



**COLUMBIASOFT INTRODUCES NEW EMAIL ARCHIVE PRODUCT TO ADDRESS
EMAIL COMPLIANCE AND SPEED EMAIL RETRIEVAL**

Software leverages technology in ColumbiaSoft's document management platform to work with Microsoft Exchange Server and simplify management of email records in a centralized system.

Portland, Ore. – Sept. 30, 2008 – ColumbiaSoft announced today the release of Email Archive, a new product developed on its Document Locator document management platform to address the issue of how to manage email records in an increasingly regulated world. Email Archive is designed for companies to improve their ability to research and retrieve email messages, and comply with regulatory, legal and contractual obligations.

“Email is the most widely used and critical form of communication in businesses today, yet for corporate information managers, email brings a host of concerns that keep people awake at night,” said David Pogue, ColumbiaSoft executive vice president of worldwide sales and marketing. “Email records are now considered just like any other type of electronic file. When it comes to things like eDiscovery or just finding emails related to a project or subject, managing email as part of a comprehensive records management platform makes good business sense.”

Concerns growing over email records

The importance of email records has grown significantly as the challenges of complying with industry regulations, legal requirements, and corporate email policies has expanded in recent years. In one example, eDiscovery has become a primary concern among corporate IT managers as they are increasingly called upon to provide a complete accounting of all email records relating to very specific criteria. In another example, executives who are accountable for everything from maintaining contractual obligations to managing workforce issues, are more and more dependent on email records as a means to manage against risk.

Tools speed email research and retrieval

The difficulty in recovering email communications often lies in the fact that email records are dispersed among multiple email servers and user systems, complicating the search and retrieval of information from across all locations. Email Archive solves this problem by providing a centralized location where email records are managed with search and threading tools that make email research and retrieval an easier and faster process. IT administrators and information managers can perform complex searches and immediately retrieve messages based on any number of criteria, and threaded

viewing of email messages allows entire email discussions to be quickly read. Among the capabilities provided by Email Archive are:

- **Email Threading:** Message conversations can be quickly researched.
- **Look-Back Capture:** Email Archive can incorporate past email messages already sent and received and saved in user or server folders.
- **Automated Rules:** Email messages can be automatically routed without manual actions.
- **De-Duplication:** Storage requirements are minimized by capturing just one copy of each unique message.
- **Exchange Compatibility:** Email records, including attachments, are archived off of Microsoft Exchange Server.

Unified records control

In developing Email Archive, ColumbiaSoft leveraged technology in its existing document management platform to provide the same level of control over email records as are applied to other business documents. Customers have the choice of deploying email archive and document management separately or together in a single system, however, the combination of the two offers advantages in unifying records management. Information can be managed and controlled, regardless of file type, from within a single enterprise system.

About ColumbiaSoft Corporation

A private, Portland, Oregon-based company founded in 1998, ColumbiaSoft is a leader in enterprise-class document management solutions designed to enhance efficiency, reduce risk and improve collaboration. Thousands of information workers use ColumbiaSoft software to manage, and share paper and electronic documents, e-mail, and faxes to save costs, increase productivity, and meet compliance requirements. ColumbiaSoft is a Microsoft Gold Certified Managed Partner, and its products are fully integrated into popular applications such as Microsoft Windows, Office, Outlook, SharePoint, Adobe Acrobat, AutoCAD, and more. For more information, visit <http://www.documentlocator.com>.

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