

# Archiving Email Messages is more Relevant than ever.

ViewWise® can help archive with E.A.Se

## Why is Email Archiving Relevant

With the tremendous growth in email usage, companies are faced with the task of archiving not only paper content, but their organization's email and electronic content as well. It comes as no surprise to learn that email has become the preferred means of business communication. When organizations are faced with litigation, producing email is virtually inevitable. Every organization must now implement effective and efficient email archive strategies in order to meet the e-discovery demands of possible litigation. When thinking about e-discovery, many neglect to consider how preserved emails could be used to mount an aggressive defense that can save organizations fortunes in unnecessary settlements and verdicts.

Retention, premature deletion, and the ability to locate specific email messages are of great concern to all companies—especially those that face a potential risk of litigation. The threat of court proceedings, investigations, and audits serves as a principal motivator for organizations to enact email records retention and retrieval measures. Additional pressures are placed on organizations who must comply with such regulations as Open Meeting Acts, Sarbanes-Oxley (SOX), SEC 17a, NASD, as well as an array of other state specific legislation.

All this adds up to one important message, Email is now more relevant than ever and companies need to ensure policies are enforced, email messages can be controlled, and information is accessible when required.

## How Can Computhink Assist?

Computhink offers two unique **Email Archive Solutions** that are designed to help your organization address government regulations and assist with overall compliancy efforts. For organizations with full Content Management and Email Archiving needs, Computhink offers the ViewWise® Enterprise Content Management Solution with an add-on Email Archiving Module. For organizations with a need purely for Email Archival, the stand-alone ViewWise Email Archive Service can be utilized.

**N.** Each ViewWise Email Archive Solution offers comprehensive archiving for incoming, outgoing and internal email messages, along with email attachments. Support is available for Novell GroupWise and Microsoft Exchange, along with many other popular email server applications.

## Email Archival - The Case

In a recent 2007 survey by AIIM, 53% of respondents said that Email Management was a process and application interest to be applied to their organization in next 12-18 months. Email is a critical current priority.

IDC estimates that the volume of business email in 2006 will total 1 billion gigabytes.

Approximately 80% of employees admit to sharing confidential email and email is regularly used as evidence in court.

In a 12 month period from 2006-07, 17% of Fortune 1000 companies have had to disclose the content of corporate email as part of ongoing trials, according to IDC.

FRCP Amendments taking effect in December 2006, make electronic files, including email, a relevant part of the Discovery process in Federal Cases.

*FRCP Rule 26(a)(1)*

"An information technology employee who routinely copies over a backup computer tape could be committing "virtual shredding" once a lawsuit has been filed," said Alvin F. Lindsay, a partner at Hogan & Hartson LLP.



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## ViewWise® Content Management Solution w/ Email Archive Module

The ViewWise® Email Archive Module is an add-on module to the ViewWise Content/Document Management System, forming a complete Electronic Content & Email Archival Solution.

*“If the time should come when we are responsible for e-discovery, then the cost of this installation will be extremely minimal compared to our potential savings in civil judgments or federal non-compliance fines.”*

*Don Williams, Director of Information Technology at the Auburn District*

The Email Archive Module is capable of automatically archiving messages from Exchange™<sup>1</sup> and/or GroupWise™<sup>2</sup> servers, with the email archives being searchable from the ViewWise Desktop Client, the ViewWise Web Client, and the GroupWise Client Connector (GroupWise Only). All Email messages, along with other electronic files, are stored in a secured, encrypted repository with the ability to assign access permissions for user or groups (ViewWise synchronizes with Active Directory, e-Directory, and LDAP). All user actions are logged to a detailed Audit Trail, providing a full record of who did what and when.

The ViewWise Content Management System with Email Archive Module has the benefit of being a complete Enterprise Content Management Solution with workflow, retention, file conversion, scanning support, GroupWise & Office Integration and more. For more information about the ViewWise Content Management solutions, visit [www.computhink.com](http://www.computhink.com).

<sup>1</sup> GroupWise 6.5, 7.0+ <sup>2</sup> Exchange 2000, 2003, and 2007

### ViewWise® Email Archive Service (Stand-alone Version)

The stand-alone ViewWise Email Archive Service was made available as a solution by Computhink for those organizations that do not require a full Content Management Solution, but rather are primarily concerned with the archiving of their organizations email messages.

#### Key Features

- ◆ Encrypted Archives
- ◆ Web based Access & Configuration
- ◆ Retention Schedules
- ◆ Archive Rules
- ◆ User based Roles & Permissions
- ◆ Full Text Search of email Attachments
- ◆ Audit Trails

The ViewWise EAS stand-alone version can be installed on Linux or Windows and includes agents for automatic archiving from Exchange and GroupWise (other agents are available for POP and IMAP based archiving). With the stand-alone ViewWise EAS, messages are stored in a standard MIME format, compressed to reduce space, and encrypted to prevent tampering. For security, integration with LDAP is available to retrieve users from existing Directory Services, with Role based permissions available (User, Auditor, Administrator). Archive rules are created to control which messages are archived from the mail server (particular mailboxes, subject contents, etc.), while full audit trail and retention features are also present for the tracking of access and scheduled deletion of expired content.

The Email Archive Service search interface is accessible via most standard web browsers, and allows users to search and retrieve their archived messages. For sharing of messages, the search interface allows email messages to be exported to file, printed, or e-mailed based on the role of the user logged in. For more information on the features of the stand-alone ViewWise Email Archive Service or to schedule a demonstration, visit [www.computhink.com](http://www.computhink.com).

### Contacting Computhink

Computhink makes the ViewWise product line available through a network of Value Added Resellers throughout the United States, as well as Internationally. For information about the reseller nearest you, contact us at [sales@computhink.com](mailto:sales@computhink.com) or visit [www.computhink.com](http://www.computhink.com).

**Computhink** provides best-in-class ECM solutions for secure information sharing and compliance, targeting small and medium size organizations. Using state-of-the-art technology Computhink solutions operate on a wide range of platforms, including Windows, LINUX and Novell. The ViewWise Product line includes Email Archiving Solutions for Microsoft Exchange and Novell GroupWise. Founded in 1994, Computhink has over 4,400 worldwide customers in government, financial services, education, healthcare, manufacturing and utility organizations. For more information on Computhink visit the Computhink homepage at [www.computhink.com](http://www.computhink.com).

