



Legally secure e-mail archiving

Because storage is mandatory

The e-mail compliance company



Preserving the value of your communication

In an age when information is increasingly assigned a measurable value, the way it is stored has a direct impact on preserving or compromising that value. E-mail is no exception. As today's primary medium for exchanging business documents critical to the decision-making process, the value of corporate e-mail now rivals that of paper-based communication. That most businesses today classify the archiving of electronic communication as a mission-critical priority should come as no surprise.

The process of archiving e-mail, however, places complex demands on a business's organization, technology and processes. Most commonly sought are robust, cross-functional solutions that continue where traditional archiving technologies leave off. Such solutions must not only deliver high-quality storage capabilities, but also integrate seamlessly with the entire e-mail business process, increase business efficiency and ensure a superior level of legal security.

GROUP Technologies offers you a complete, end-to-end e-mail archiving solution that rises to these challenges: iQ.Suite.





The e-mail archiving challenge

A wide spectrum of regulations must be observed when deploying an e-mail archiving solution – commercial codes, financial reporting mandates and tax laws to name only a few. Regardless of which are relevant to your business, three fundamental questions must be addressed right from the start:

- What must be archived?
- How must it be archived?
- How long must it be stored?

Once the answers to these questions are well-understood, issues like inalterability, accessibility and retention timeframes – periods as long as 10 years or more are often compulsory – quickly move to the foreground. The need to separate mandate-relevant business content from irrelevant communication such as private correspondence and spam poses a further challenge. Finally, because archived data must be available for immediate access at any time in the future, the need to provide an efficient, reliable search-and-retrieval facility becomes a last but critical priority. Auditors have become especially sensitive to this issue in recent years.

Only a centralized, cross-functional process that tightly binds all of the necessary archiving steps into a single solution can respond to these complex requirements and at the same time deliver the high level of legal security your business requires.



An intelligent solution that lightens the load: iQ.Suite Store

Overflowing mailboxes have become an everyday occurrence in today's enterprise, with loss of productivity being the most common fallout. All too frequently, frustrated employees take matters into their own hands, reclaiming valuable storage space by archiving data locally, and sometimes even by deleting mission-critical correspondence en masse. While their frustration is understandable, such behavior is clearly in conflict with the business's long-term interests.

iQ.Suite Store is the intelligent solution. Its rule-based process centrally archives business-relevant e-mail on a defined schedule. Its server-based approach is key to relieving resource loads across your infrastructure: e-mail system response times noticeably improve, backup timeframes are significantly shortened and overflowing mailboxes become a thing of the past. Integrated single-instance archiving technology additionally ensures that identical e-mail attachments are archived only once.

Benefits

- Reduced mailbox sizes and server loads
- Centralized, rule-based archiving
- Manually or automatically controlled server-based archiving
- Reduced consumption of resources and lower costs



The reliable path to legal security: iQ.Suite Bridge

E-mail is the cornerstone of electronic business communication. And because proposals, contracts, invoices and other types of content sent via e-mail often serve as the foundation for important business decisions, e-mail communication in general has become of vital interest – especially because of its evidentiary value. As a result, archiving business-relevant e-mail in a legally secure way has become a necessity.

iQ.Suite Bridge rises to this challenge by archiving incoming e-mail at its point of entry – before it is delivered to end-users. Any possibility of manipulation is precluded right from the start. But the reverse – archiving outgoing e-mail – is often overlooked. iQ.Suite Bridge's centralized process steps in here as well by archiving outgoing e-mail at its point of exit before it leaves the enterprise.

Both comprehensive and tamper-proof, iQ.Suite Bridge's intelligent technology enables you to take a decisive step in the implementation of long-term archiving and simultaneously achieve an unequalled level of legal security.

Benefits

- Legally secure archiving
- Bullet-proof, reliable storage of incoming and outgoing e-mail before delivery
- Secure against manipulation and completely automatable
- No end-user interaction required



Intelligent search and retrieval: iQ.Suite Find

The value of archived information can only be preserved as long as the ability to retrieve it in the future can be ensured. A decision to archive e-mail thus presupposes the decision to ensure its future, on-demand accessibility. Specialized e-mail "discovery" solutions use targeted search and rapid retrieval technology to make this possible.

iQ.Suite Find puts powerful yet intuitive discovery technology at your fingertips. Intelligent search parameters lead you quickly to your goal. A state-of-the-art search facility efficiently locates and retrieves the information you're looking for wherever it may be – whether in a mailbox or in the archive. A full text index of all archived data and attachments is also on board.

iQ.Suite Find thus delivers the last but crucial component in the e-mail archiving process – ensuring that archived data can be quickly and reliably accessed at any time in the future.

Benefits

- Efficient search and retrieval of archived e-mail
- Flexible search parameters
- Comprehensive full text search index
- Ability to search through mailboxes and the archive



A strong team player

Whether you're using Lotus Notes or Microsoft Exchange, e-mail archiving solutions from GROUP Technologies are designed from the bottom up to act as a backbone for implementing robust, cross-functional archiving strategies that provide unparalleled legal security. From reduced demand for network resources, through tamper-proof archiving and on up to intelligent retrieval, GROUP solutions help you keep the entire process under tight control at all times.

And it's exactly for this reason that each of our e-mail archiving components can be seamlessly combined with iQ.Suite's e-mail security solutions: because legally secure archiving requires e-mail that is free from undesirable content and viruses.

But even with clean, archival-worthy content, there's only one way to achieve legal security you can count on now and in the future: through realization of structured, cross-functional e-mail business processes that ensure all necessary steps are executed at every point in the messaging lifecycle. That's what GROUP Technologies is all about. We're the e-mail compliance company!



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