OnBase
a Hyland Software solution

PRODUCT OVERVIEW

E-mail Archive for Microsoft Exchange

SUMMARY

E-mail Archive for Microsoft Exchange (12) addresses the compliance need to capture, archive, retain and search for corporate e-mail content across an entire organization. E-mail Archive stores all e-mail sent or received in a Microsoft Exchange environment, utilizing the native message journaling capability, and can also optimize enterprise e-mail storage. E-mail Archive assures that administrators can easily recover e-mail for legal discovery, even if the e-mail has been deleted from Exchange.

BUSINESS IMPACT

- **Automatically capture and archive e-mail** for the entire enterprise in one searchable, central repository.
- **Support compliance initiatives, such as e-discovery,** by providing a retention and recovery solution for e-mail.
- **Decrease costs** associated with the administration and infrastructure required by enterprise e-mail systems.
- **Eliminate unreliable backup tapes** that do not capture every e-mail communication.
- **Reduce the misuse of e-mail inboxes** and file shares as personal document management systems.

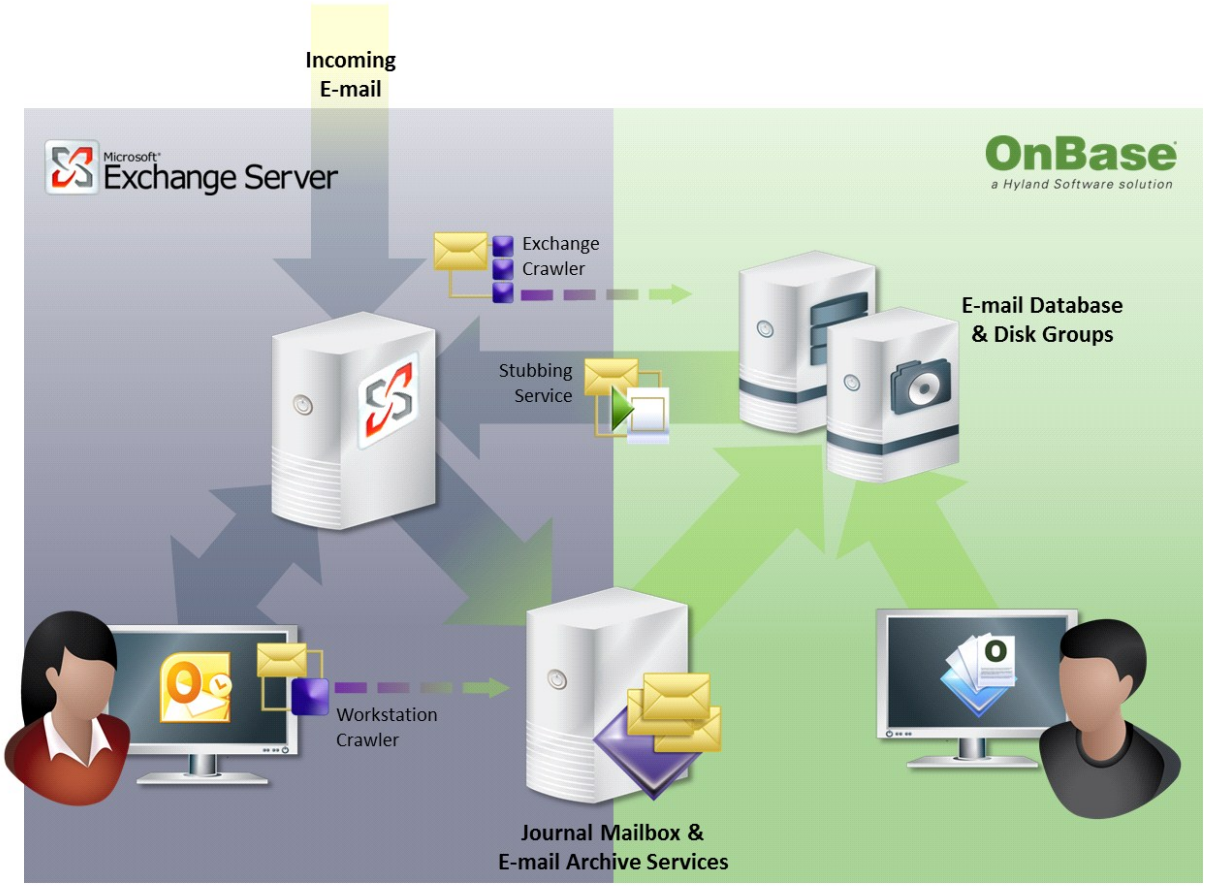
BUSINESS APPLICATION

- **Organizations** are best served by maintaining a complete archive of all e-mail, should they have a need to produce e-mail as evidence in the case of e-discovery.
- **IT Administrators** need to centralize storage of e-mail enterprise wide while gaining the ability to access them quickly and easily. They also need to improve Exchange/Outlook performance by reducing the size of mailbox stores.
- **Legal Officers** may need to review e-mail as they relate to case files, optionally exporting them outside of the archive.

KEY FEATURES

- **Content Filter** selectively archives e-mail based on content, eliminating unnecessary clutter from the archive.
- **Metadata or full-text search on content** of both e-mails and attachments, with hit-highlight display of search results.
- **Retention processor** automatically purges message files with reporting and provides ability to prevent deletion with legal hold.
- **Crawlers** provide backfile conversion of messages in Exchange or on Workstations (.pst and .msg) with complete logging.
- **Stubbing Service** creates a “stub” (or link) to messages in the archive via Outlook client, reducing Exchange mailbox size.

Diagram



E-mail Archive is a server-based solution that captures e-mail sent or received utilizing the native journaling capability of Microsoft Exchange. E-mail messages and attachments are archived into the E-mail Archive repository for long-term storage. As part of a backfile conversion, the Exchange or Workstation crawlers can be used to archive older, previously non-journaled messages.

Users with the appropriate permission can search the archive for specific messages based on metadata, or full-text search e-mails and attachments via the familiar OnBase Client interface. To reduce the storage burden on Exchange servers, message files in Exchange can be replaced by a “stub” (or link) to the archived copy. From the Microsoft Outlook client, e-mail users are able to retrieve the full message file via the stub. After the appropriate retention period as elapsed, messages are automatically purged.

HYLAND
SOFTWARE
28500 Clemens Road - Westlake, Ohio 44145 - p.440.788.5000 - www.hyland.com
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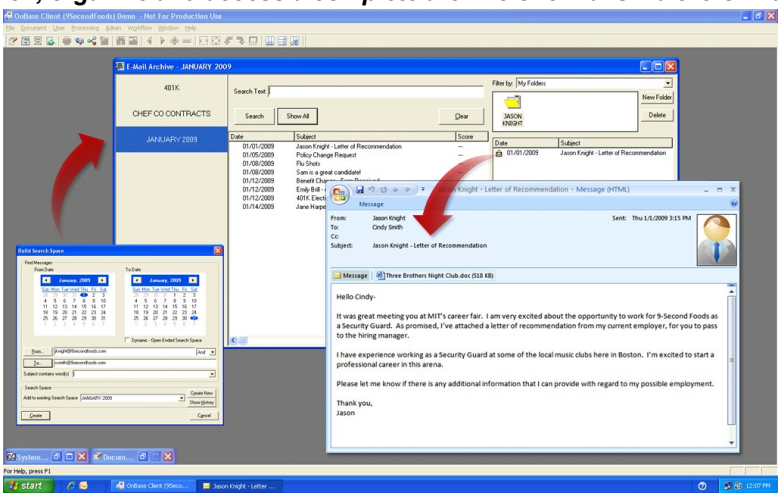
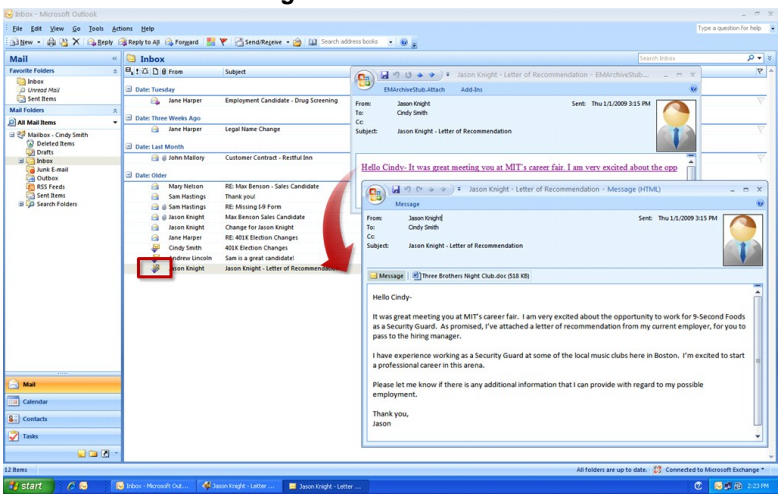
SCREENSHOTS

Easily search, organize and access a complete archive of e-mails via the OnBase Client.



E-mail users can retrieve full messages from the archive via a "stub" in the Outlook client.