

The Three Why's

Why Actively Manage E-Mail Archiving?

Organizations are struggling to ramp sufficient resources to support the radical growth in e-mail volumes and velocity. Once an informal means of corporate communications, e-mail has become a workgroup technology that is mission critical. This phenomenal growth in e-mail generated and stored has left many customers trying to define e-mail archiving requirements to an ever growing list of unknown demands. Lack of clearly defined retention rules has created a situation where many organizations are waiting for specified requirements prior to taking action. The challenge is for companies to move forward and begin archiving now and plan to adjust their policies and procedures to quickly respond to evolving requirements at a later date.

Why Buy Now?

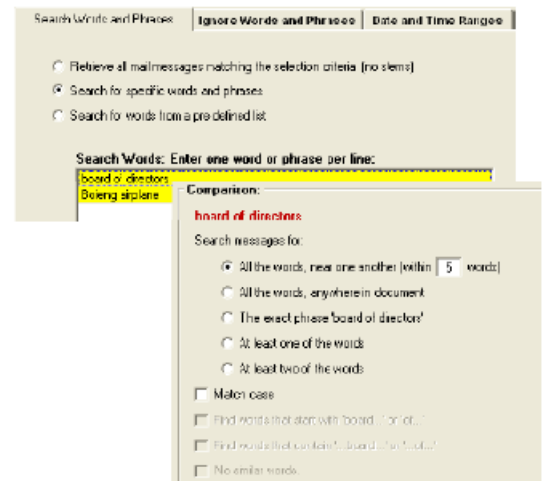
E-mail is inherently part of business processes and has become the means by which corporations communicate and execute their business. Effective e-mail management policy, documented procedures and active enforcement of policy is essential for organizations in today's litigious environment. Growing e-mail volumes and increased focus on enforcement of legislation concerning retention of e-mail records is requiring enterprises to purchase e-mail archiving products to avoid the risk of compliance violations.

Why Looking Glass Archiving Reduces Risk?

- LookingGlass spherically indexes™ and stores e-mail in its own database allowing for easy search and securing critical corporate information.
- LookingGlass provides for the continuous monitoring of e-mail records and tracks the location of these records across geographic locations and technical platforms from a single interface.
- LookingGlass provides the ability to locate, preserve and recover files that have been created, accessed or modified and time-stamps all activity.
- LookingGlass facilitates search of all e-mail and associated content through the spherical index™ before ever accessing stored records saving valuable time.
- LookingGlass enables corporations to adjust their archiving and retention policies dynamically to maintain alignment with evolving retention rules and regulations.

Supported Environments

- ▶ Server - Windows Exchange Server 5.5 and Above (both 32-bit and 64-bit)
- ▶ Database - Windows SQL Server 2000 and Above (both 32-bit and 64-bit)
- ▶ Client - Windows 2000 and Above
- ▶ Email - Windows Outlook 2000 and Above



The screenshot shows a search interface with three tabs: "Search/Write and Phrases", "Ignore Words and Phrases", and "Date and Time Range". Under "Search/Write and Phrases", there are three radio button options: "Retrieve all mail messages matching the selection criteria (no items)", "Search for specific words and phrases" (which is selected), and "Search for words from a pre-defined list". Below this is a text input field for "Search Words: Enter one word or phrase per line:" containing the text "board of directors" and "Boeing airplane". To the right, under "Comparison:", there are several radio button options: "All the words, near one another (within 5 words)" (selected), "All the words, anywhere in document", "The exact phrase 'board of directors'", "At least one of the words", and "At least two of the words". There are also three unchecked checkboxes: "Match case", "Find words that start with board, for ex...", and "Find words that contain 'board, for ex...'". A "No similar words" option is at the bottom.

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Challenge

New rules continue to change e-mail archiving management requirements

IT organizations lack clear definition for data protection, regulatory and corporate governance requirements and e-mail retention policies. Both internal and external forces are constantly changing which adds additional complexity to an existing difficult archiving problem.

IT staff are forced to deploy more infrastructure and technical resources

Cost containment and doing more with less has created a demand for fewer highly trained resources to perform archiving management tasks for phenomenal volumes of content.

Increased array of specialized tools provide only 'point solutions' to meet growing requirements

Many vendors use the same products with new marketing materials. There are fewer resources to evaluate products that meet an emerging set of functional requirements. New needs force companies to purchase additional products that add to complexity.

Excessive staff time required for e-mail archiving

Lack of vendor tools for archiving management. Increased staff time is required to address volumes in content growth and create indexes for future access.

Solution

LookingGlass spherically indexes™ email and associated content dynamically allowing corporations to adapt to a changing regulatory environment.

LookingGlass provides the ability to produce e-mail retrieval on-demand and actively validate corporate retention policies.

LookingGlass enables companies to set different policies for e-mail retention by automatically categorizing and classifying e-mail

LookingGlass maintains up-to-date location indexing of e-mail with associated content thereby reducing demands for more storage of the same content.

LookingGlass enables companies to change their retention policies through a business rules engine that will change automatically and update the archiving index.

Key Benefits

- ▶ Reduce the risks and associated costs for managing e-mail archiving
- ▶ Flexible adoption and enforcement of new regulatory or policy requirements
- ▶ Interactive monitoring and management of e-mail content through the lifecycle of create, review, update and delete
- ▶ E-mail archiving integrated with messaging applications such as Microsoft Exchange
- ▶ Reduces volume of duplicated e-mail and associated content by managing a single instance
- ▶ Actively organizes and retains messages according to established policies
- ▶ Allows retention policies to be changed and automatically back-dates those changes in the archive

