

emailbudAI

IT Support Guide

Deploying, configuring, securing and supporting emailbudAI across your organisation.

Version 2026.11.12.18 | Guide dated 13 November 2026

Requirements | Deployment | Central settings | Network and security | Support | Roadmap

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1. About emailbudAI and this guide

emailbudAI is a Windows program that reads a person's email, summarises it with an AI model that runs **on the PC itself**, suggests tasks, files emails to project folders (the Storyboard), moves filed emails into Outlook folders, and lets a team search everything filed (the project library). This guide is for the IT team deploying and supporting it. For end users there are the **User Guide**, the **Storyboard & Library Guide** and the **Quick guide** (www.emailbudai.com).

This guide describes version **2026.11.12.18**. Features that are planned but not yet available are in chapter 14 and are labelled **Future development** wherever they are mentioned.

How it fits together

Part	Runs where	What it does
emailbudAI app (Python 3.12, private environment)	Each PC, per user	The window (WebView2), mail download, summaries, To Do, Storyboard, Library, scheduler.
Launcher `emailbudAI.exe` **(Rust/Tauri)**	Each PC	Installs, checks for updates, starts the app, handles `emailbudai://` links.
Ollama + an AI model	Each PC	The local AI engine (`127.0.0.1:11434`). No email leaves the PC for AI unless an online engine is chosen.
Outlook add-in service	Each PC (localhost)	Serves the emailbudAI pane to Outlook at `https://localhost:8765`.
Library search service (optional, proof of concept)	Each PC (localhost)	One index of every project folder, at `127.0.0.1:8766`, key-protected.
Project library files	Your file server / project share	Saved emails plus emailbudAI's small index files and the shared settings, inside the project folders.
emailbudAI website (www.emailbudai.com)	Cloudflare	Accounts and licence checks, update information, help cases, forum. Never receives email content.

> **Privacy.** Email content, summaries, tasks and project files stay on the PC and in your own folders. The emailbudAI website only learns the user's email address, PC name, a one-way PC fingerprint, memory/graphics card and app version (for the licence), plus anything a user chooses to send with **Help**.

2. Requirements

Item	Minimum	Recommended
Windows	Windows 10 (22H2) or 11, 64-bit	Windows 11, 64-bit
Memory (RAM)	8 GB (also the minimum for First-adopter accounts)	16 GB or more
Graphics card	Not required (the AI runs on the processor, more slowly)	NVIDIA/AMD with 8 GB+ video memory
Disk	About 1.5 GB for the program, Python and Ollama, plus the AI model (2 to 43 GB)	SSD with 20 GB free
Mail	Classic Outlook, new Outlook / Microsoft 365, Outlook.com or any IMAP account	Microsoft 365 or classic Outlook (needed to move emails into Inbox folders)
Outlook add-in	Classic Outlook, new Outlook for Windows, or Outlook on the web	New Outlook for Windows (File on Send needs it)
Other	Microsoft Edge WebView2 Runtime (part of Windows 11; installed with Windows 10 updates)	

AI models and the PCs they suit

The installer checks each PC's memory and graphics card and recommends (or, in a silent install, chooses) the largest model that runs well. Read limits are the most text the app gives the model at once.

Model	Download	Needs (graphics card / or memory)	Notes
Llama 3.2 (3B)	2.0 GB	4 GB video / 4 GB RAM, runs on CPU	Light PCs. Shortest summaries.
Llama 3.1 (8B)	4.9 GB	7 GB video / 12 GB RAM, runs on CPU	The usual choice for 16 GB office PCs.
Gemma 3 (12B)	8.1 GB	11 GB video / 24 GB RAM	Needs a graphics card.
gpt-oss (20B)	14 GB	16 GB video / 24 GB RAM, runs on CPU	Strong reasoning; slow on CPU.
Mistral Small 3.2 (24B)	15 GB	20 GB video / 32 GB RAM	Needs a graphics card.
Gemma 3 (27B)	17 GB	22 GB video / 32 GB RAM	Needs a graphics card.
Llama 3.3 (70B)	43 GB	46 GB video / 64 GB RAM	Workstations only.

Note. FUTURE DEVELOPMENT, not in this version. An **office AI server**: one powerful machine in the office runs the model and low-specification PCs use it over the network, so every PC doesn't need 16 GB and a graphics card. See chapter 14.

3. What gets installed, and where

What	Where
Program, launcher, Python environment, logs	`%LOCALAPPDATA%\Programs\emailbudAI` (default; per user, no admin rights needed)
User data: mail archive, summaries, tasks, projects, settings, logs	`%APPDATA%\emailbudAI`
Ollama	`%LOCALAPPDATA%\Programs\Ollama` (Ollama's own per-user installer)
AI models	Inside the install folder (default) or Ollama's usual `%USERPROFILE%\.ollama\models`
Passwords and sign-in tokens	Windows Credential Manager (per user), never in plain files
Install record	`<install folder>\install.json`: version, AI model, update mode, licence agreement accepted, start-with-Windows choice

Registry and other system changes (all per user, HKCU)

Entry	Purpose
`HKCU\...\CurrentVersion\Uninstall\emailbudAI`	Apps & features entry (uninstall).
`HKCU\...\CurrentVersion\Run\emailbudAI`	Start with Windows (into the tray), if chosen. Listed in Settings > Apps > Startup. Windows' on/off switch for it is `...\Explorer\StartupApproved\Run\emailbudAI`.
`HKCU\...\CurrentVersion\Run\emailbudAI Scheduler`	The background scheduler, if the user turns it on to run while emailbudAI is closed.
`HKCU\...\CurrentVersion\Run\emailbudAI Addin`	The Outlook add-in service, if the user keeps it running for Outlook.
`HKCU\Software\Classes\emailbudai`	The `emailbudai://` link (opens an email or task from Outlook; `emailbudai://update` starts an update).
Current user's Trusted Root store: emailbudAI Local CA	A certificate created on the PC so Outlook trusts `https://localhost:8765`. Its private key never leaves the PC.
Start menu (and optional desktop) shortcut	emailbudAI.

Nothing is installed for all users, no services run as SYSTEM, and no firewall rules are added: every listener is bound to 127.0.0.1 (localhost) only.

4. Installing

With the installer window

1. Run `emailbudAI-Setup.exe`. It checks the PC and recommends an AI model.
2. The user reads and accepts the **licence agreement** (Next stays disabled until they do).
3. Choose the folder, model, shortcuts and **Start emailbudAI when I sign in to Windows**, tick the AI-limits acknowledgement and click Install. It downloads Python, the libraries, Ollama and the model, then checks everything.
4. On first start the user accepts the licence agreement (if not already), signs in to their emailbudAI account and connects their mail.

Downloads come from python.org, pypi.org / files.pythonhosted.org, ollama.com (with checksums from github.com) and Ollama's model registry. If your proxy blocks any of these, see chapter 9 or use a shared model folder (`--model-source`).

Silent install

For Intune, SCCM/ConfigMgr, Group Policy start-up scripts or a login script. It installs per user, so run it **in the user's context** (for Intune: install behaviour **User**). Example:

```
emailbudAI-Setup.exe --silent --accept-eula --startup --updates=notify
--model-max=llama3.1:8b --library=\\fileserver\Projects
--model-source=\\fileserver\emailbud-models
```

All the options, with exit codes, are in chapter 5 (**Silent install**). `--accept-eula` is required: by using it you accept the licence agreement (www.emailbudai.com/eula.txt) on behalf of the people who will use the PCs. The accepted version is recorded in `install.json`.

Detection rule (Intune / ConfigMgr)

File exists: `%LOCALAPPDATA%\Programs\emailbudAI\emailbudAI.exe` (or the `--dir` you chose), or the registry value `DisplayVersion` under the Uninstall key above, compared with the version you deploy.

Upgrading and rolling back

Run the newer installer the same way; it closes emailbudAI, replaces the program and keeps user data. To roll back, run the older installer. Keep the previous installer for every version you deploy.

> **Note. FUTURE DEVELOPMENT, not in this version.** An **MSI package** and a **code-signed** installer for smoother enterprise deployment (no SmartScreen prompt). See chapter 14.

5. Rollout features in this version

These are the company features available today, as described to users in the User Guide. They are a **proof of concept**: test them on one PC and a test library before using them on company data.

Four features prepare emailbudAI for use across a company. All four are **off until you turn them on**, and none of them changes anything for colleagues by itself. Try them on one PC first (see **Testing on one PC first** below).

Administrator settings for everyone using a library

In **Library > Settings**, click **Administrator settings for everyone using this library…** Each setting you choose there is locked on every PC that uses the library: the control is greyed out and says 'Set by your administrator'. Leave a setting on **Not set** to let each person choose. The settings are File on Send on or off, **every sent email must be filed** (Outlook holds the email until a project is chosen), whether people may choose 'Don't file this email', when File on Send asks, saving sent emails automatically, marking saved emails in Outlook, which project folders each PC indexes, and the AI engine and model.

They are saved in `<library>\_emailbud\policy.json`. Each PC reads it at most once a minute and keeps a copy, so the settings still apply while the network drive is offline. Each person's own choices are kept underneath and come back if the administrator clears a setting.

> **Note.** In a real rollout, IT should make `policy.json` (or the `_emailbud` folder) writable by administrators only, using Windows folder permissions. Until then, anyone who can change files in the library can change these settings.

Silent install

IT can install emailbudAI without any window, for example from Intune, SCCM or a login script:

```
emailbudAI-Setup.exe --silent --accept-eula --library=\\fileserver\Projects
--model-max=llama3.1:8b --model-source=\\fileserver\emailbud-models
```

Option	What it does
`--silent`	Install with no window (also /silent, /quiet, /S).
`--dir=PATH`	Where to install (default: the same folder the installer window suggests).
`--model=auto`	The default: checks the PC's memory and graphics card and installs the largest AI model it runs well (the same check as the installer window). The log says what it found and chose.
`--model-max=TAG`	The biggest model `auto` may choose, for example `llama3.1:8b`, so powerful PCs don't download a very large model.
`--model=TAG` **or** `--model=none`	A particular AI model for every PC, or none (for example when the company uses an online or shared AI).
`--model-source=PATH`	Copy the AI model from a shared folder instead of downloading it on every PC. Each file is checked while it's copied; if anything is wrong, the model is downloaded instead.
`--startup`	Start emailbudAI (in the tray) when each person signs in to Windows. Off unless given; people can change it in Settings.
`--accept-eula`	**Required.** Accepts the emailbudAI licence agreement for the people who will use the PCs (read it first: www.emailbudai.com/eula.txt).
`--library=PATH`	The project library folder, set for the person on first start (never over a setting they have already made).

Option	What it does
`--updates=MODE`	**notify** (default): emailbudAI says when a new version is out and the person chooses when. **auto**: installed when emailbudAI starts. **held**: no checks or notices; IT installs new versions.
`--desktop`, `--no-start-menu`	Add a desktop shortcut; leave out the Start menu shortcut.
`--log=PATH`	Where the log goes (default `<install folder>\logs\silent-install.log`). Exit code 0 = installed, 1 = failed, 2 = wrong option.

Which model each PC gets. If the library's administrator settings name an AI model, that model is installed on every PC, whatever the command says, and the log warns if a PC is too small for it. If they choose an online AI engine, no local model is installed. Otherwise `--model` decides, and by default each PC gets the largest model it runs well, up to `--model-max`.

The shared model folder is an ordinary Ollama models folder. Make it once on any PC: set the OLLAMA_MODELS environment variable to the shared folder, then run `ollama pull llama3.2` (and any other models PCs may get).

Saving to SharePoint, OneDrive or Teams

A project's save folder can be a SharePoint, OneDrive or Teams folder: open the folder in your browser, copy the address from the address bar and paste it into **Save emails to** (or **Or save to**) on the Storyboard. Save Emails checks with Microsoft that the folder exists (it never creates folders: if it has gone, the emails are flagged **Folder not found**), saves each email on your PC first and then uploads it. A file of the same name is never overwritten; ' (2)' is added. Large emails are uploaded in pieces.

The first time, a message asks you to **Allow…** emailbudAI to save files: it uses the same Microsoft sign-in code as the mail sign-in, with one extra permission (Files.ReadWrite.All: read and write the files you can already open). It needs the Application (client) ID set under More > Mail account. Emails saved to SharePoint aren't searched by the Library.

> **Tip.** A SharePoint library synced to your PC by the OneDrive app is just a folder (for example `C:\Users\you\Company\Projects - Riverside`). Use that folder path instead and none of this is needed.

The search service

Normally every PC builds its own search index of the library. The **search service** builds one index of **every** project folder as a background program, which the Library then searches through. In this proof of concept it runs on **your PC only**: tick **Use a search service for the Library** in Library > Settings. It:

- listens only on this PC (127.0.0.1, port 8766): nothing on the network can reach it;
- needs a random key, kept in your emailbudAI data folder (`library_server.json`), for every request;
- only **reads** the project folders: it writes nothing to the share;
- keeps its own index (`library_server.db`) and log (`library_server.log`), and checks for new emails every 5 minutes;
- starts again when emailbudAI opens; untick the box to stop it. If it stops answering, the Library quietly uses this PC's own index.

> **Note. FUTURE DEVELOPMENT, not in this version.** A server version of the search service that runs on the file server, checks each person's Windows sign-in and folder permissions, and uses HTTPS. See chapter 14.

Testing on one PC first

1. Keep the installer of the version you have now (the rollback installer), so you can go back to it.
2. Make a **test library** instead of using the company share, e.g. `C:\emailbud-test\Projects` with two or three project folders holding copies of a few saved emails, and point Library > Settings at it.
3. Administrator settings: choose one or two, check they show 'Set by your administrator', then set them back to Not set (or delete `_emailbud\policy.json` in the test library).
4. SharePoint: use a folder in your own OneDrive, or a test Teams channel you own, not a project site.
5. Search service: tick it, search, ask a question, then untick it.
6. Silent install: try it on a spare PC or a virtual machine, not over your working copy.
7. 'Every sent email must be filed': test only with your own add-in file and your own mailbox.

> **Warning.** Before any of these features touch company folders, mailboxes, SharePoint sites or other people's PCs, check with your IT team.

Rolling back

Run the older installer. It closes emailbudAI (and the search service) and replaces the program; your emails, projects and settings are kept. The new files (`policy_cache.json`, `library_server.*`, `files_token.json`) are ignored by the older version and can be deleted. In Outlook, remove the add-in and add the file the older version saves (User Guide, chapter 12) so the add-in matches. Delete `_emailbud\policy.json` from any library you tested on.

6. Central settings (administrator policy)

Settings in `<library>\_emailbud\policy.json` apply to every PC that uses the project library and are locked there (shown as 'Set by your administrator'). Set them from **Library > Settings > Administrator settings for everyone using this library…**, or write the file yourself. A setting left out is the user's own choice. PCs re-read the file at most once a minute and keep a copy for when the share is offline.

Key	Setting	Values
`sb_file_on_send`	File on Send (new Outlook)	true / false
`fos_required`	Every sent email must be filed (can't send without a project)	true / false
`fos_allow_dont_file`	People may choose “Don't file this email”	true / false
`sb_fos_mode`	When File on Send asks	`always` / `unsure`
`sb_autosave_sent`	Save sent emails automatically	true / false
`sb_mark_outlook`	Mark saved emails in Outlook	true / false
`sb_thread_mode`	When an email is filed, the rest of its conversation	`ask` / `always` / `never`
`library_scope`	Which project folders each PC indexes	`all` / `mine` / `chosen`
`ai_provider`	AI engine	`ollama` / `openai` / `claude`
`ai_model`	AI model	text, e.g. `llama3.1:8b`
`updates`	How new versions are installed	`auto` / `notify` / `held`

Example `policy.json`:

```
{"sb_file_on_send": true, "fos_required": true, "fos_allow_dont_file": false,
"sb_mark_outlook": true, "ai_provider": "ollama", "ai_model": "llama3.1:8b", "updates":
"notify"}
```

Warning. Protect the file: give ordinary users **read** access only to `<library>\_emailbud` (NTFS permissions). Anyone who can change the file can change these settings for everyone.

Note. FUTURE DEVELOPMENT, not in this version. A **central settings file managed from the company web portal** (or a SharePoint/Intune-delivered file), so settings and the shared project list don't depend on the project share, plus a **central project lookup**: one company list of projects, job numbers and key contacts used by every PC for sorting and filing. See chapter 14.

7. Accounts and licensing

- Each person signs in to emailbudAI with their email address and a 6-digit code emailed to them (no password). The app can't be used until it's signed in on that PC.
- **One PC per account.** The licence names the PC by a one-way hash of Windows' MachineGuid, so copying the data folder to another PC doesn't carry the licence. Signing in on a new PC asks to **Move to this PC**, which signs the old one out. Two moves are allowed in any 30 days; signing out and in on another PC counts as a move.
- The app checks the licence about once a day and keeps working offline for up to **7 days**. When a trial or subscription ends, only the AI features stop: mail, search and To Do keep working.
- Current plans: **First adopter** (invite code, free, personal use only) and **Personal** (30-day trial, then a subscription). A First-adopter account is not a licence for an organisation.
- Reimaging or replacing a PC: the user signs in again and chooses Move to this PC. If they're out of moves, contact emailbudAI support to reset the account's PCs.

> **Note. FUTURE DEVELOPMENT, not in this version. Company accounts with seats.** The company creates an account on the web portal and buys a number of licences; each user takes a seat the first time they open emailbudAI on a company PC (one PC per seat), and administrators can see, release and reassign seats, with company billing and invoices. See chapter 14.

8. Updates

Mode	Set with	Behaviour
notify (default)	`--updates=notify` or policy `updates`	The app shows a Windows notification, a bar in the window and a tray item when a new version is out; the user chooses when to install.
auto	`--updates=auto`	Installed when emailbudAI next starts, without asking.
held	`--updates=held`	No checks or notices. IT deploys new versions (silent install of the new installer).

- Update information: `https://www.emailbudai.com/updates/latest.json`. Update files are signed (Ed25519) and checked (SHA-256) before use; a failed self-check puts the previous version back automatically.
- An **urgent** (security) update can't be skipped. A **minimum version** makes older versions update before they start again.
- The policy setting overrides the install option, and the app writes it through to `install.json` so the launcher follows it too.

9. Network, proxy and firewall

Address	Used for	When
`www.emailbudai.com` **(HTTPS)**	Sign-in, daily licence check, update information and files, help cases	Always (licence at least weekly)
`login.microsoftonline.com`, `graph.microsoft.com`	Microsoft 365 mail, To Do, marking/moving mail, SharePoint saving	Microsoft 365 / new Outlook users
Your IMAP server	Mail download	IMAP users
`www.python.org`, `pypi.org`, `files.pythonhosted.org`	Python and libraries	Install and updates
`ollama.com`, `github.com`, `registry.ollama.ai` **and Ollama's download hosts**	Ollama and AI models	Install (not needed with `--model-source`)
`api.anthropic.com` **or your OpenAI-compatible endpoint**	Online AI engine	Only if chosen instead of local AI
`127.0.0.1:11434`, `:8765`, `:8766`	Ollama, the Outlook add-in service, the search service	Local only: never opened to the network

Outbound HTTPS through a proxy uses the Windows (WinINET/WinHTTP) settings. TLS inspection that replaces certificates can break the signature checks on downloads: exclude the addresses above if downloads fail.

Outlook on the web and local network access

Outlook on the web loads the emailbudAI pane from `https://localhost:8765`. Recent Edge, Chrome and Firefox versions block websites from reaching local addresses unless allowed. For managed browsers, allow it centrally: Edge/Chrome policies `LocalNetworkAccessAllowedForUrls` and `LoopbackNetworkAllowedForUrls` with `https://outlook.office.com` and `https://outlook.cloud.microsoft`. Classic and new Outlook for Windows are not affected.

10. Microsoft 365 permissions

emailbudAI uses delegated Microsoft Graph permissions only (it acts as the signed-in user, never as an application with tenant-wide access). Each is requested the first time the feature is used, with the device-code sign-in. If your tenant requires admin consent, approve these for the emailbudAI app registration (Application/client ID entered under More > Mail account):

Permission	Why	Needed for
`Mail.Read`	Read the user's mail	Microsoft 365 / new Outlook mail
`Mail.ReadWrite`, `MailboxSettings.ReadWrite`	Add the 'Saved with emailbudAI' category; move saved emails into Inbox folders (never sends or deletes mail)	Marking and moving saved emails (optional)
`Tasks.ReadWrite`	Create and update tasks	Linking To Do with Microsoft To Do (optional)
`Files.ReadWrite.All`	Upload saved emails to SharePoint/OneDrive/Teams folders the user can already open	SharePoint saving (optional)
`offline_access`	Stay signed in	All of the above

Classic Outlook users need none of these: emailbudAI reads, saves, categorises and moves mail through the local Outlook (COM).

> **Note. FUTURE DEVELOPMENT, not in this version. Single sign-on with Microsoft Entra ID** for the emailbudAI account, and a **multi-tenant app registration** provided by emailbudAI so companies don't create their own. See chapter 14.

11. The Outlook add-in

- Each user adds the add-in from emailbudAI: **More > Outlook add-in…** starts the local service and saves the add-in file `emailbudAI-Outlook-Addin.xml`; the user adds it in Outlook's **Add-Ins for Outlook** window (User Guide chapter 12).
- The pane is served by emailbudAI on the same PC, so it only works while emailbudAI's add-in service is running (it can start with Windows).
- Centrally: the same file can be uploaded as a custom add-in for chosen users in the Microsoft 365 admin centre (Settings > Integrated apps). Because every user's pane is served from their own PC, emailbudAI must be installed and its add-in service running on each of their PCs. Test with a pilot group first.
- **File on Send** (new Outlook for Windows) checks each sent email's project; with the policy `fos_required` a send is held until a project is chosen.

12. Security and privacy

Topic	How emailbudAI handles it
Email content	Processed on the PC. Not sent to emailbudAI. Sent to an online AI only if the user or policy chooses an online engine.
Data at rest	User data in `%APPDATA%\emailbudAI` (protected by the user's Windows account; use BitLocker for device encryption). Saved emails in your project folders follow their NTFS/SharePoint permissions.
Secrets	Mail passwords, app passwords and sign-in tokens are kept in Windows Credential Manager.
Local services	Bound to 127.0.0.1 only. The search service needs a random key; the add-in service uses HTTPS with a per-PC certificate.
Project library	Index files live inside each project folder, so search follows folder permissions: a user who can't open a folder can't search it.
Licence checks	Signed tokens (Ed25519). The PC is identified by a one-way hash; no hardware serial numbers are sent.
Updates	Signed and checksum-verified; automatic rollback on a failed check.
Help requests	Optional logs are redacted (email addresses, passwords, keys, tokens) and shown to the user before sending. Kept on emailbudAI's help desk; logs deleted 90 days after a case is resolved.
Third-party software	Python, its libraries, Ollama and the AI models, each under its own licence; listed in More > Licence agreement and notices.

Warning. The administrator policy file and the library's `_emailbud` folder should be writable by administrators only. Test 'Every sent email must be filed' with a pilot group before company-wide use.

13. Supporting users

Logs

File (in %APPDATA%\emailbudAI)	What it records
`app.log` (`app.log.old`)	The window: mail downloads, AI calls, Storyboard and Library actions, errors.
`scheduler.log`	Background runs while emailbudAI is closed.
`addin.log`	The Outlook add-in service.
`library_server.log`	The search service (if used).
`weekly.log`	Weekly PDF reports.
`<install folder>\logs\`	Installer and update logs, including `silent-install.log`.

Help cases

Users click **Help** in emailbudAI (or **Get help** on the sign-in screen). It sends their message and, if they leave it ticked, the newest part of these logs with addresses and secrets blanked out. A case number such as HELP-00042 is emailed to them straight away. Offline, the report is saved as a text file to attach to an email instead. Cases and answers are listed at www.emailbudai.com/help.

Common problems

Symptom	Likely cause	Fix
Installer stops at downloads	Proxy or TLS inspection blocks python.org, pypi or Ollama	Allow the addresses in chapter 9; use `--model-source` for models.
Silent install exits with code 2	Unknown option, or `--accept-eula` missing	Check `silent-install.log`.
'Sign in' every time / licence errors	No access to www.emailbudai.com for over 7 days	Allow it through the proxy; the user connects once.
'Account is signed in on another PC'	One PC per account	Choose Move to this PC; out of moves: contact support.
Summaries very slow	Model too large for the PC, or no graphics card	Use a smaller model (policy `ai_model`); see chapter 2.
Outlook pane blank	Add-in service not running, certificate not trusted, or browser local network access blocked	Start it from More > Outlook add-in; for Outlook on the web see chapter 9.
Saved emails don't move to Inbox folders	IMAP account, or Mail.ReadWrite not consented	Classic Outlook or Microsoft 365 needed; approve the permission.
'Folder not found' on Save Emails	Project share not mapped / VPN down	Reconnect; emailbudAI never creates save folders.
Port 8765 or 8766 in use	Another program uses the port	Close it, or change `addin_port` in the user's settings.

Uninstalling and resetting

- Apps & features > emailbudAI > Uninstall (or run `emailbudAI.exe --uninstall`). It removes the program, shortcuts, the Startup entries and the `emailbudai://` link. User data in `%APPDATA%\emailbudAI` is never removed by the uninstaller (delete it by hand if wanted); Ollama can be removed separately in Apps & features.
- To reset a user completely: uninstall, delete `%APPDATA%\emailbudAI`, remove the emailbudAI entries from Credential Manager and the **emailbudAI Local CA** certificate (certmgr.msc > Trusted Root Certification Authorities > Certificates).
- Remove the Outlook add-in from Outlook's Add-Ins window (or from Integrated apps if deployed centrally).

14. Future development (roadmap)

Warning. Everything in this chapter is **planned, not available** in version 2026.11.12.18. Plans, names and order may change. Don't build processes around these features until they are released.

Planned feature	What it will do
Company accounts and seat licences	A company creates an account on the emailbudAI web portal and buys a number of licences (seats): A$35 per seat a month, minimum 10 seats. Each user on the company network takes a seat the first time they open emailbudAI (one PC per seat). Administrators see who uses a seat, release and reassign seats, and get company billing and invoices.
Project team weekly report	A project manager pulls one weekly report built from the whole team's emails on a project: a play-by-play of what took place, and whether each email was closed out, judged from what each person replied. It is built from the emails the team has filed to the project library, so it follows the same folder permissions and no one's private mailbox is read.
Company admin portal	A web console for the company: seats, users, PCs and versions in use, help cases raised by staff, and the company's settings, without touching the project share.
Central settings file	Company-wide settings (the administrator policy, library location, update mode, AI engine) delivered from the portal or a central file, so every PC is configured the same way whether or not it can reach the project share.
Central project lookup	One company list of projects, job numbers, keywords, key contacts and save folders that every PC uses for sorting and filing, maintained in one place instead of on each PC.
Office AI server	One powerful machine (with a large graphics card) runs the AI model for the office. PCs below the minimum specification connect to it over the network instead of running a model themselves; email stays inside the company network.
Server search service	The project-library search service running on the file server, with Windows sign-in, folder-permission checks and HTTPS, so PCs don't each index the library.
Single sign-on	Sign in to emailbudAI with Microsoft Entra ID instead of an emailed code, and a ready-made multi-tenant app registration.
Enterprise packaging	A code-signed installer and an MSI package for Intune and ConfigMgr, and central deployment of the Outlook add-in.

Questions about the roadmap, or interest in a company pilot: www.emailbudai.com/help.