

■ **Product Overview**

# Open Text Email Monitoring for Microsoft Exchange

Open Text Email Monitoring for Microsoft® Exchange supports legal and litigation processes and structured retention management of all emails within an email system, without adversely affecting the email experience of users. By capturing all emails sent or received from email servers, organizations can automatically migrate emails into a records management system, where they can be classified and assigned a compliant lifecycle.

Email messages and attachments represent business records that organizations must retain and manage securely to support regulatory compliance, avoid legal fines or litigation costs, and satisfy auditing requirements. Analysts predict that the number of regulations governing email—along with the sheer number of emails transmitted throughout organizations—will continue to increase. Organizations need a solution for capturing, managing the lifecycle, and streamlining discovery processes for all regulated email communications.

## Capture all corporate email into a secure system

With Open Text Email Monitoring for Microsoft Exchange all emails sent and received within your organization are captured and stored in an isolated system. This process is called journaling. Email journaling is completely transparent, meaning that organizations can ensure compliance demands are met, without interfering with the way users are accustomed to working.

Once email is captured into a secure system, it can be managed throughout its lifecycle. A complete records management system enables you to define file plans and classifications to automate the retention and disposition of email content, in accordance with regulations. And as required, email content can be quickly retrieved to support legal discovery processes or regulatory audits.

## Review and monitor email from a designated workspace



A designated review workspace provides search functionality across all captured email content.

A designated review workspace provides administrators, reviewers, and auditors with search functionality across all journaled email content. And not only must organizations be concerned with the email communications that are sent and received within their firms, but they must also be aware of who has access to this archived content. A robust permissions-based security model ensures that only the appropriate users have access to journaled email content. And comprehensive audit trails keep track of who has searched for and viewed what email content, and when.

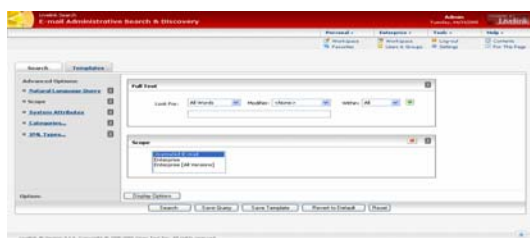
## Reduce discovery costs with full text search

You store and manage email for legal and regulatory reasons. In addition to maintaining the authenticity and inalterability of your corporate email, you also need to ensure that you can retrieve specific messages in case of an audit.

Email Monitoring for Microsoft Exchange provides full-text search capabilities to support the most demanding enterprise search requirements with unparalleled scalability and performance. Discovery times and costs are significantly reduced with unified access to all email and attachments—regardless of format, location and language or media type.

An 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.” Users can save the following items: queries, result snapshots and multiple search form templates.



Full-text search capabilities support the most demanding enterprise search requirements.



## Comprehensive packages to extend your solution

Open Text Email Monitoring for Microsoft Exchange allows you to address even the most stringent regulatory requirements. It can be extended with comprehensive, packaged solutions designed for regulations such as SEC17a-4, NASD Rule 3010/3110, and NYSE Rule 440. Email Monitoring for Microsoft Exchange can also be extended into a complete email compliance solution, addressing different regulations that offer auditors a single view of all supervised systems and processes and that share a single, secure repository. Our solutions can be extended to address any of the following regulations:

- Sarbanes-Oxley (USA)
- SEC 17a-4 (USA)
- NASD Rule 3010/3110 (USA)
- NYSE Rule 440 (USA)
- Bsi DISC PD 0008/5000 (UK)
- Civil Evidence Act (UK)
- Electronic Commerce Directive (UK)
- Abgabemprdmimg/GDPdU (Germany)
- Strafgesetzbuch, § 283 b (Germany)
- GeBüV (Switzerland)
- OR Bankengesetz (Switzerland)
- Loi de Sécurité Financière (France)

## Open Text Email Monitoring for Microsoft Exchange Features

<b>Tamper-Proof storage</b>	Archive content 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 SharePoint content including who viewed or edited documents, when, and why.
<b>Disaster recovery</b>	Store content safely in multiple physical locations or on hot stand-by 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 security</b>	A robust permissions-based security model ensures only the appropriate users have access to journaled email.
<b>Designated workspace</b>	A designated workspace provides a place for administrators, managers, and auditors to review and monitor email content.
<b>Comprehensive search</b>	Execute powerful full-text searches across all email, supporting legal discovery processes and regulatory audits.
<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.
<b>Secure deletion</b>	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 SOX, SEC 17a-4, and more, meet internationally recognized standards for records management including Department of Defense 5015.2, PRO in the United Kingdom, PIPEDA in Canada, and more.
<b>Complete storage connectivity</b>	The archiving foundation of Email Monitoring for Microsoft Exchange provides full support for all popular hardware storage platforms, including EMC2, StorageTek, Hitachi Data Systems, IBM, and Network Appliance.



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Printed in Canada. S\_M\_PO\_LLECMEMONME\_E(20081029)

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