



OpenText Email Archiving for Lotus® Notes

Manage email archiving to minimize cost of operations and optimize system performance

OpenText Email Archiving for Lotus Notes features

Tamper-proof storage

Archive email to secure storage media such as WORM, DVD, UDO, or write-once hard disks. Time stamps and system signatures ensure the integrity of documents.

Disaster recovery

Store content safely in multiple physical locations or on high availability storage devices.

Single Instance Archiving

Detect multiple instances of content and eliminate redundancies, and compress content automatically to minimize wasted space.

Information accessibility

Automatically render content into standardized formats such as PDF and TIFF to ensure future readability

Information retrieval

Both users and legal staff may execute powerful permissioned full text searches across email content.

Retention and Disposition controls

Support automatic and interactive destruction of documents in accordance with regulatory standards. Deleted files (including indexes and other metadata) are overwritten up to 15 times to help ensure they cannot be created.

Complete storage connectivity

The archiving foundation of Email Archiving for Lotus Notes provides full support for all popular hardware storage platforms, including EMC2, Hitachi Data Systems, IBM, SUN, Network Appliance, and more.

Once primarily an IT concern, the exponential growth of email has since become a corporate management issue. Email has increasingly become both a critical business asset and corporate liability. Its escalating storage management costs and decreasing system performance create a significant impact on your bottom line—and poorly managed email can contribute to significant litigation-related costs throughout the e-discovery process. Take the first step towards getting your email under control with centralized enterprise archiving.

Capture email to enable efficient search and controlled retention

The primary reason email poses so much cost and risk for organizations, is that many lack clear policies that define what should be kept and why, and enable unnecessary or old email to be deleted in a consistent manner. OpenText Email Archiving allows organizations to capture email from user mailboxes, storing it in an environment better suited for cost-effective long-term storage.

Once emails are captured into a centralized enterprise archive, they are readily accessible by both users and legal staff with a fully featured full text search engine. Users benefit from better access to messages, and organizations benefit from the capacity to quickly and reliably retrieve emails that are potentially relevant to audits or litigation.

Furthermore, powerful retention controls enable organizations to be confident that all email is being kept and ultimately destroyed in accordance with policy. Archived emails may be retained according to a variety of criteria including:

- Functional role (e.g., save messages from users in the IT department for 3 years and save messages from users in R&D for 5 years)
- Geographic location (e.g., save messages from users in the United States for 3 years and those of users in the United Kingdom for 5 years)

OpenText Email Archiving also provides a simple upgrade path to OpenText Email Management, which provides organizations with the granularity of retaining emails in accordance with a file plan of any complexity—truly saving and managing email as business records.



“We got to the point where the only real solution was to archive our emails. Buying more servers would have only been a temporary solution. Forcing the users to clean up their mailboxes would have been more expensive for Erste Bank than installing an archive. For this, the OpenText solution is the best email archiving product on the market.”

Christian Demel, Head of eCommunication, Erste Bank, Informations Technologie Ges.m.b.

Archive email interactively or automatically

OpenText Email Archiving for Lotus Notes can be configured to run transparently in the background—automatically capturing emails from user mailboxes, according to pre-defined rules such as:

- Size of email (e.g., greater than 5 MB)
- Age of email (e.g., older than three months)
- By mailbox volume (for example, start archiving when a mailbox reaches 100 MB in size and continue archiving until it reaches a more manageable volume)

In addition to automatic email archiving based on predefined criteria, users can also interactively archive their mail. Users simply click an icon in their mail client, and the associated email is archived. The entire process is transparent; the archived email is still fully accessible through the mail client, and remains filed in the original mail folder.

Optimize email performance

As more and more email passes through your organization, increasingly slow response times of your Lotus system tests your users' patience. You temporarily alleviate the problem each time you acquire new servers to extend your storage capabilities; however this also means higher administration costs and longer processing times. OpenText Email Archiving for Lotus® Notes allows you to specify the emails and attachments that you want to archive, providing immediate and lasting benefits such as:

- Reduce your Lotus Domino database size—up to 90%
- Reduce the number of Lotus Domino servers—up to 75%
- Accelerate backup procedures—in some cases from over 24 hours to less than two hours
- Migrate to new releases of Lotus Domino much more easily

Maximum performance and minimal effort

OpenText Email Archiving for Lotus Notes makes managing email simple: you can archive single messages, with or without attachments, or entire folders with a single click from the Lotus Notes interface. You can also define folders in which all emails are archived on a recurring schedule, such as once an hour. Emails and folders that were previously megabytes large are reduced to a matter of bytes. Archived emails are identified in the mail client by a CD icon. Archived emails are accessible with a single mouse click—and the message is immediately displayed. You can then edit it, forward it, move it to other folders, or re-load it onto the Notes server, all transparently via the familiar interfaces, and within the same application.

Optimize your business processes for remote mobile usage

Users need access to the right information at all times, whether working in the office or remotely: customer interactions must be based on current data to maximize sales opportunities, ensure outstanding customer service, and increase your revenues. Email Archiving for Lotus Notes ensures that users have continued access to archived email, even when away from the office. Synchronization is automatic; there is no additional work for your administration staff and no overhead for your users.

Unparalleled scalability for outstanding performance

The challenges and risks posed by expanding inboxes are only going to get more severe. Analyst group IDC estimated that the average users sends 156 emails per business day in 2010—for an organization of 10,000 users, this amounts to over 400 million emails messages a year.



Meanwhile, the amount of emails containing business-critical data continues to increase. This includes contracts, intellectual property, and business transactions. Organizations need a scalable email management solution to meet the growing demand to control this information.

Minimize liability with documented business processes

OpenText Email Archiving for Lotus Notes ensures that all objects are archived securely—unalterably, and for specific lengths of time as demanded by regulations—on optical media or on specific storage hardware. OpenText email management solutions fully integrate with storage hardware from industry leading vendors including Hitachi® Data Systems (HDS), StorageTek®, EMC® Centera, and Network Appliance®.

Reduce IT costs and maximize IT consolidation

When organizations address email data storage size issues by systematically adding more hardware, they drive up costs of ownership, security, and administration. Email Archiving for Lotus Notes puts an end to spiraling email management costs by establishing a scalable, sustainable, and affordable alternative. A typical OpenText Email Archiving for Lotus Notes deployment can reduce the number of email servers in an enterprise by up to 75 percent—addressing long-term requirements and providing maximum return on investment.

Minimized discovery costs with optional advanced search capabilities

You store and manage email for legal and regulatory reasons. While maintaining the authenticity and inalterability of your corporate email, you also need to ensure you can find and retrieve specific messages in case of an audit. Email Archiving for Lotus Notes full-text search supports enterprise search requirements reliably with unparalleled scalability and performance. Discovery times and costs are significantly reduced by unifying access to all email and attachments, regardless of format, location, language, or media type.

WWW.opentext.com

North America	+ 800 304 2727
United States	+1 847 267 9330
Germany	+49 89 4629 0
United Kingdom	+44 0 1189 848 000
Australia	+61 2 9026 3400