



# Archive One Policy Manager

## INCREASE CAPACITY AND BOOST PERFORMANCE

**Policy Manager manages email retention policies, reducing mailbox size, storage costs and improving email user productivity.**

**Policy Manager selects and archives information from mailboxes, PST files or Exchange public folders automatically and invisibly, using the criteria based on your organisation's e-policy.**

**Policy Manager improves productivity for email users. It provides them with seemingly unbounded storage removing the hassle of selecting old messages for deletion and other mailbox maintenance.**

### Benefits

- Improves performance
- Reduces mailbox quota frustrations
- Enhances email search and retrieval
- Is easy to implement, maintain and manage
- Reduces storage volumes
- Saves on storage costs
- Provides remote and offline access
- Reduces downtime
- Archives more than just email
- Prepare for upgrades and migrations
- Enforces e-policy

### Improves performance

By keeping the optimum volume of messages on the Microsoft Exchange Server the email system responds more quickly.

### Reduces mailbox quota frustrations

Automating mailbox size management removes this workload from email users, allowing them to access old email whilst freeing up email server space.

### Enhances email search and retrieval

Administrators and email users can use intuitive multiple search criteria, making it quick and easy to find a lost email or specific correspondence and all related data.

### Is easy to implement, maintain and manage

Quick wizard-guided install, simple admin controls and standard interfaces minimise the Total Cost of Ownership.

### Storage hardware independent

Policy Manager supports a wide range of storage media and will archive your data to the best value and most appropriate devices, including WORM, either directly or through storage management software.

### Reduces storage volumes

Archived email is compressed to save on storage space. Archived volumes are reduced further by saving duplicated attachments only once.

### Provides remote and offline access

Users maintain full access to the archive from remote locations. Even offline users can access archived messages.

### Reduces downtime

Email archiving reduces the amount of data on the live mail server, saving back up and reducing restoration time.

### Archives more than just email

Policy Manager archives Instant Messages, SMTP mail, Unified Messaging voice & fax mail, Bloomberg messages and information from RSS feeds.

### Prepares for upgrades and migrations

Increase the speed and reduce the risk of upgrading your mail system by archiving first.

### Enforces e-policy

Selects and acts on email and other data from mailboxes, public folders and PSTs according to your organisation's e-policy. This can enable organisations to search for email information rapidly and meet disclosure orders. Specific user group, department or project team archiving requirements are met by creating multiple internal policies.

## FEATURES

### Content specific selection criteria

Policy Manager provides a wide range of options for archiving email information. Forty six different selection criteria are available with twenty three choices of Boolean logic options giving thousands of combinations to meet any organisation's requirements.

The selection criteria can be extended with custom criteria if required.

### Multiple policy configurations

Policy Manager is designed to run multiple policies so that groups of users, mailboxes and PST files can each be treated according to the requirements of specific roles, departments or project teams.

### Automatic indexing

Policy Manager uses an optimised, embedded indexing engine to index the email automatically prior to archiving. This index is placed into the archive to enable high speed search & retrieval of email.

### Archiving repositories

The Policy Manager repositories are individual logical storage containers, specified by the administrator. The repository architecture provides a highly flexible and portable set of storage containers, easily configured to meet dynamic organisational archiving needs.

### PST archiving & migration

Policy Manager searches for PSTs on local disks and the network. Once found, the emails in the PST can be archived automatically and (optionally) migrated to the server, using central criteria, reducing the PST size. The archived emails are then included into back-up processes.

### Storage compression

To save storage space all information is compressed using standard algorithms as it is placed into archive.

### SIS Plus

Policy Manager offers advanced Single Instance Storage (SIS) technology applied to attachments. Saving the same attachment used in multiple emails with different content once, brings additional

storage savings over first-generation SIS.

### Pre-set policies

Policy Manager provides examples of e-policies to help organisations to implement their own industry focused archive solution smoothly.

### Multi-criteria search & retrieval

Pre-indexing technology enables rapid search of the archive stores. Searching and retrieving messages is easy through selectable, user or administrator driven, web or Outlook based interfaces.

Additional features such as proximity searching make it even easier for the administrator and other users to retrieve the information they require.

### Message restoration

Once retrieved, Policy Manager decompresses, rebinds attachments and restores archived messages to their original format. Restored messages can be replied to, copied, forwarded and treated in the same manner as prior to archiving.

### MMC interface

Policy Manager is driven via a standard Microsoft MMC interface so administrators can start immediately without specialist training.

### Remote & offline access

Policy Manager automatically maintains selected synchronised copies of users' archives on laptop so users have access to their archived emails when off-line. Such users automatically connect through to the full archive store when on line.

### Outlook Web Access support

Policy Manager provides the same full access to the archived messages and search tools to users of Outlook Web Access as it does to Outlook mail client users without any additional software.

### Deletion options

Policy Manager can allow administrators to exclude messages from searches and even delete them if they should not be in the archive.

### Integration framework

A multi-dimensional integration framework provides smooth

connections with third party software such as application control, file management, records management or messaging systems.

### Client or clientless Operation

Policy Manager runs without adding any additional software to users' computers.

### Enhanced administrator security

Senior administrators are able to implement tiered delegation for specific tasks, allowing lower level operators to perform their duties without jeopardizing the security of the whole archive and the sensitive information therein.

### IM, SMTP, UM, RSS feeds and Bloomberg messaging

Policy Manager supports Instant Messaging, SMTP mail, Unified Messaging voice and fax mail, RSS web feed web data and Bloomberg data by storing data within the archiving repository system.

### Software specifications and requirements

Requires Windows 2000 SP4, Windows XP, or Windows 2003 (Professional and Server Edition).

A single Policy Manager server can process multiple Exchange servers in the same Exchange Site or administrative group

Policy Manager supports:

- Microsoft Exchange 2000, 2003, 2007
- Outlook 2000 or later
- Outlook Web Access
- Windows Mobile 5.0 / 6.0

### Hardware requirements

- Minimum of a 3.5 GHz machine with 40 Gb disk space (plus storage space for the archives).
- 1 Gb of free memory

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