



# VIEWDIRECT E-MAIL MANAGER

ViewDirect® E-Mail Manager is a comprehensive product that provides a wide range of capabilities for searching, organizing and viewing e-mails along with other enterprise content. ViewDirect E-Mail Manager provides users unmatched flexibility in defining classification, retention and disposition rules that are in full compliance of industry and government regulations.



## The Challenge

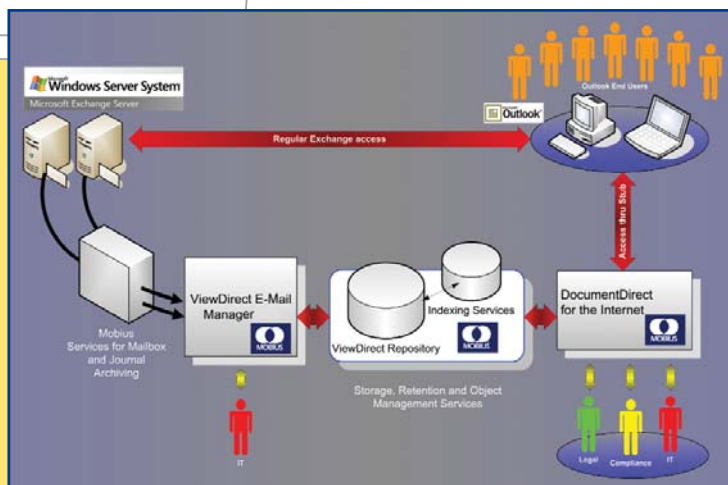
For all the ease and speed that e-mail delivers, its explosive growth has companies scrambling to offload e-mails to secondary storage. Equally concerning is the recognition of e-mail as a major source of records and the need for regulatory compliance. Gaining custody and control of e-mails, and managing them according to corporate retention and disposition rules is vitally important.

## Gain Custody and Control of E-mail

*ViewDirect E-Mail Manager* is targeted at organizations that need to comply with internal and external policies and regulations; apply advanced retention and disposition on archived e-mails; and reduce the storage loads of their Exchange servers. It captures e-mails from Microsoft Exchange Server and user mailboxes; organizes them in classifications defined by the organization; migrates them out of the messaging stores to on-line or near-line storage; preserves their format; provides secure access to them; and applies retention and disposition functionality to them.

## Significant Storage Reduction

*ViewDirect E-Mail Manager* addresses the problems that organizations face with the increasing size of Exchange databases. *ViewDirect E-Mail Manager* migrates the e-mail body and attachments from Exchange storage groups and databases to the *ViewDirect Repository*, replacing them with much smaller “stubs” that still allow end-user access and actions from Outlook. Administration is much easier and faster, making Exchange more reliable and ensuring that the content of Exchange databases are captured in a secure and reliable repository while still transparently accessible to end users. User mailboxes retain their original folder structure.



## UNMATCHED FLEXIBILITY

*ViewDirect E-Mail Manager* provides comprehensive and flexible capabilities for gaining custody and control of e-mails.

# VIEWDIRECT E-MAIL MANAGER

## Painless E-mail Capture

- ▶ Automatic e-mail capture from user mailboxes. Archived e-mails are replaced with stubs in Outlook
- ▶ Dedicated, multi-threaded Mailbox Collector Windows Service featuring flexible crawling configurations
- ▶ Capture based on flexible archive rules
- ▶ Automatic e-mail capture from Exchange Stores
- ▶ No changes to the user interface and no user intervention required
- ▶ E-mails and attachments are kept together

## Flexible Archiving Rules

- ▶ Identify and classify only those messages needed for capture to ensure maximum use of critical storage resources
- ▶ E-mail records can be indexed by To, From, Subject, Date and other metadata to enable fast searching and access
- ▶ E-mail messages are organized in the *ViewDirect Repository* according to centrally defined rules
- ▶ Administrators can assign different e-mail archive policies for different groups of users. Each policy triggers archiving based on parameters such as the age or size of the e-mail. Policies also define the size of stubs and retention times

## Classification and Rules

- ▶ Every e-mail during capture is analyzed against rules and assigned to a classification category
- ▶ Categories define retention and final disposition of archived e-mail

- ▶ Assigned classification categories also define other parameters such as storage locations, media, migrations, and access control in the ViewDirect Repository

## Archive Repository

- ▶ E-mail content retention can be managed directly by *ViewDirect E-Mail Manager* along with other content types
- ▶ Highly, scalable, proven and secure repository
- ▶ Standards compliant
- ▶ E-mails stored in original format
- ▶ Single-instance storage

## Secure and Easy Access to E-mails

- ▶ Access to users and compliance officers
- ▶ Access through *DocumentDirect® for the Internet* user interface E-mail and other business content can be searched, organized and viewed only by authorized individuals
- ▶ Comprehensive search, including common metadata fields and full text search on body and attachments
- ▶ End users can access their own archived e-mail through their familiar Outlook user interfaces and the stubs left in Exchange
- ▶ Automatic sampling and policy violation reports provide compliance officers easy review of captured e-mail



## International Offices

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- Germany: +49 811 99 876 0
- Italy: +39 02 4853491
- Japan: +81 3 3556 7350
- Netherlands: +31 306 30 0121
- Sweden: +46 8 555 41075
- Switzerland: +41 1 772 14 40
- U.K.: +44 1784 484700

## Payback

- ▶ Reduces the storage load on Exchange and improves the efficiency and reliability of messaging servers
- ▶ Enables compliance with regulations and laws, including Sarbanes-Oxley, SEC 17a-4, HIPAA, FDA rule 11, DoD 5015.2 standard
- ▶ Ensures compliance with corporate retention and disposition policies
- ▶ Reduces legal risks and costs
- ▶ Dramatically shortens the time (from days to seconds) in searching for and retrieving e-mail
- ▶ Delivers rapid ROI and reduced TCO of Exchange Server
- ▶ Leverages investment in the *ViewDirect Repository* for e-mail and other content



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