

Lookeen 2025

Group Policy Guide

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Overview

Lookeen gets its configuration from the Lookeen settings file which is located in the Lookeen - Local Application Data directory (C:\Users\<USERNAME>\AppData\Local\Lookeen).

In large rollouts in enterprise environments installations are done by a central administrator. Group Policies (GPOs) allow the administrator to rollout the installations without interaction from the user.

The Lookeen GPOs give the administrator full control over the user settings. You are able to control the employees' access to sensitive or confidential Outlook items. Your IT department or an administrator can easily manage which employee is allowed to e.g. search with Lookeen on your Exchange Server, Public Folder or on your network and who is not. Even the indexing or searching of PST files can be centrally controlled with the Lookeen Group Policies.

Features

You are able to restrict the following areas or make special settings:

- Disable the options dialog
- Suppress the startup wizard
- Disable downloading and installing Lookeen updates
- Set the settings path
- Set the index path
- And much more (see table at the end)

License information

You can distribute the Lookeen license keys in your organization via registry keys. For more about this see [How to Install and License Lookeen](#).

Indexing features

Indexing is an integral part of every search solution. Therefore Lookeen gives you plenty of options to control the user's environment:

- Disable the indexing process completely
- Disable indexing of PST files
- Disable indexing of local folders
- Disable indexing of public folders
- Disable indexing of network files
- Disable indexing of Exchange servers

Shared index feature

We are proud to offer you a unique feature which saves both disk space and server traffic: Central Indexing! Simply by adding another (external) index path, a client is able to search over multiple indexes without the indexing work! Via GPO you can

- Fix the settings, the user will not be able to change them
- Automatically add shared index paths
- Disable the use of this feature

Store Resolving

Add stores by policy via type (exchange server, PST), name or path.

- Adding Mail stores (OST and PST)
- Adding local or network folders by path

Control Lookeen's Advanced Features

- Disable Tags
- Disable Lookeen AI
- Disable OCR (Optical Character Recognition)

Setting the policies

The Group Policy settings in the registry

The Group Policies are located in the registry under:

HKEY_LOCAL_MACHINE\Software\Lookeen\Desktop

On the start of Lookeen the registry will be checked for policies in these locations.

First the HKEY_CURRENT_USER keys will be used. If there is no such key, then the HKEY_LOCAL_MACHINE machine key is used. That makes Lookeen able to work with terminal servers and roaming user environments.

Changing the registry using a REG file

If you change the Group Policy settings by a reg-file, you're able to see these entries in the folder "L24". In the column "Data" you'll see "1" for 'On', "0" for 'Off' or a certain number or text, dependent on the kind of setting.

Changing the registry manually

In order to open the registry editor please click Windows' Start menu and type "regedit" into the search field. Hit <Enter> and confirm a possible security dialog. Browse to the keys mentioned above.

Registry Editor in Microsoft Windows

Name	Typ	Daten
(Standard)	REG_SZ	(Wert nicht festgelegt)
ApplicationShortcut	REG_DWORD	0x00000001 (1)
Code	REG_SZ	dCtza)Vhc3Rtby9LZetFv0ZicUNsYk1YSDVuT0MzV1BwaFd1d3VpSWk0...
DisableAI	REG_SZ	1
DisableFiles	REG_SZ	0
DisableTags	REG_SZ	0
ExchangeServer	REG_SZ	
ExitOnClose	REG_SZ	1
HotKey	REG_SZ	shift-ctrl-I
IndexPort	REG_DWORD	0xffffffff (4294967295)
InstallFolder	REG_SZ	C:\Program Files\Axonic\Lookeen24\
P15	REG_SZ	0

Changing the registry using an ADM-File or GPOs

If you want to change the Group Policy settings by an ADM file, please talk to us (sales@lookeen.com) for further information. Here is a guideline how to implement an ADM file in MS-Windows. The setup on other systems or Terminal Servers could differ:

Create a Group Policy Object (GPO)

- Logon to a domain controller with domain administrative rights
- Open the Microsoft Group Policy Management Console (gpmc.msc) - Open your selected domain and right-click on "group policy objects" -> new e.g. "Lookeen"
- Right-click the new GPO and click on "Edit". The GPO-Editor opens.

Configure the group policy items

- Choose between computer or user configuration, it's up to you
- Expand "Policies" and right-click at "Administrative Templates" -> Add -> Add the .adm-file enclosed
- Open "Policies\Administrative Templates\Classic Administrative Templates (ADM)\Lookeen*" and edit the desired items
- Close this editor

Configure the group policy

- Click at your new group policy object and edit/add domains, users, groups, computers...
- Finally you have to link the GPO-object to the domain(s) and/or organizational unit(s) of your choice

How to Install and License Lookeen

1. Install Lookeen after downloading from our website
2. Implement the ADM-file attached (32 or 64 bit) to your group policy management console to use the GPOs
3. Deactivate the Lookeen Startup Wizard for all users to stop confusing them after starting Outlook with "Disable Wizard" (P26 in registry)
4. If you already have a registration key for Lookeen (test or purchased license) you also can register Lookeen via GPO:
5. To get a test key please contact us so you can use all features of Lookeen one month for free
6. Buy a Lookeen license at our shop at <https://lookeen.com/shop> and insert the license key into the policy "License"
7. Manage special preferences centralized for your users like the Settings Path (SP) or the Index Path (IP) to change the location of your settings file and the index. You can also hinder users from making preferences themselves. Therefore activate option "Disable Options" (P15)

Policies and information

The policy table

Name	Key	Default	Description
License	License		License information. Enter the Lookeen License Key here and all Lookeen Installations will use this License.
Disable Outlook	P1	Off	Disable Outlook restricts the possible sources of the indexing process. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable Exchange	P2	Off	Disable Exchange restricts the possible sources of the indexing process. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable Public Folder	P3	Off	Disable Public Folder restricts the possible sources of the indexing process. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable Local Files	P4	Off	Disable Local Files restricts the possible sources of the indexing process. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable Network Files	P5	Off	Disable Network Files restricts the possible sources of the indexing process. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable Updates	P6	Off	Unchecks the "Check For Updates" option and disables changing this. Lookeen will no longer check for updates.
Settings Path	SP	Empty	During the Installation-Wizard Lookeen will create a directory with settings (like language, the index, and other settings) here: C:\Users\[YOUR NAME]\AppData\Local\Lookeen This path can be set to a new location via: SP=C:\WISHED PATHNAME You can also use environment variables (e.g. %username%) for the locations. Example: SP=C:\%username%\Settings with user="Taylor" which will be expanded to: C:\Taylor\Settings. This is useful especially when you locate your policies under the HKEY_LOCAL_MACHINE registry. Several Profiles:
Shared Index Fixed	SIF	Off	You can make the shared index option read only for the user. The user will not be able to change any settings.
Shared Index Used	SIU	Off	Activates/Deactivates the Shared Index feature. Use SIU=off in combination with

			SIF=on to disable the feature permanently.
Shared Index Path(s)	SIP	Empty	You can set static paths to shared index sources in the group policy, so the user does not have to include these paths by himself. Separate the paths by a semicolon ';'. SIU = on
Index Path / Data Location	IP	Empty	Like Settings Path, this one for the index path, it's called data location in the Lookeen App itself
Disable Indexing	P12	Off	Disables any indexing activities.
Disable Index Clearing	P13	Off	Disables the clearing of the index.
Disable Index Path Change	P14	Off	Disables changing the index path.
Disable Settings	P15	Off	Disables the settings dialog.
Disable Wizard	P26	Off	Suppresses the start wizard after installation of Lookeen.
Disable Add Outlook files	P27	Off	Disables adding Outlook (PST/OST) files in the settings dialog.
Enable Store Resolving	P30	Off	Enables policy based setting of stores.
Store All PSTs	P31	Off	Adds all PST based stores of the current Outlook profile to the index. P30 = on
Store Local Own Files	P35	Off	Adds the 'Documents' folder of the user to the index. P30 = on
Store Local Path(s)	STLP	Empty	Adds local store(s) to the index. Separate paths by a semicolon ';'. P30 = on
Store Outlook PST Path(s)	STMP	Empty	By path: Adds PST/OST files to the index. Separate paths by a semicolon ';'. P30 = on
Disable Change Network Detection	P45	Off	Disables changing the network detection option.
Disable Add Network Folders	P49	Off	Disables adding network paths in the settings or the wizard.
Disable Mapped Folders	NOMAPPEDFILES	Off	Disables adding folders which are mapped to local folders
Time Before First Index Start	P50	90	Time in seconds until the first index run starts. The minimum value is 90.
Network Blacklist	NETBLACK	Empty	A semicolon separated list of slow networks. If one of these is detected, indexing will be prevented. Use the name of the network as seen in Lookeen, e.g. "Ethernet"
Store Local Drive Blacklist	STLPBL	Empty	Semikolon separated blacklist for file drives (eg. Z;Y;V;). These drives will not be indexed.
Disable Manual Index Pause	DISABLE_MANUAL_PAUSE	Off	Disables Pausing The Indexing Process.
Result Count	RESULT_COUNT	1000	Sets The Maximum Result Count.
Time Between Index Runs	TIME_BETWEENINDEXING_IN_HOURS	2	Sets The Time In Hours Between Index Runs.
Indexing Speed	INDEXING_SPEED_1_TO_20	18	Sets The Indexing Speed (1 To 20).
Disable Indexing Speed	DISABLE_INDEXING_SPEED	Off	Disables changing the indexing speed.
DisableIndexAttachments	DisableIndexAttachments	Off	Disables indexing of attachments.
Disable Systray Popups	DisableSystrayPopups	Off	Disables Lookeen's notifications in the systray.
Disable Previewing Original File	DisablePreviewOriginal	Off	Disables the previewing of the original file.

Disable Open Outlook	DisableOpenOutlook	Off	Disables the 'Open In Outlook' Dialog .
Disable Global Shortcut	DisableGlobalShortcut	Off	Deactivates the shortcut <Ctrl, Ctrl> to open the Lookeen window and disables changing the option.
No Index Start Time	NOINDEXSTART		Sets the start time for 'No Index Between' (0 to 23) NOINDEXFLAG= on
No Index End Time	NOINDEXEND		Sets the end time for 'No Index Between' (0 to 23) NOINDEXFLAG= on
Index Only Between	INDEXONLYFLAG	Off	Activates the option to restrict indexing to a certain time period.
Index Only Start Time	INDEXONLYSTART		Sets the start time for 'Index Only Between' (0 to 23) INDEXONLYFLAG = on
Index Only End Time	INDEXONLYEND		Sets the end time for 'Index Only Between' (0 to 23) INDEXONLYFLAG = on
Disable Notification Icon	DisableNotificationIcon	OFF	Disable the systray icon in the the windows bar as well as all notification messages.
Index Schedule	IndexSchedule	Off	Sets the Index Schedule. Example values Mo-Fr 8-18 # Will only index on weekdays between 8 and 18 o'clock Mo 6-14,Tu 8-18,We 12-19 # can be a comma separated list of days with times Mo,Tu,We,Th # if no time is specified indexing will run the whole day
Exchange Sever	ExchangeServer	Off	Exchange Server address e.g. https://localexch:443/ews/exchange.asmx
Exit on Close	ExitOnClose	Off	Closing Lookeen will exit the Program. Normally Lookeen will stay in the background.
Hotkey	HotKey	ctrlctrl	Set the Hotkey that will bring Lookeen to the front anywhere in Windows. Allowed values: ctrlctrl: Ctrl-Key Twice shiftshift: Shift-Key Twice windows-ctrl-l: Windows Key + Ctrl Key + L shift-ctrl-l: Shift Key + Ctrl Key +L shift-alt-l: Shift Key +Alt Key +L windows-shift-d: Windows Key + Shift + D alt-shift-d: Alt Key + Shift Key + D alt-backspace: Alt Key + Backspace Key none: disabled If this option is set, the user cannot change the hotkey.
Disable Files	DisableFiles	off	Disable File Indexing. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable O365	DisableO365	Off	Disable Outlook 365 indexing. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable Outlook	DisableOutlook	Off	Disable Local Outlook Indexing. This policies restricts Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.

Disable Tags	DisableTags	Off	Disable Tags. Tags can no longer be set.
Disable AI	DisableAi	Off	Disable Lookeen AI.
Disable Ocr	DisableOcr	Off	Disable Lookeen OCR usage when indexing.
Block Links	BlockLinks	Off	External links will be removed from mails and files if opened in the preview pane in Lookeen.
Block External Content	BlockExternalContent	Off	External content such as images is not loaded for mails and files if they are opened in the preview pane in Lookeen.
Disable Report Sending	DisableReport	Off	Disable sending Bug Reports to Lookeen. The options for Bug Reports are disabled.
Disable Lookeen Server	DisableLookeenServer	Off	Disable the usage of a remote Lookeen Server
Lookeen Server	LookeenServer	None	Sets and fixes the Lookeen Server Setting.
Disable Shared Index	DisableSharedIndex	Off	Disables the shared Index Setting
Disable Export Settings	DisableExportSettings	Off	Disables the Export Settings Setting