

■ **Product Overview**

# Open Text Email Management for Lotus Notes

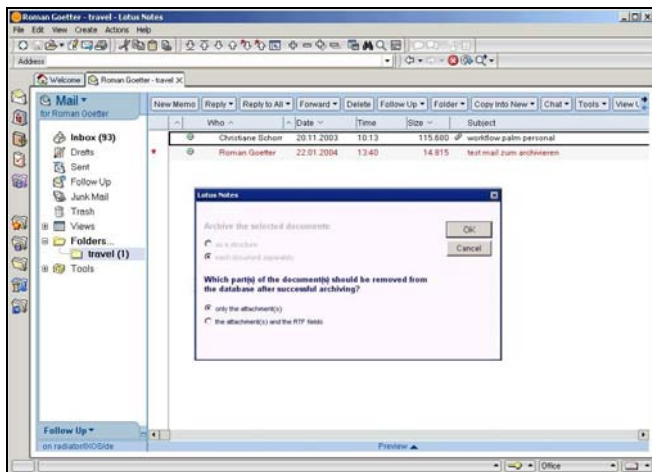
Manage email as a business record

Organizations are challenged by the ambiguity of information that is being stored in their email servers. It becomes increasingly difficult to assess what content is locked away in user email accounts—let alone understand how to extract and use it. Furthermore, increasingly the email volume is becoming the first place that enforcement agents or opposing counsel want to look, when it comes to finding evidence relevant to a regulatory audit or litigation. Companies need an automated and reliable way of categorizing high-value information. Only then can they begin to manage it appropriately—in accordance with regulations and internal policies.

Open Text Email Management for Lotus® Notes combines foundational email archiving with robust records management capabilities, helping enable organizations to make the most out of mission-critical content. With Open Text Email Management for Lotus Notes you can define, secure and control the processes by which email content is managed, retained and destroyed.

## Capture content into a centralized repository

Seamless integration into Lotus Notes —on the front and back end—enables email to be captured in a number of low-impact ways. Emails can be simply dragged and dropped into a folder in Lotus Notes, which automatically initiates the process of intelligently classifying it as a record.



Users continue to have access to captured email records as they always have

## Assess and identify business record emails

When users move an email message into a particular folder in their Lotus Notes client, the message transparently inherits a record classification from that folder. Based on the classification, it is then archived and assigned an appropriate retention and disposition lifecycle. Open Text Email Management for Lotus Notes manages the entire process, and supports fully automated dispositioning to accommodate cost-effective management of an immense volume of email.

Open Text Email Management for Lotus Notes can also routinely scan the folders in your email system and apply pre-configured archiving rules. For example, all emails older than three months, or all emails exceeding 1 MB in size may be moved to the archive. Automatic classification capabilities periodically scan the archived emails and ensure that the appropriate records management rules are applied according to criteria such as sender or keywords in the subject or message body. This helps ensure that emails are kept as long as they should be, and then destroyed.

## Highlights

- Mitigate risks associated with litigation and discovery orders—including spoliation of evidence and “smoking gun” emails
- Ensure compliance with industry standards and regulations concerning the secure management of email
- Reduce costs associated with mail server performance and backup and restore procedures
- Proven high throughput and scalability
- Easily extend into a complete ECM suite including archiving and records management solutions for Microsoft SharePoint, file systems, and other content stores

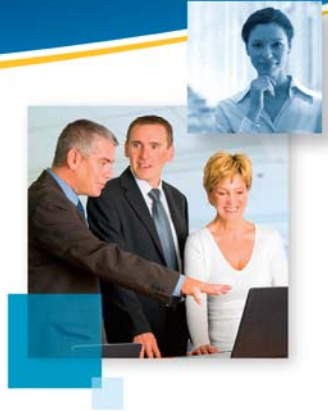
Content can also be captured automatically. Mailboxes can be assigned profiles, which then capture content according to specified criteria (such as when the mailbox exceeds a certain size or messages exceed a certain age) or by characteristics of individual messages (such as if they contain an attachment or a particular keyword).

Open Text Email Management for Lotus Notes creates a shortcuts, or reference, in the client application that references the actual physical email. So then, with a single click, the user can access the email from Lotus Notes. And even though email content is no longer stored on the Domino server, users continue to access email from Lotus Notes—which means assured user adoption and reduced training requirements.

## Easy and immediate access with advanced search capabilities

Full-text search capabilities support the most demanding enterprise search requirements with unparalleled scalability and performance, and are fully integrated within the Lotus Notes interface. By unifying access to all email and attachments—regardless of format, location, and language or media type—you can be sure that the right people have access to the right information at the right time.

Furthermore, the advanced search form enables managers and auditors to build complex search queries using system and custom metadata, retention and disposition classifications, Boolean operators, and modifiers such as Soundex and a thesaurus. Search result pages provide result rankings, automatic summaries, clustered result themes, hit-highlighting, and find similar content. Users can save queries, result snapshots, and multiple search form templates.



## Open Text Email Management for Lotus Notes Features

<b>Tamper-proof storage</b>	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.
<b>Visibility and auditing</b>	Review activity logs around email content including who viewed or edited documents, when, and why.
<b>Disaster recovery</b>	Store content safely in multiple physical locations or on high availability storage devices.
<b>Single instance archiving</b>	Detect multiple instances of content and eliminate redundancies, and compress content automatically to minimize wasted space.
<b>Information accessibility</b>	Automatically render content into standardized formats such as PDF and TIFF to ensure future readability.
<b>Information retrieval</b>	Execute powerful full text searches across email content
<b>Designated workspace</b>	A designated workspace provides a place for administrators, managers, and auditors to review and monitor email content.
<b>Preservation</b>	Freeze the disposition lifecycle of potential evidence and protect it from deletion.
<b>Disposition</b>	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.
<b>Compliance and certification</b>	In addition to regulations like SEC 17a-4, NASD 400, and more, meet internationally recognized standards for records management including Department of Defense 5015.2, PRO in the United Kingdom, PIPEDA in Canada, VERS in Australia, and more.
<b>Complete storage connectivity</b>	The archiving foundation of Email Management for Lotus Notes provides full support for all popular hardware storage platforms, including EMC2, Hitachi Data Systems, IBM, SUN, Network Appliance, and more.



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