



# Concorde Informatics Ltd.

## Managed Email Archiving



### Managed Email Archiving

*"an essential email service"*

#### **Key Benefits**

- **Long term low cost email storage**
- **Meets Industry regulation and Govt legislation re: retention and retrieval**
- **Seamlessly integrated with Managed Business Email (Outlook & OWA)**
- **Powerful search capabilities for information retrieval**
- **a cost effective solution to email issues**

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#### **The Problem**

Email has emerged as a key communications tool in business today with a recent estimate putting the volume of emails worldwide in 2006 at a massive 60 billion every day. Such exponential growth is placing increasing demands on the IT function. Email systems are typically creaking at the seams – delivering poor resilience and reliability – proving particularly onerous and costly to manage.

Email storage costs are eating away at corporate IT budgets. In fact, it's estimated that the costs of storage are now five times that of the hardware and software combined. Systems such as Microsoft Exchange were designed as a messaging and collaboration tool not a storage system. Yet many users are using the filing cabinet features of email as a storage system for all their documents. This has resulted in many companies' mail databases becoming huge and unwieldy with the following resultant issues:

- **Unmanageable exchange or messaging databases**
- **Inability to recover large mail systems**
- **Regular need to increase server storage capacity**
- **Lack of management control over email**
- **Increase in system down time**

Additionally increasing legislation means email is now a legally recognised electronic document in UK courts. In response, organisations must effectively control, organise and archive both structured and unstructured email data and ensure its easy access to comply with existing and new regulations. Failure to do so could mean costly litigation and fines – and worst case, prison sentences for senior directors.

#### **The Solution**

The Managed Email Archiving service has benefits in four key areas:

**Storage Management:** an effective archive will dramatically reduce the burden on email servers.



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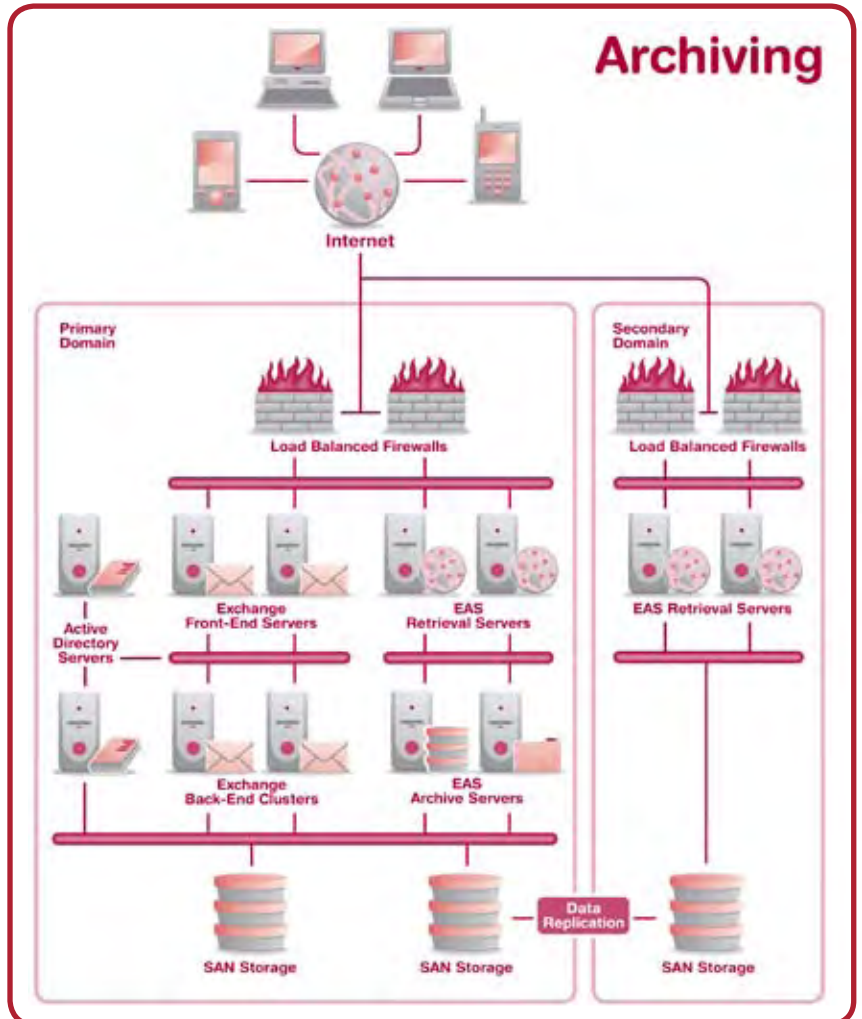
**Productivity:** Research shows that employees spend up to an hour or more every day storing or deleting emails. An archiving solution can significantly reduce this time investment, by maintaining a copy of every email in the archives for future use.

**Legal Discovery:** email is now just as admissible in court—and just as likely to be requested for legal discovery – as are paper-based records.

**Regulatory Compliance:** In the past few years, regulatory compliance has emerged as one of the most challenging issues facing businesses in the EC. From The Data Protection Act to BS7799, numerous legislative requirements and guidelines have been introduced that dictate how electronic records are retained and retrieved.

### Benefits of Email Archiving

- Optimise the performance of your email and file servers, automatically offloading large volumes of data that can disrupt business operation
- Eliminate PST headaches and minimise email and file system downtime
- Significantly lower IT overhead by offloading email and files to more cost-effective storage
- Reduce the amount of time and labour required to perform administrative tasks, such as backup and recovery
- Increase end-user productivity significantly by eliminating mailbox quotas and improving end-user access to knowledge assets
- Improve file system infrastructure and facilitate instant and transparent retrieval of email & files



*email archive architecture*

These operational benefits together with the legislative compliance issues outlined earlier make a compelling case for the introduction of a structured system of email archiving.

### Conclusion

The pressures on email infrastructures are growing by the day. The Managed Email Archiving system enables the rapid growth to be managed and your valuable email data to be secured.



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