



Manage email across the enterprise for compliance, risk-reduction, efficiency, and security.

Email Archive is an enterprise-level solution that uses Document Locator to capture, store, and retrieve email records to improve e-Discovery, compliance, business efficiency, and continuity planning.

- § Reduce litigation risk and improve compliance with government and industry regulations by incorporating email into your company records management system.
- § Increase business efficiency with improved profiling, searching, and retrieval of email messages and attachments; and get better performance from your Microsoft Exchange® Server.
- § Improve disaster recovery by including all company email in your business continuity plans.

#### Improve compliance and manage risk.

Email Archive is fully integrated with the Document Locator enterprise document management system, enabling you to incorporate copies of your email communications within the same system used to manage all other types of unstructured business information so that it is uniformly captured, identified, stored, and marked for disposition in accordance with your corporate, legal, and regulatory policies.

- § Reduce potential liability from legal and regulatory events and audits with thorough records-keeping practices that include email. Email Archive captures all incoming and outgoing email.
- § Be prepared for litigation with the ability to properly index email and retrieve it in a timely manner.
- § Eliminate the need to spend days searching .pst files, backup tapes, or multiple databases for email relevant to a litigation case.
- § Improve compliance with regulations such as Sarbanes-Oxley, FDA, IRS, and SEC by having protected, unaltered copies of original email.

#### Improve business efficiency and maximize Exchange Server performance.

Using email rules, Email Archive captures messages and attachments from a journaling email account and automatically offloads them to an archive repository.

- § Reduce the volume of email stored on the Exchange Server. IT managers have greater flexibility to enforce email policies and reduce the size of personal email accounts.

#### Benefits

- Automated email archiving – Rules automatically profile and archive all inbound and outbound email records, plus their attachments.
- Complete, searchable email archive – Captures thread information for easy viewing of related email, and all content is automatically indexed for fast retrieval.
- Improved Exchange Server performance – Provides alternative to using Exchange Server for storing archived email, reducing Exchange Server load.

#### Solutions

- Litigation risk reduction – Comply with e-Discovery and other regulations governing electronic documents and produce required electronic communications under short deadlines.
- Comprehensive records management – Manage email business records to ensure enterprise-wide consistency and adherence to regulations.
- Business continuity – Improve disaster recovery by including important email communications and attachments in your recovery plan.

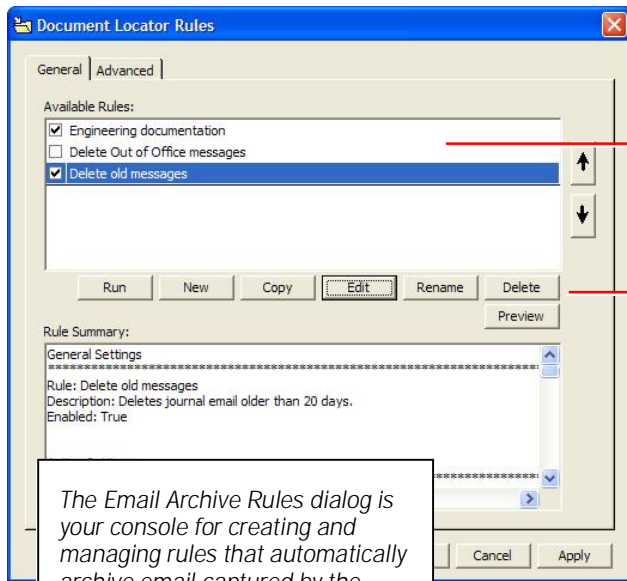
§ Spend less time looking for “lost” and deleted email. No need to restore and search the Outlook store database or archived .pst files. Email Archive provides easy search and instant retrieval of messages and attachments.

### Improve disaster recovery.

Incorporate email records as part of your corporate business continuity program, making the complete restoration of operations after a system crash or a facility-wide disaster faster and easier. Email Archive runs continuously in the background, capturing all inbound and outbound email from the journaling account so that you can easily back up and recover files.

### Capabilities and advantages.

- § Non-hosted solution—you retain control.
- § Compatible with all versions of Microsoft Exchange Server.
- § Automatic de-duplication feature prevents multiple copies from being archived.
- § Captures thread information when email is imported so you can use the thread-viewing feature to see a list of all related email, then select and perform actions on the related email from the right-click menu.
- § De-duplication utility automatically sorts through existing stored email to find and eliminate duplicates, and also updates email thread information for previously archived email.



Example of Email Archive rules.

Create, copy, edit, rename, preview, and delete rules.

## Related Features

- Automated Workflow – Email events can trigger enterprise-defined workflows for business processing of email and attachments.\*
- Document Approval – Request approval for email messages, attachments, and faxes as they are imported.
- Document Profiles – Create special Profiles designed to fit your organization's email.
- Email Rules – Users can set up email rules for managing their personal email records in Document Locator.\*
- Microsoft Integration – Keep users working in a familiar environment.
- Records Management – Create record policies to apply to email that qualifies as business records.
- Searching – Create saved searches that let you instantly locate emails and other documents.
- Security and Auditing – Restrict access to sensitive email content.
- Version Control – Keep track of different versions of form emails.

For more information about products or purchasing, please visit:

[www.documentlocator.com](http://www.documentlocator.com)

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(800) 298-1172

\* Optional module required.

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