



Why Should You Archive Your Email?

With up to 83% of your business-critical data residing in email^{*}, the need to archive email has never been greater.

The right email archiving solution can help your organization easily meet email storage management challenges, while reducing risk and providing regulatory compliance, legal discovery and end-user productivity benefits. Understanding the potential benefits of email archiving is the first step in choosing the right solution for your business needs.

Legal Discovery

Email is now just as admissible in court, and just as likely to be requested for legal discovery, as are paper-based records. Companies that aren't prepared to respond to an e-discovery request risk facing staggeringly high costs, sometimes running into the millions of dollars. Your company needs the tools to deal with e-discovery requests when they happen and to keep you protected before they happen.

MessageLabs archiving service protects you and your organization from damaging lawsuits by giving instant access to valuable correspondence that can ultimately prove a company's innocence before a case even gets to court. Advanced search and discovery tools allow your HR department, senior executives, or legal counsel to conduct multiple complex e-discovery searches in minutes, rather than weeks. This, combined with the archiving policy engine, can reduce a company's legal risks dramatically.

Regulatory Compliance

Recent corporate scandals, a decrease in investor confidence, and increased scrutiny of corporate behavior have all contributed to compliance becoming one of the biggest concerns for businesses today. In the past few years, numerous legislative requirements have been introduced dictating how electronic records are retained and retrieved, from Sarbanes-Oxley and SEC rules in the US to the Data Protection Act and the Freedom of Information Act in the UK.

Organizations that do not satisfy the requirements for these statutes risk facing substantial penalties, including large fines and even prison sentences. Simply put, businesses cannot afford to ignore the need for an email archiving and compliance solution anymore.

Email Storage Management

According to current estimates, the average corporate email account sends and receives about 10 MB of data per day[†]. As email volume and attachment sizes continue to grow, this number will continue to increase, placing an even greater burden on corporate storage requirements. Since corporate email servers are not designed to store this volume of data for long periods of time, businesses must find more effective storage solutions for this critical data.

MessageLabs archiving service dramatically reduces the live storage requirement on email servers by securely storing a copy of all email in the secure archive. With the archiving service in place, IT can easily enforce strict mailbox size limits, while giving end-users complete access to all email, even after it's deleted from the server. Less email on the server can also help reduce time spent on regular back ups.

Productivity

Employees typically spend up to an hour or more every day sorting or deleting emails. An archiving solution can significantly reduce this time investment, by maintaining a copy of every email in the archive for future use. With comprehensive search functionality, the archiving user interface can give end-users instant access to years' worth of email.

In addition to end-user benefits, maintaining email communication in the secure archive can have significant benefits for the company at large – from reducing the burden on IT to ensuring a corporate knowledge store.

^{*} Radicati Group, Inc. 2004



Why MessageLabs Archiving Service?

The Archiving Service provides a secure central repository for corporate email storage and management, reducing compliance and legal risk. The archived email is kept completely private at all times through encryption both as it leaves the network and as it resides within the secure archive. The service allows for easy search and retrieval of all stored email through the user's email application.

Keeping your data secure

The MessageLabs archiving service combines an archiving appliance, which resides within your network and fully integrates with active directory, with a secure archive that stores, manages and maintains all archived email. Before leaving the security of your network, all email is securely encrypted by the appliance using the archiving encryption technology. Once email is archived, without access to both the encryption key and the secure archive, the confidentiality of your data can never be breached.

Archiving Policy Engine

The Archiving Policy Engine includes a policy template that can be easily customized via a web browser interface to suit your organization, allowing you to:

- Specify and enforce acceptable use, retention and supervision policies
- Print and distribute a PDF copy of the policy to help educate employees
- Automatically retain every active version of the policy in unalterable form for reference or auditing purposes
- Retain a full audit trail of changes made to the policies
- Fully integrated with active directory

Secure Archive

The Secure Archive provides automated capture of all your internal and external email communications. MessageLabs ensures the authenticity of all archived data by:

- Storing multiple copies of messages and indexes in multiple data centers and on spinning disks
- Digitally fingerprinting all messages for authenticity
- Maintaining a full audit trail of system and user activities

Archive Search & Retrieval

The Archive Search & Retrieval provides advanced and powerful search features that meet even the most stringent discovery needs. Through our web-based archiving user interface you can:

- Conduct a real-time full-text search across the header, email body and content of over 250 types of attachments
- Save frequently used search criteria and search results automatically in folders
- Print search results, send them to the user's inbox or export them into PST files for online download or delivery on removable media
- Conduct people-aware searches allowing you to retrieve results from multiple users, each with multiple email addresses in one search request

Archiving Supervision

The Archiving Supervision is a valuable for organizations that require complete visibility into policy compliance. This module allows you to:

- Implement a systematic and flexible supervision process for selecting and reviewing the content of electronic messages
- Specify enforcement rules for each policy item based on the content of messages and attachments, sender role, department and more
- Access risk assessment reports that give you a graphical view of your exposure to potential risks due to non-compliance of your corporate email policy

Archiving Reports

MessageLabs provides numerous archiving reports to help you properly assess email patterns and behavior. Reports can be generated for the following:

- Amount of email archived by user groups and individuals
- Current size of secure archive
- Audit trail of changes made to the policy
- Details on supervision activities
- Highlight risk exposures based on corporate email policies