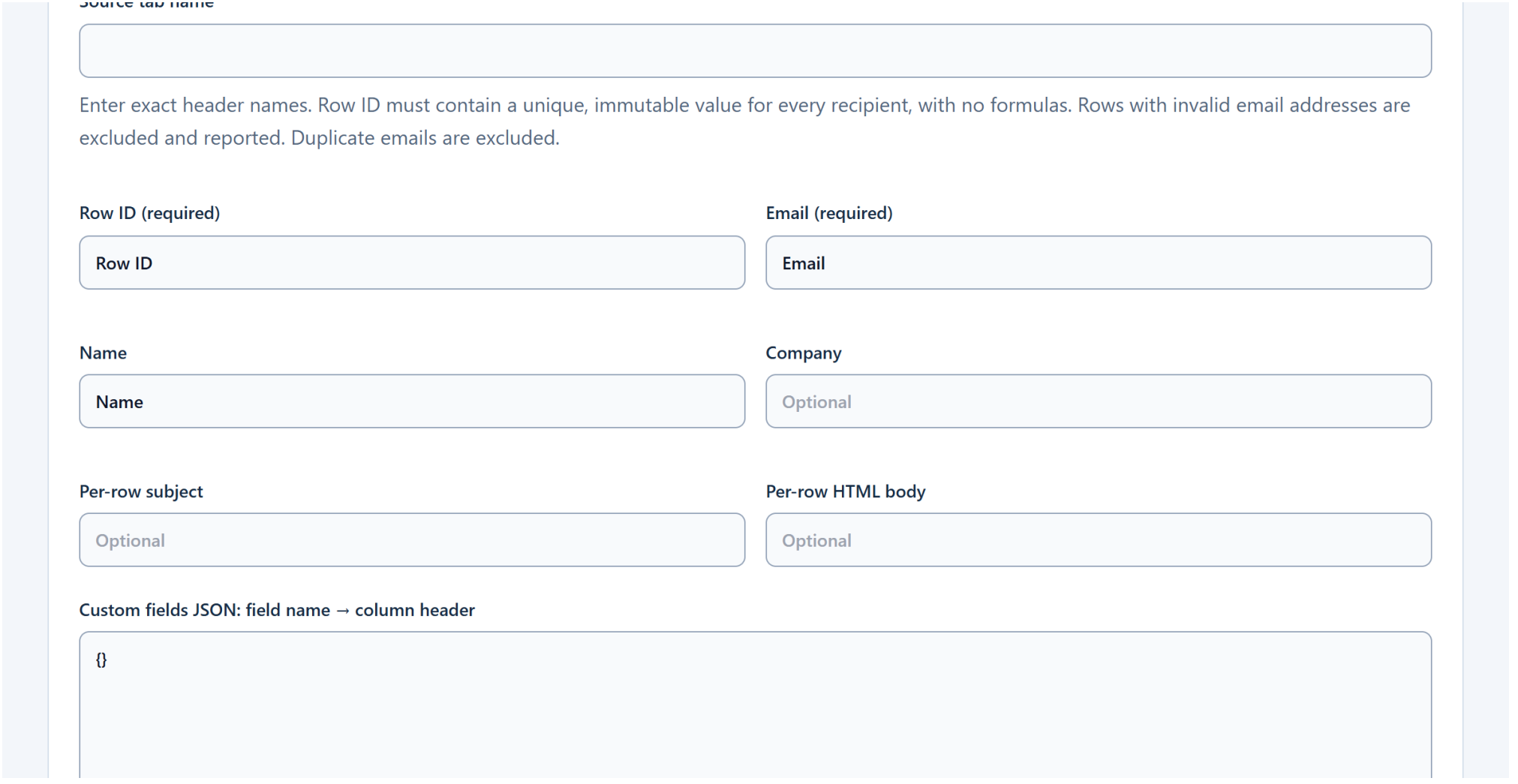
Google connections and reviewed Sheets input - Original capture.

Google connections and reviewed Sheets input screen detail



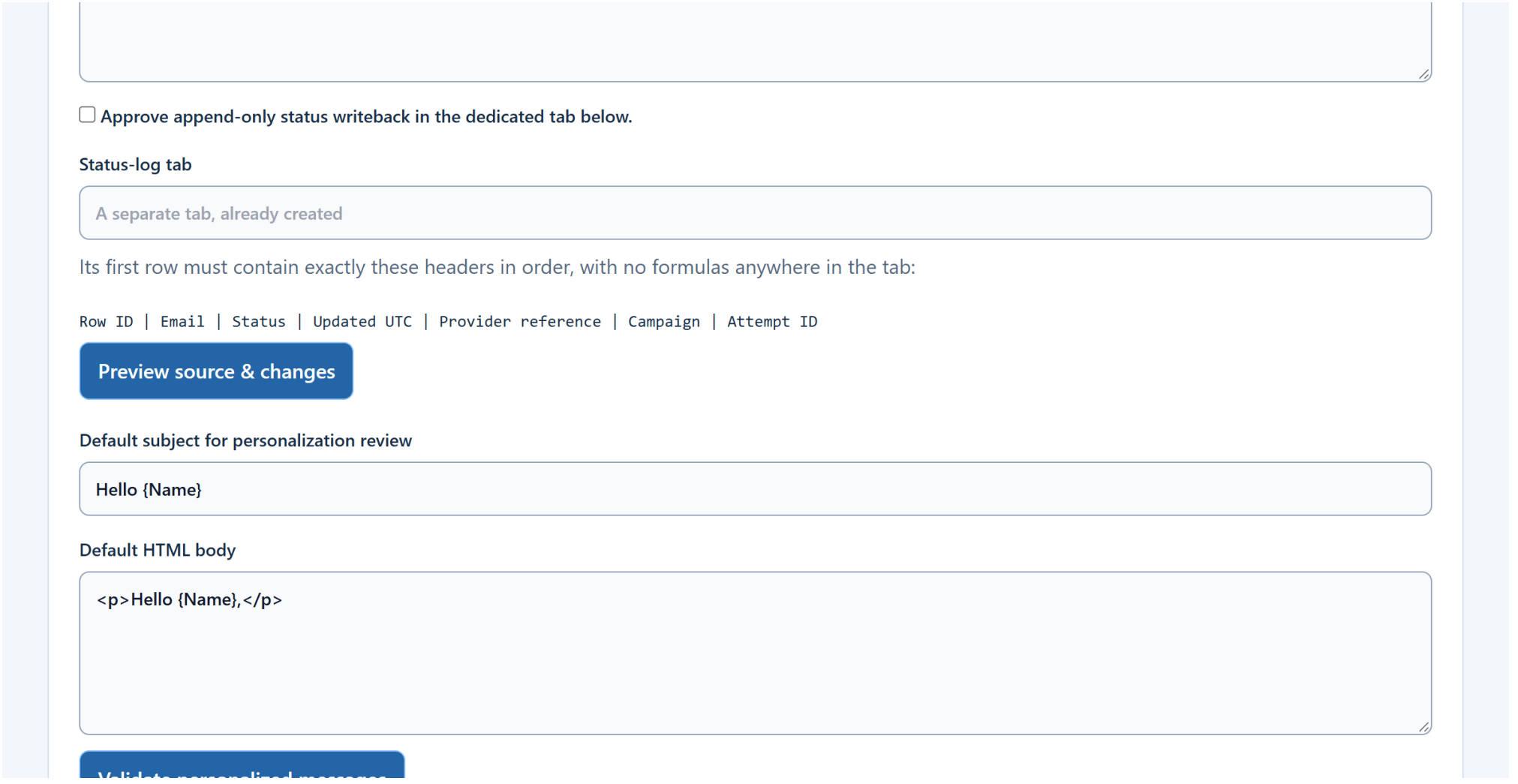
Google connections and reviewed Sheets input - Original capture.

Google connections and reviewed Sheets input screen detail



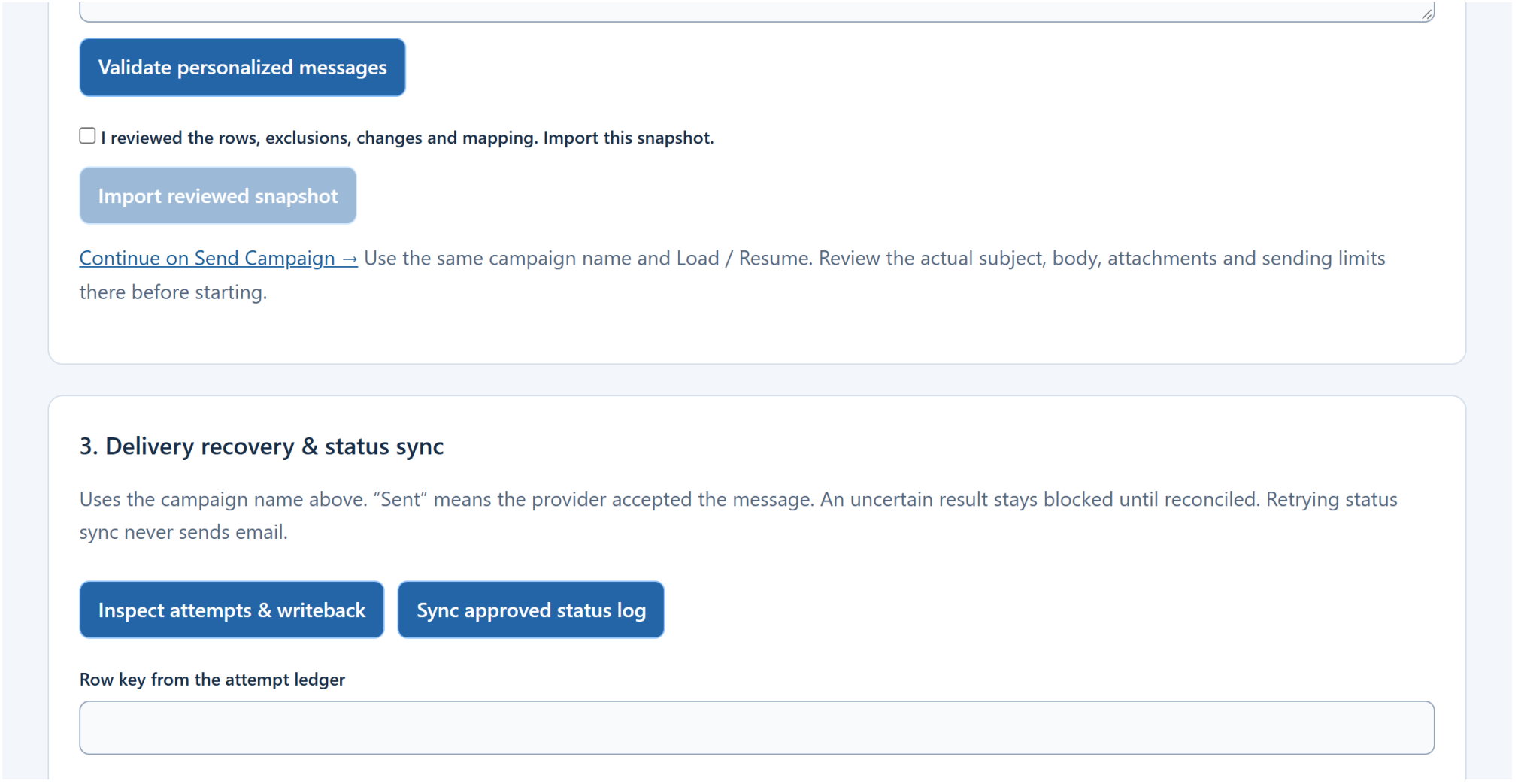
Google connections and reviewed Sheets input - Original capture.

Google connections and reviewed Sheets input screen detail



Google connections and reviewed Sheets input - Original capture.

Google connections and reviewed Sheets input screen detail



Google connections and reviewed Sheets input - Original capture.

Google connections and reviewed Sheets input screen detail

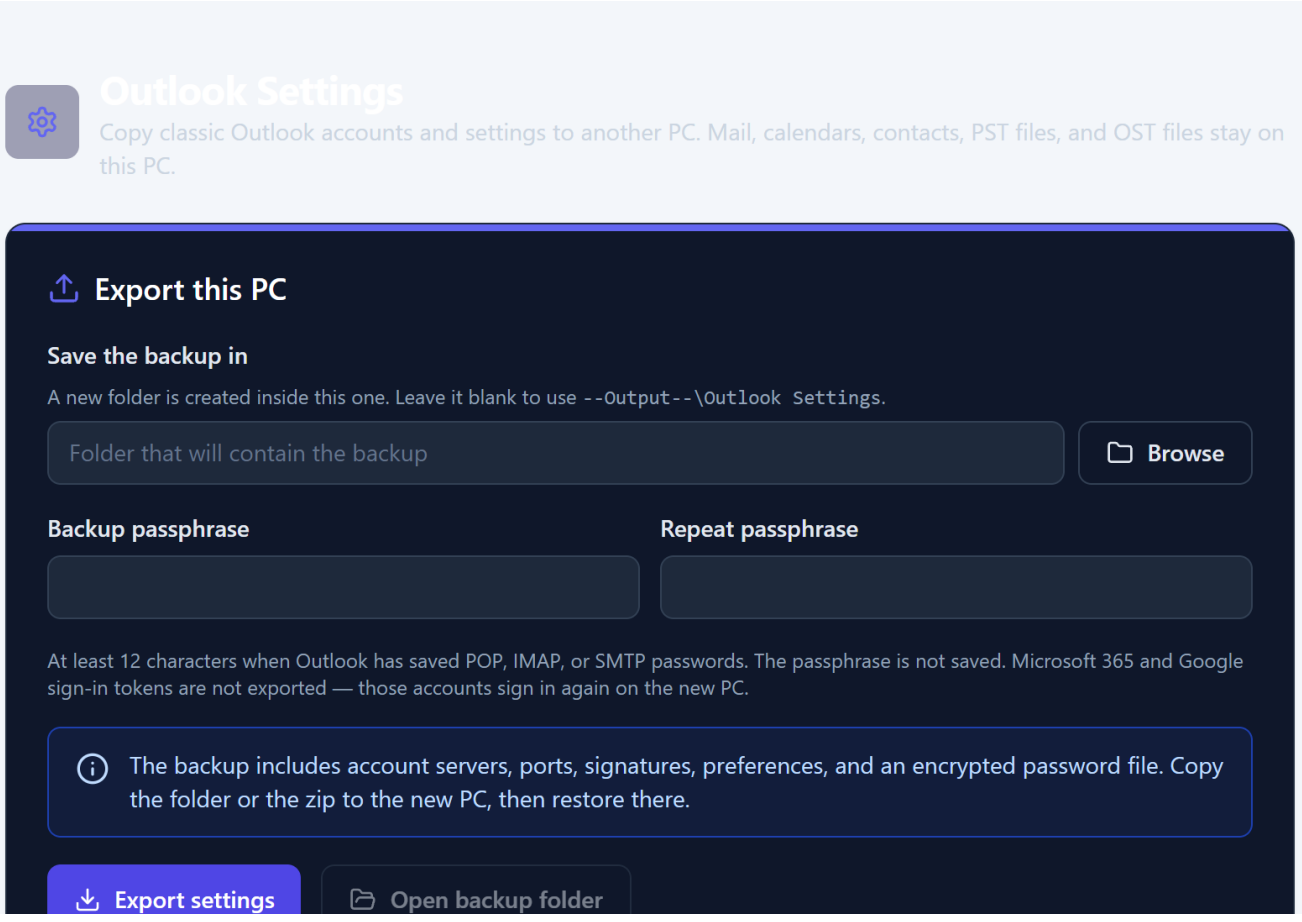


Google connections and reviewed Sheets input - Original capture.

Migrate Outlook settings

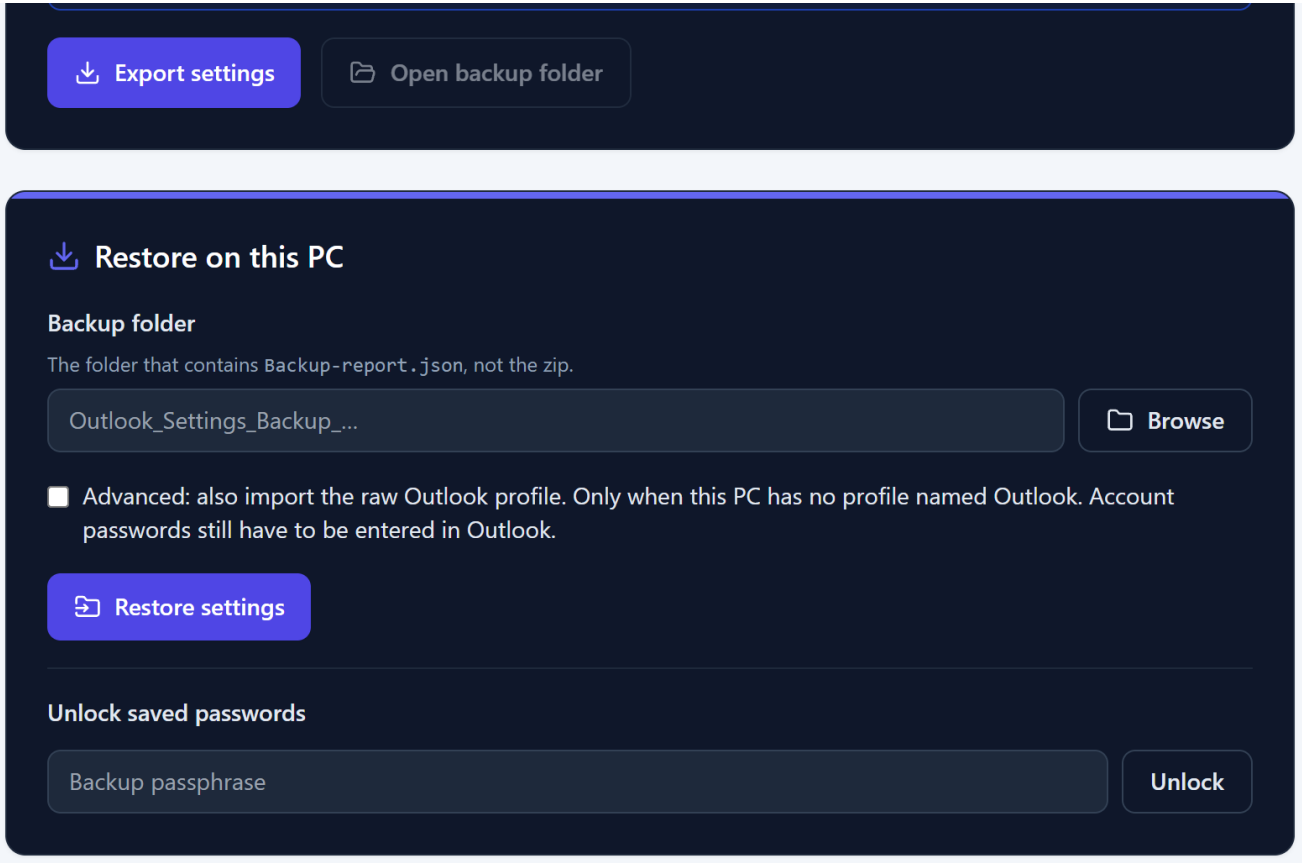
Save the backup in and Browse choose the export destination. Backup passphrase and Repeat passphrase protect the backup; Export settings creates it and Open backup folder becomes useful after export. For restoration, choose Backup folder and Browse, then Restore settings. The advanced raw-profile option applies only when the destination has no Outlook profile named Outlook; account passwords still need to be entered in Outlook. Unlock saved passwords and Unlock expose protected saved information using the passphrase. This guide does not demonstrate backup or restoration on the real Outlook installation.

Migrate Outlook settings screen detail



Migrate Outlook settings - Original capture.

Migrate Outlook settings screen detail

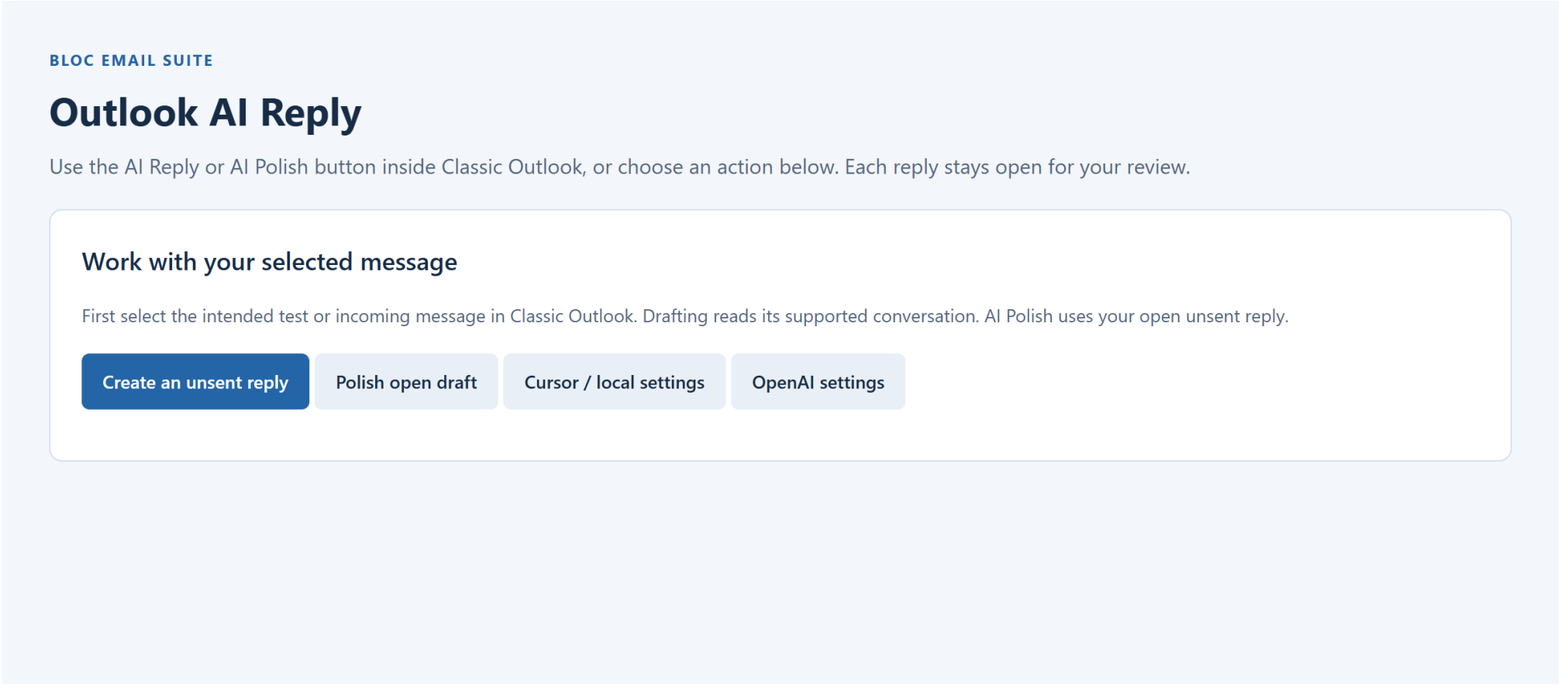


Migrate Outlook settings - Original capture.

Work with Outlook AI replies

Create an unsent reply acts on the selected message. Polish open draft revises a draft for review. Cursor / local settings and OpenAI settings configure providers. An unsent reply must still be reviewed in Outlook; generation does not establish factual accuracy. Cursor / local settings opens the AI Settings window: Primary engine (cursor or local), Cursor model and timeout, Local AI folder, GPU layers, Local context tokens, Download local AI and Save settings. OpenAI settings opens a smaller window with OpenAI model and API key; leave the key empty to keep the key already stored in Windows Credential Manager.

Work with Outlook AI replies screen detail

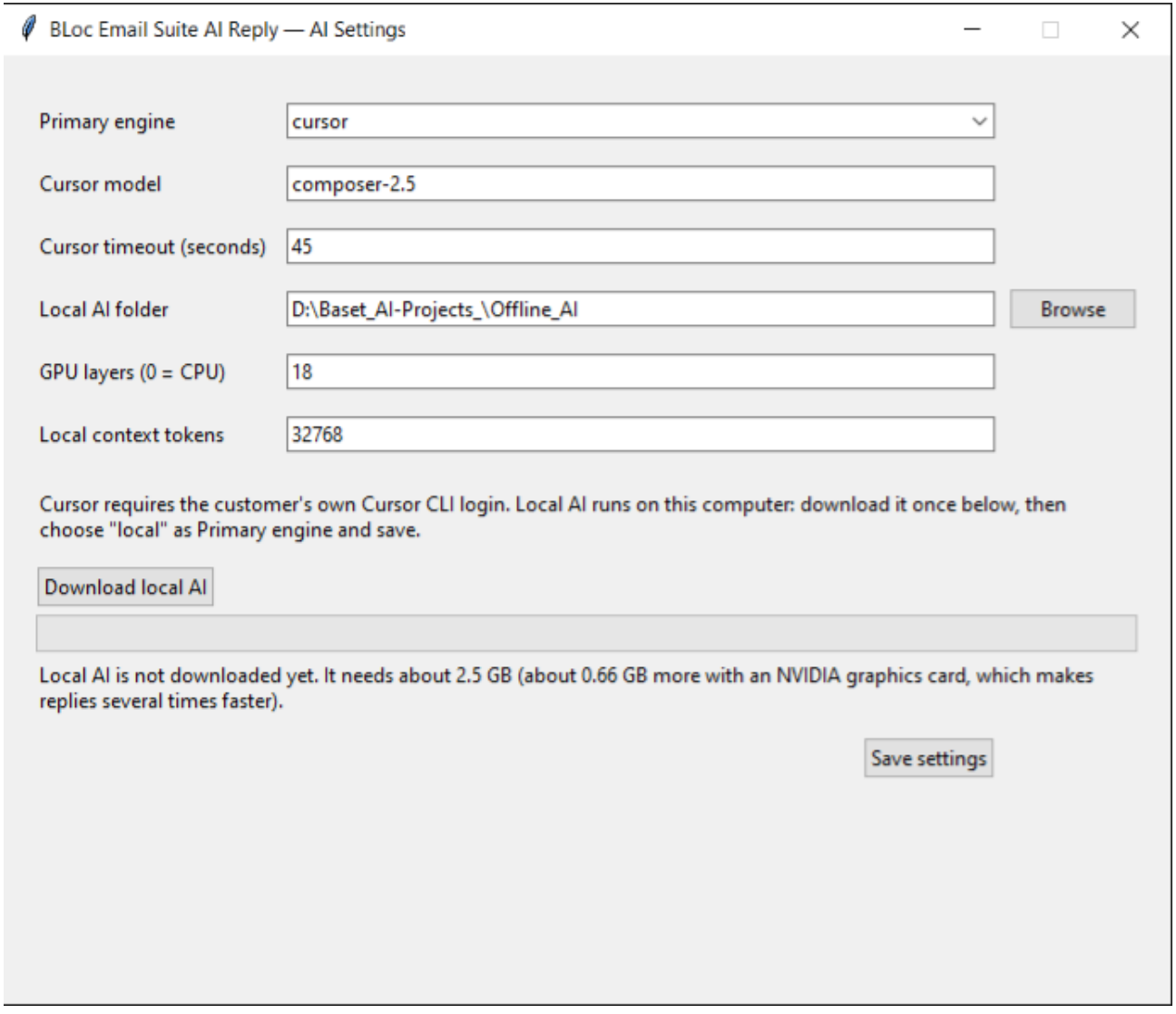


Work with Outlook AI replies - Original capture.

Work with Outlook AI replies screen detail

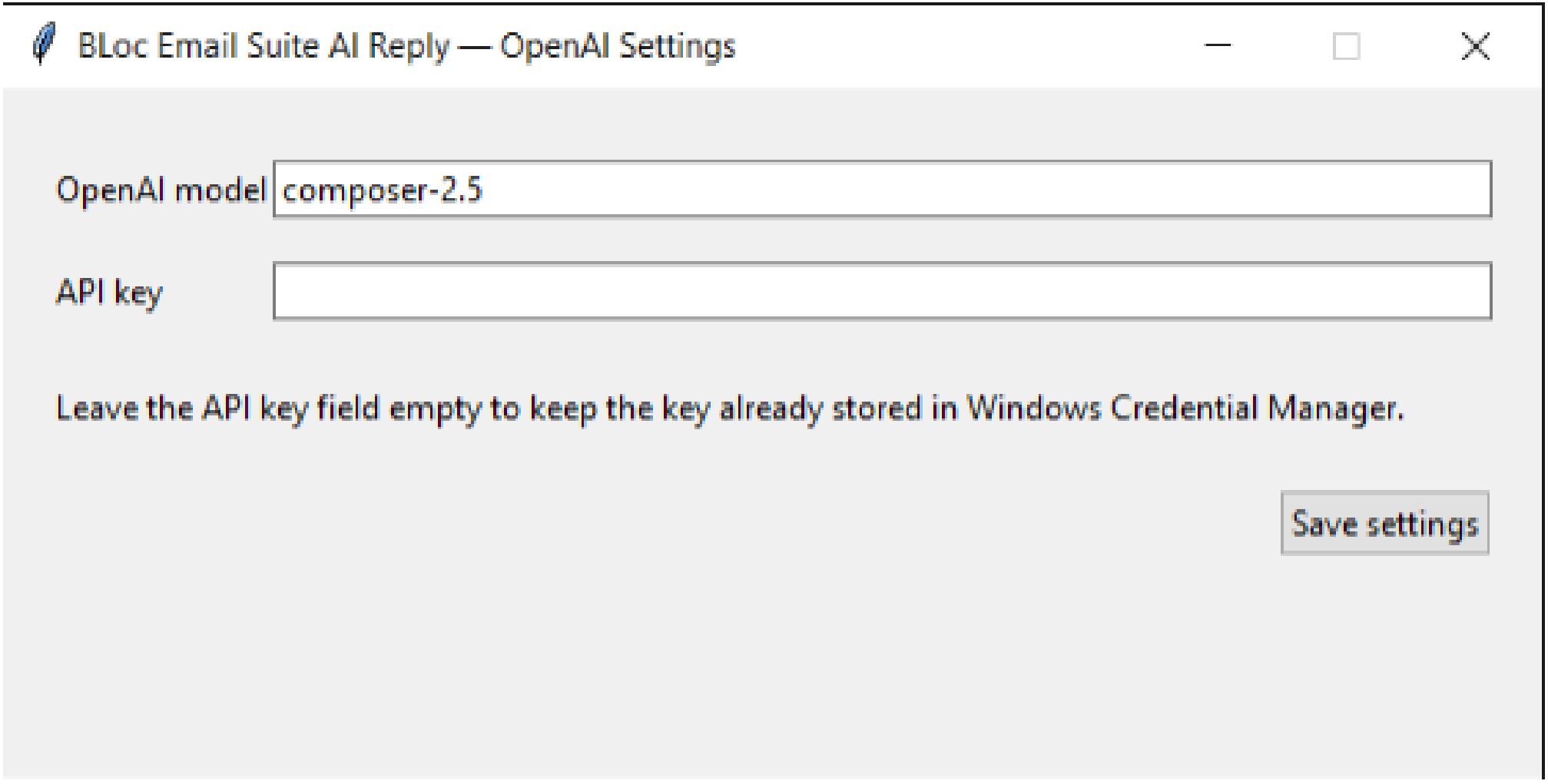
Work with Outlook AI replies - Original capture.

Work with Outlook AI replies screen detail



AI Settings window (values from the owner computer) - Original capture.

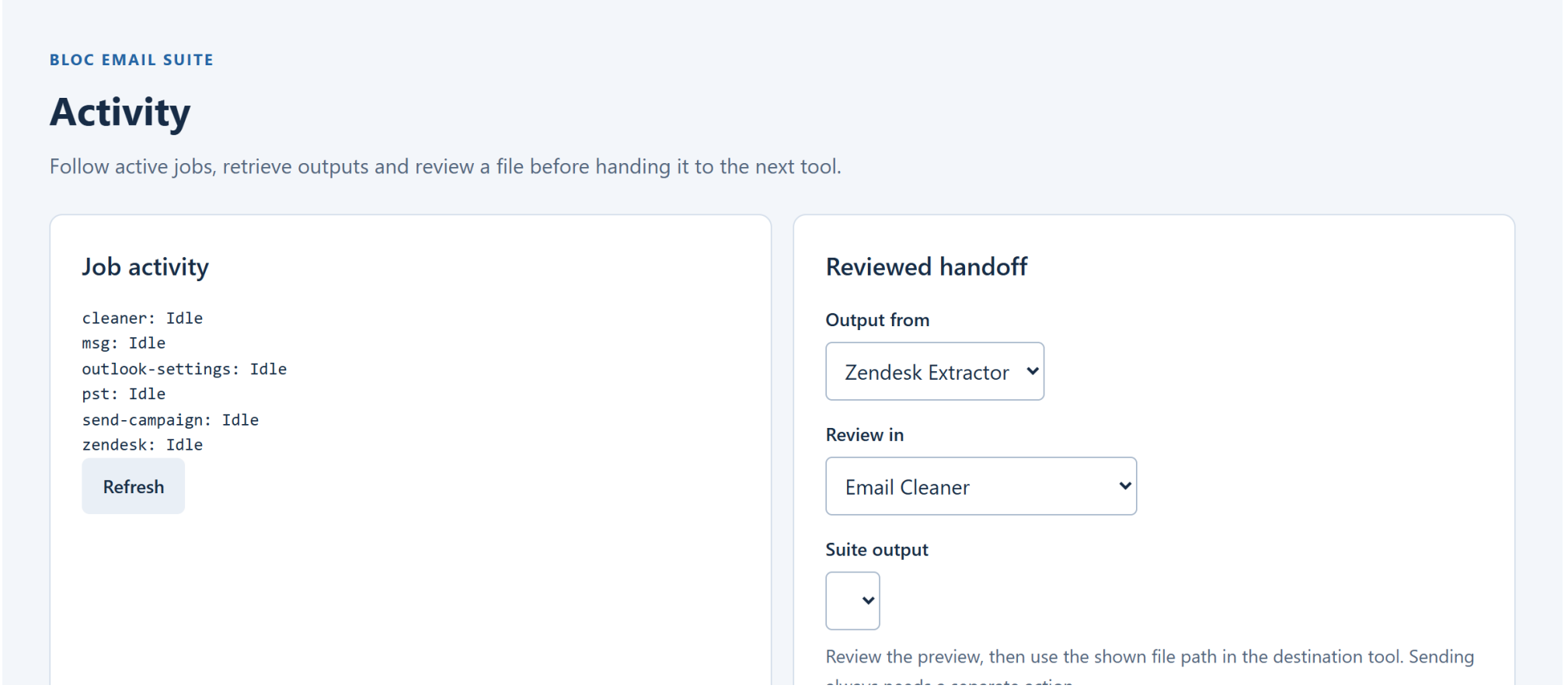
Work with Outlook AI replies screen detail



OpenAI Settings window - Original capture.

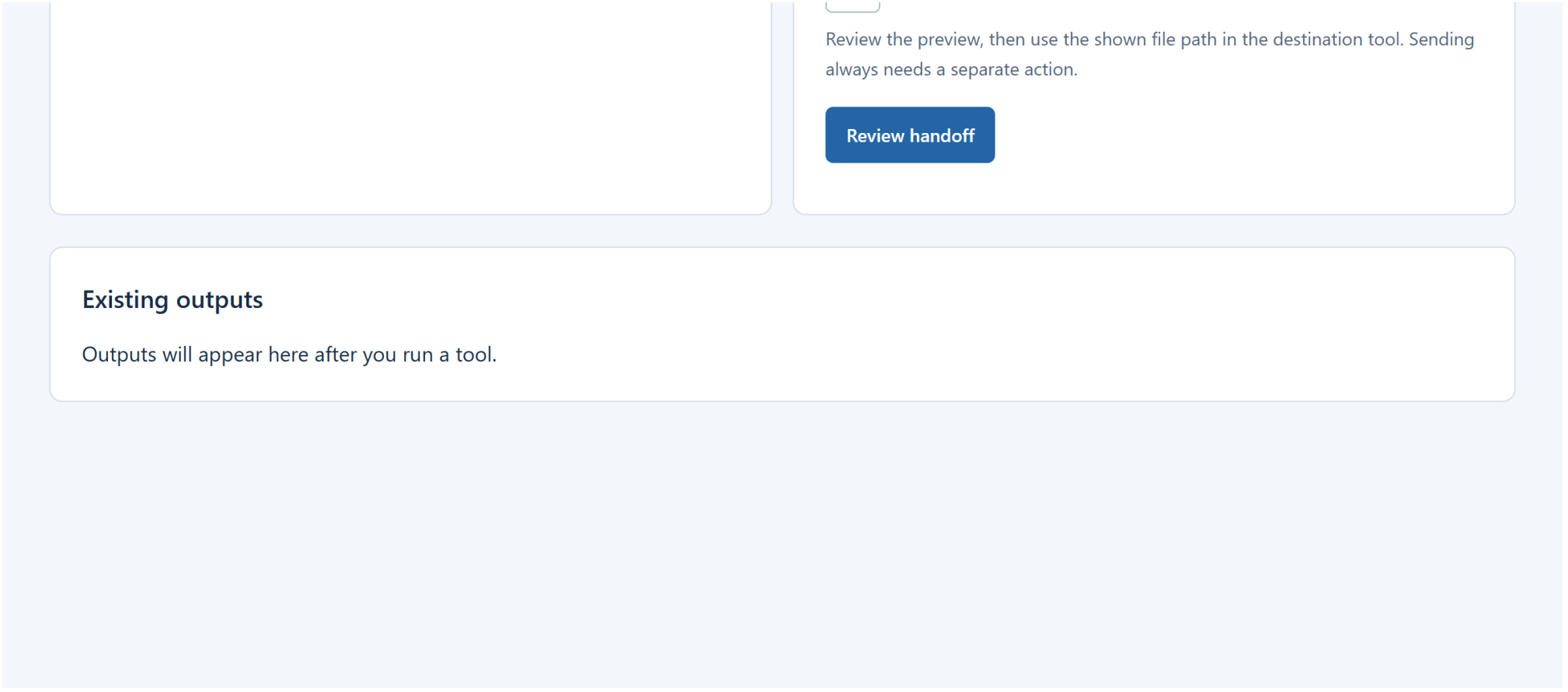
Review activity and move outputs between tools

Refresh reloads Job activity. Output from selects the producing tool; Review in selects the receiving tool; Suite output selects an existing file. Review handoff lets you inspect the proposed transfer. Existing outputs lists available artifacts. Review file contents and counts at this boundary, especially when Cleaner has removed columns or addresses. A completed job entry alone does not certify the data.



Review activity and move outputs between tools - Original capture.

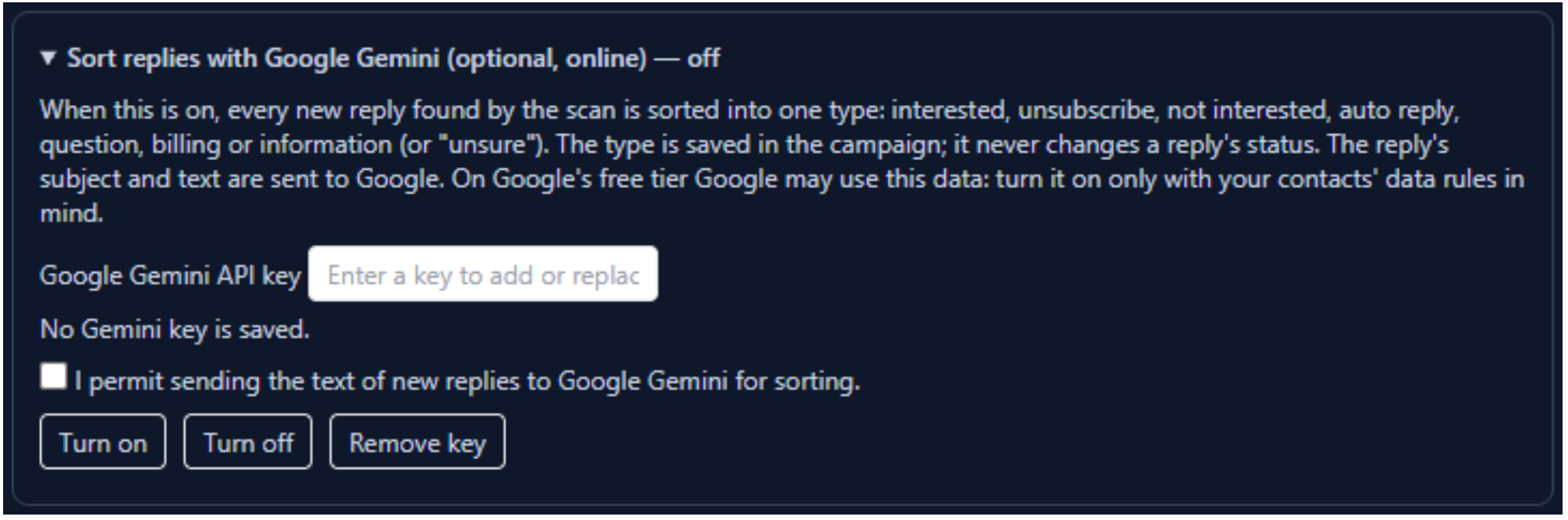
Review activity and move outputs between tools screen detail



Review activity and move outputs between tools - Original capture.

Sort replies with Google Gemini (optional)

On the Send Campaign page, under Scan for replies & bounces, open Sort replies with Google Gemini (optional, online). It is off by default. Enter your own Google Gemini API key, tick the permission box and choose Turn on. After that, each new reply found by the scan is sorted as interested, unsubscribe, not interested, auto reply, question, billing or information; if the service is not sure, the reply is marked unsure. Sorting never changes a contact's status or the suppression list. Reply text is sent to Google; on the free tier Google may use the data, so use a paid plan for client mail. Turn off and Remove key stop sorting and delete the stored key. This option is new in version 2.0.5.

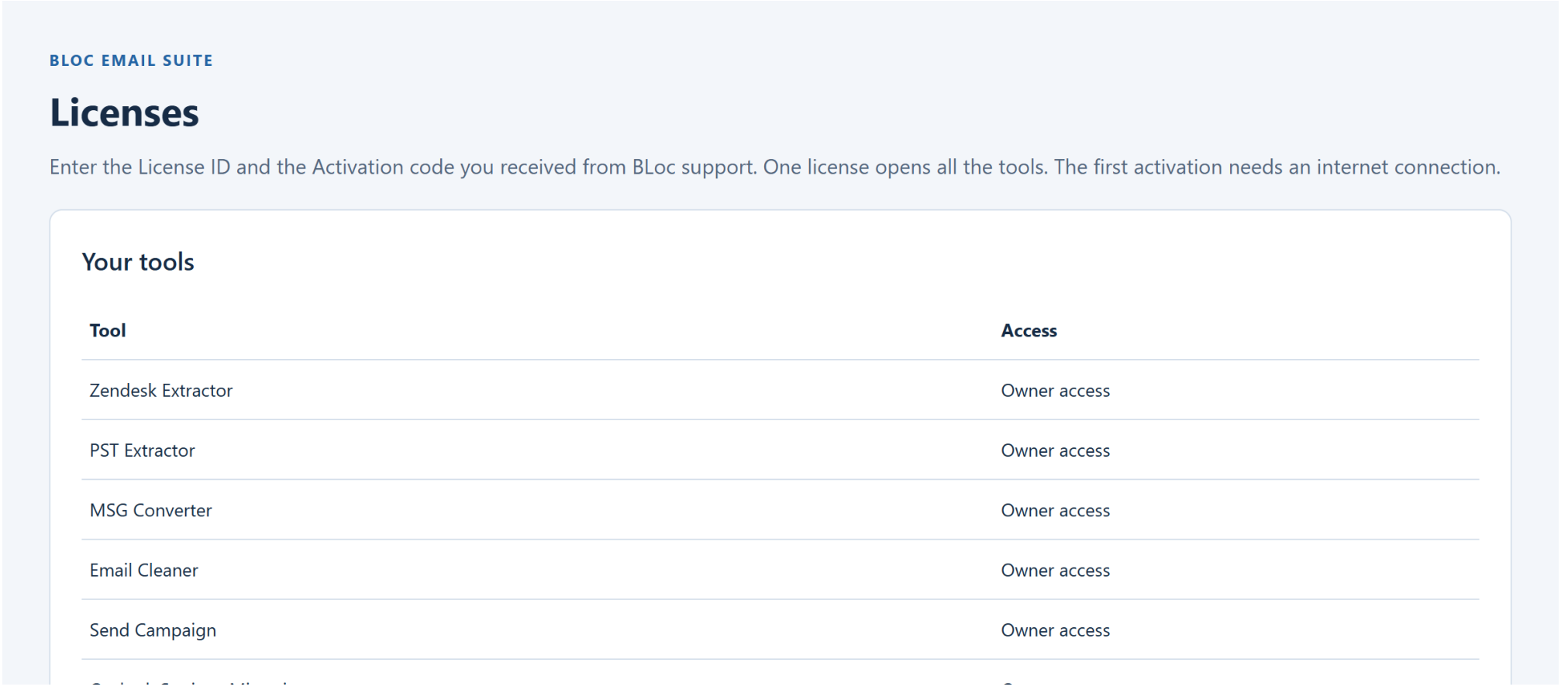


Sort replies with Google Gemini, before it is turned on - Original capture.

Licenses, settings and help

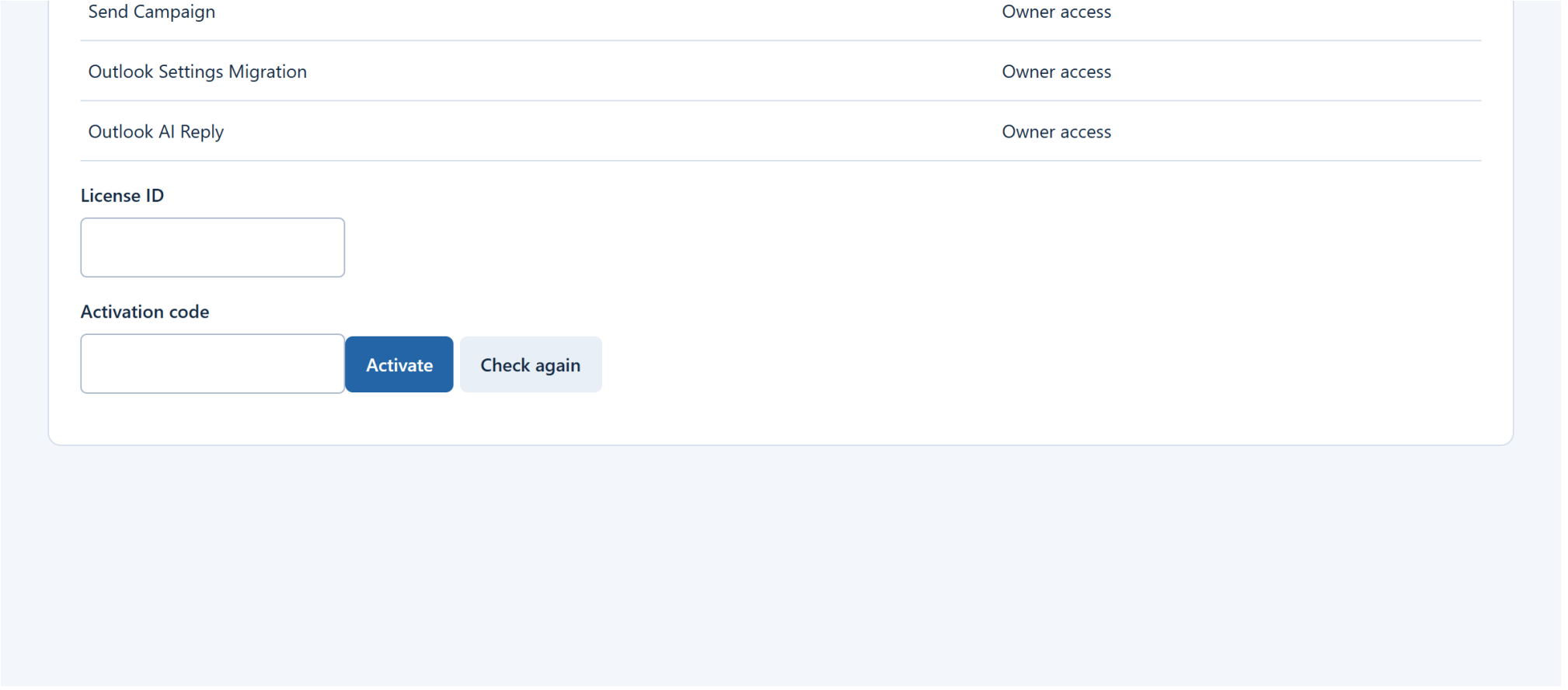
Your tools lists access separately for each suite component. License ID and Activation code are used by Activate; Check again refreshes access. The pictures show the owner copy with all tools; your copy shows the tools in your license. In Settings, What to copy selects existing work to migrate; type COPY WITH BACKUP only when you intend that migration. Copy with backup changes data and was not used here. Shut down stops the suite. Help includes workflow, license, Outlook privacy and source-version information.

Licenses, settings and help screen detail



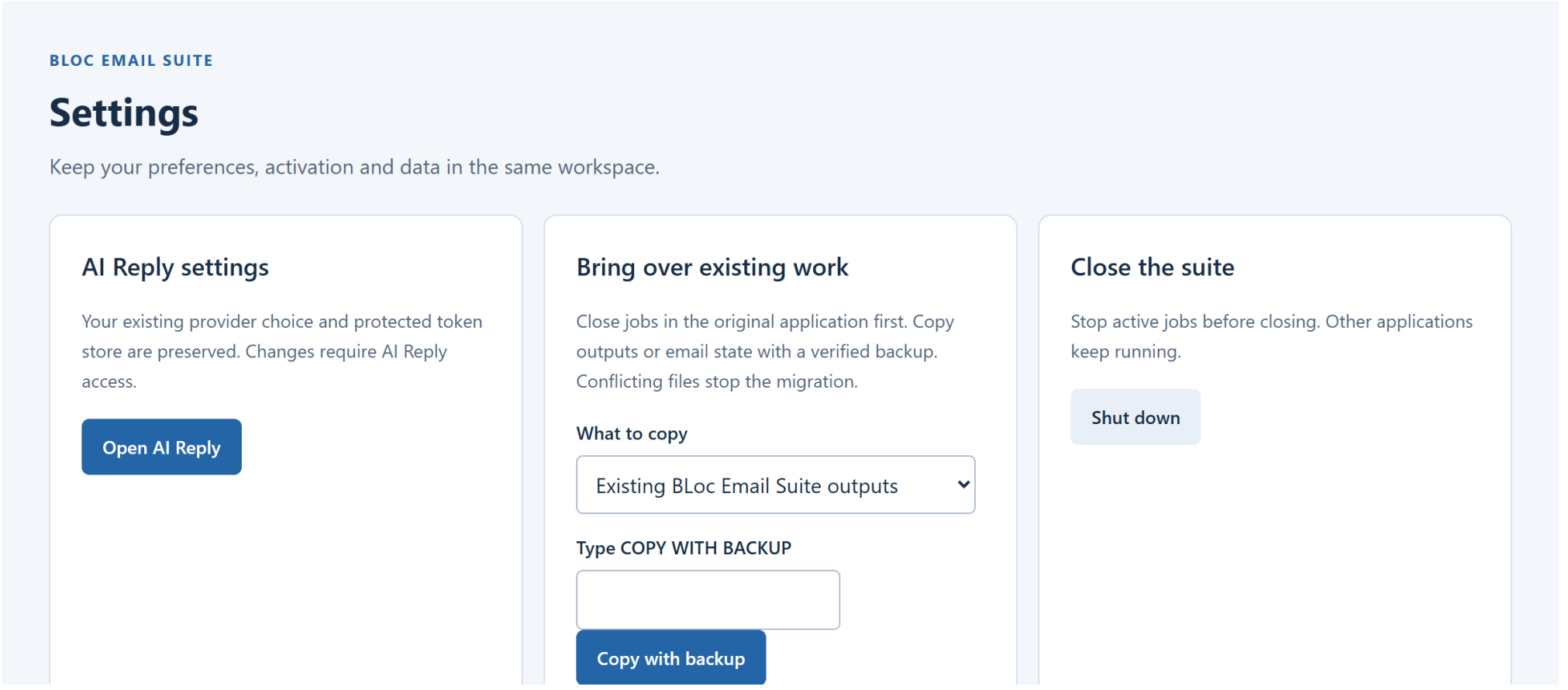
Licenses, settings and help - Original capture.

Licenses, settings and help screen detail



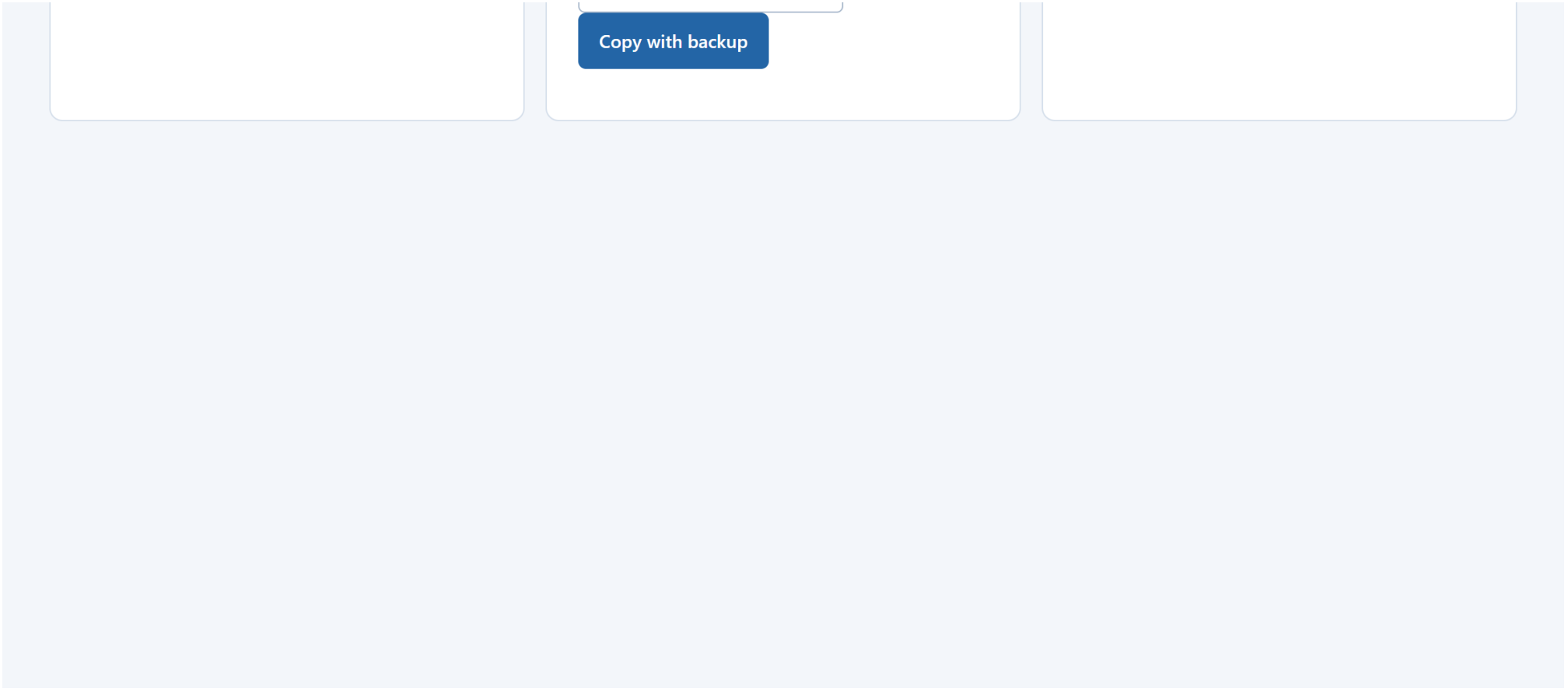
Licenses, settings and help - Original capture.

Licenses, settings and help screen detail



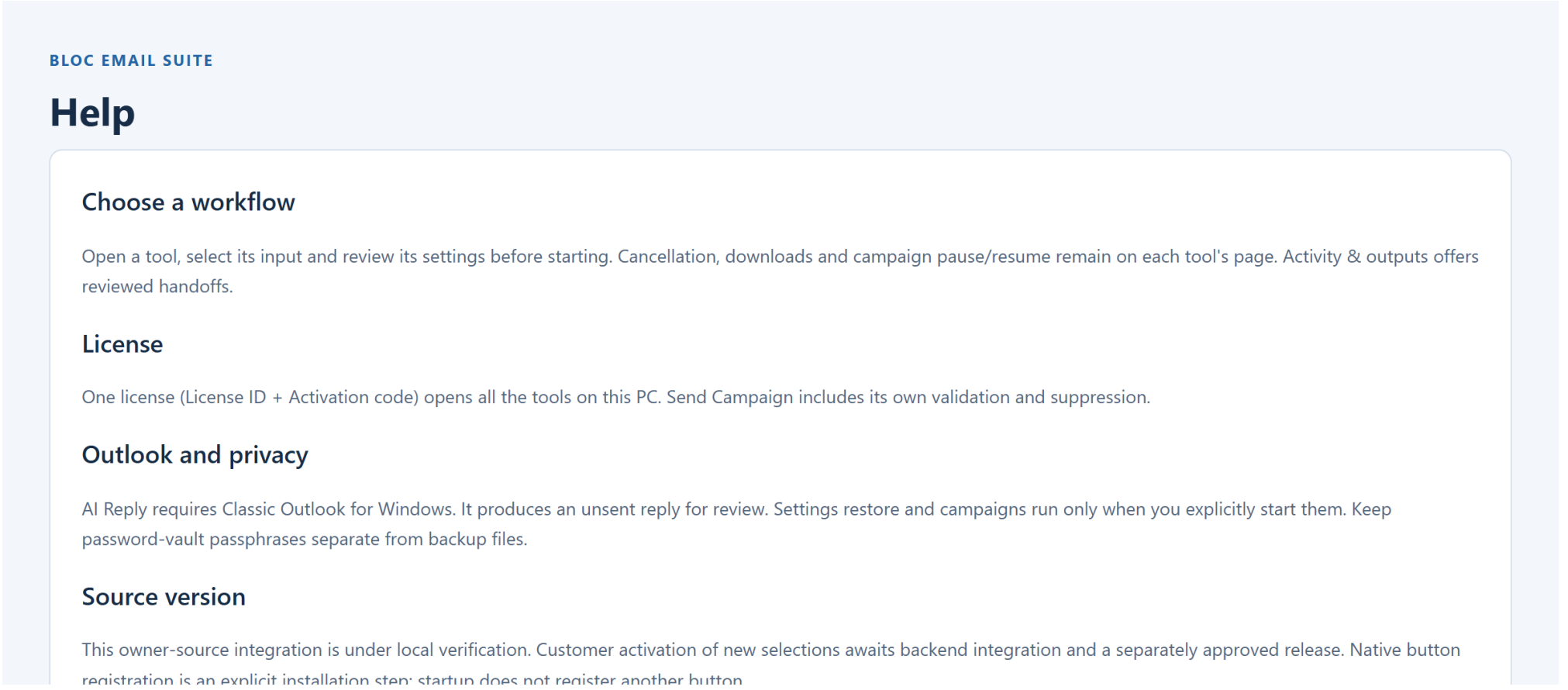
Licenses, settings and help - Original capture.

Licenses, settings and help screen detail



Licenses, settings and help - Original capture.

Licenses, settings and help screen detail



Licenses, settings and help - Original capture.

Licenses, settings and help screen detail

This owner-source integration is under local verification. Customer activation of new selections awaits backend integration and a separately approved release. Native button registration is an explicit installation step; startup does not register another button.

Licenses, settings and help - Original capture.

Good to know

- Campaigns: use preview, validation, suppression and limits before you send. Pause, Resume and Cancel control the current campaign. First and last names are capitalized in previews and sends; stored recipients keep their spelling.
- A provider hold on the sending account (for example a Zoho outgoing block, a Gmail quota notice or a Microsoft undeliverable report) pauses the campaign with a notice. It is not treated as a recipient bounce: queued recipients go back to pending. Fix the account with the provider, then Resume.
- Sending and the Email Cleaner share one suppression list. Domains with eleven or more bounced or failed recipients are left out of every cleaning job.
- Google: set up the approved Google project and consent first (GOOGLE_SETUP.md). Confirm the signed-in account, the permissions and the chosen sheet.
- Outlook settings: export settings before any restore. The encrypted credential vault is separate from a raw-profile restore; use raw-profile restore only on purpose, after checking the destination account and keeping a backup.
- A handoff can fill in another tool. Check the fields there and start that job yourself; a result never starts a campaign or changes a mailbox by itself.
- Keep the review workbooks, logs and campaign results with the original list, and check destination folders so unrelated files are not overwritten.
- Outlook AI Reply works in Classic Outlook, not in the new Outlook or a browser.

Troubleshooting

- Connection refused: start the suite first.
- A tool is locked: open Licenses and check that this PC is activated; press Check again when the internet is back.
- Google connection problem: follow GOOGLE_SETUP.md and check consent and account choice.
- AI draft or campaign problem: stop, check the selected message or preview and the log, and correct the scope before you try again.
- Campaign paused with a sender-block notice: fix the sending account with its provider, then Resume.
- For support, note the tool, the exact step, the visible message and whether a small non-confidential example shows the same problem.