



Enterprise email management for compliance and security.

The optional Email Archive solution captures a record of email messages and attachments as they pass through Microsoft Exchange Server. Capture a complete record of all messages company-wide, or a segment of communications related projects, content, and more.

A complete history of all email communications supports regulatory compliance, eDiscovery, business continuity planning, and more.

- Improve compliance with government and industry regulations by capturing all email records.
- Profile, search, and retrieve email messages and attachments.
- Incorporate email records in disaster recovery preparations.
- Offload messages from Exchange Server and improve performance.

Improve compliance and manage risk.

Email Archive incorporates email from across the enterprise within the records management system for a comprehensive approach. Copies of email communications are managed together in the same system used to manage all other types of business information. This means that information is uniformly captured, identified, stored, and marked for disposition in accordance with information management policies.

- Reduce financial liability in audits.
- Find messages with speed and precision.
- Respond to eDiscovery, litigation, and other time-sensitive requests.
- Eliminate the need to spend days searching .pst files, backup tapes, or multiple databases for email communications.
- Improve compliance with regulations like Sarbanes-Oxley, FDA, IRS, and SEC by protecting unaltered copies of original email messages.

Maximize Exchange Server performance.

Email Archive automatically captures messages and attachments via Exchange Server journaling.

- Reduce the volume of email stored on the Exchange Server. Gain greater flexibility and additional options for the enforcement of email policies that reduce the size of personal email accounts.
- Spend less time looking for lost and deleted email. Eliminate the need to restore and search the Outlook store database or archived .pst files.

Benefits

- **Automated email archiving**
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

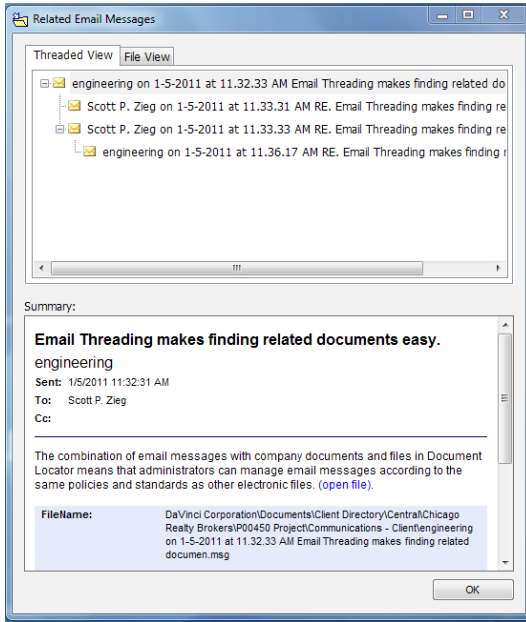
- **Litigation risk reduction**
Comply with e-Discovery and other regulations governing electronic documents and produce required electronic communications within short deadlines.
- **Comprehensive records management**
Manage email business records to ensure enterprise-wide consistency and adherence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

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Capabilities and advantages.

- 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.



Email threading makes it easy to research messages and find related communications.

Related Features

- **Outlook Email Management**
Users can set up email rules for managing their personal email records in Document Locator.
- **Document Profiles**
Create special Profiles designed to fit your organization's email.
- **Microsoft Integration**
People remain in a familiar work 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.
- **Automated Workflow**
Email events can trigger enterprise-defined workflows for business processing of email and attachments.

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