



MailMeter Archive

For Compliance, Policy and Discovery

Benefits

Awareness

MailMeter Archive not only provides a complete and secure archive, but also gives organizations deep insight into email content, attachments and interaction patterns between users over time. This business intelligence makes this the next generation archiving solution.

Analysis

With multiple drill-down reports that are easy to understand and manipulate, management can immediately use the archive to understand the context of email, who is misusing it, the risks they can create and exactly what is going wrong.

Action

The instant and continual data provides compliance officers and management with the ability to take corrective action, change HR policies, educate employees and enforce policies to mitigate risks.

Regulatory compliance, litigation support and storage management are three business drivers for implementing an email archiving solution. However, there are many other real business advantages that can be gained with a MailMeter Archiving and Reporting solution.

Meet Regulatory Compliance

MailMeter Archive is an advanced solution that captures incoming, outgoing and internal company emails and stores them in a separate location from your email server for whatever time period is desired. To be in compliance with the majority of regulations, this is the most important criteria. Additionally, you should be able to search and retrieve email records quickly and easily for internal or regulatory audits.

Specifically, with legislation such as SEC-17A, Sarbanes-Oxley, HIPAA, Graham-Leach-Bliley, PIPEDA, Bill C6/198, you need to establish and enforce controls on all aspects of your company's communications, especially email. MailMeter Archive can help your company meet regulatory requirements by providing a visible control system, process and audit trails to manage patient, financial or other records.

Going Beyond Compliance

It may be necessary for your company to be in compliance, but that is not the only value you can achieve from implementing an email archive solution. Regulations can be viewed as a minimum starting point, but once email content is archived, there is so much more business value that can be leveraged from this resource that using your archive only for compliance is an incredible underutilization of your assets.

Email is a strategic business asset that should be understood, managed, analyzed and used as a business intelligence advantage. An organization that understands what is going on with email communication trends and patterns can make better corporate decisions, better manage employee performance, and better enforce policies. There is a high strategic value in implementing this product in today's world, as well as an immediate tactical value of simply being "in compliance".

Enforce Policy Like Never Before

Many aspects of business improvement stem from an organization's ability to create, enforce and optimize email, security and HR policies. If management has awareness of exactly when a policy is broken and who breaks it, there is a chance to re-educate the appropriate people involved, as well as re-evaluate the policy to see if it is constructed well.

With the powerful drill-down reports that MailMeter Archive provides, management can study the trends, patterns and profiles of corporate email over time. This makes obvious the extremes of a certain behavior, such as which ten people have the

largest mailboxes, or which 20 people send the most messages per week. It becomes easy to spot bad habits or email abuse in the corporation and then to reinforce the corporate policy by directly and immediately addressing those who have violated it. This is a powerful management tool that can improve productivity, improve email server storage problems, and reduce inappropriate content that can get a company in legal trouble.

Legal discovery and Investigations

An increasing percentage of lawsuits involve a subpoena of corporate email records. And let's face it, once an email is sent, it may be forwarded to unknown recipients and stored without your knowledge. In the case of a lawsuit, you will be at a severe disadvantage if the opposing side has your email records that you do not.

With MailMeter Archive, your corporate attorney can find everything she is looking for in a fraction of the time that it takes by manually reading through email accounts or backup tapes. Many cases can cost millions of dollars searching for the necessary records. MailMeter products were created to perform this kind of detailed search and retrieval in seconds. Also, by using wildcard, verb tense, Boolean, fuzzy or proximity search technologies, MailMeter Archive allows managers to perform in-depth, evidentiary discovery on corporate email data, regardless if users deleted the email from their inbox. This can give your organization the upper hand in any litigation, settlement or employee investigation with fast, confidential access to all email data.

Proactively Reduce Corporate Risk

By capturing all email messages, not just incoming and outgoing, but internal emails as well, your company will be assured that all relevant messages and content are captured for future potential search. This will increase the confidence of legal professionals and corporate compliance officers about the integrity and completeness of online communication history. This puts your company on a much more solid footing for all litigation or auditing it may face.

Additional MailMeter Archive Benefits:

There are numerous strategic and tactical benefits from being able to search your email archive instantly:

- Fast, confidential investigations and resolution
- Gather data for litigation or Human Resources cases without high costs of research
- Have confidence knowing that you have proof of

existence or non-existence of email

- Best Practices to assist management with making better decisions based on corporate patterns
- Construct and enforce better email and security policies
- Monitor for and eliminate inappropriate material
- Understand the sources of email into your organization
- Protect your company from disseminating offensive or damaging information
- Provide quick analysis of potentially harmful patterns and email behavior of employees
- Provide employee feedback in performance reviews
- Index all email information and content to enable fast, powerful searching by subject line, keyword, to/from, domains, time stamp, etc.
- Schedule reports and automatically send them to specified managers on a daily basis

System Requirements

Email Server:

Microsoft Exchange 5.5/2000/2003;
Lotus Notes/Domino Server R5 5.0.6 or higher, all versions of R6, R6.5

Client:

Outlook 2000 or higher
Client: Lotus Notes Client R5.0.8 or higher

Operating System:

Microsoft Windows NT4/2000/2003

Hardware Minimum:

Pentium IV 1GHz processor or higher 512 MB Memory
10 GB free disc space

Browser:

Internet Explorer 6.0 or higher

For More Information

Waterford Technologies, Inc. is the only provider of Intelligent Email Management, Archiving and Compliance solutions that leverages total email capture with the power of a comprehensive search and reporting platform. MailMeter solutions allow organizations to become keenly aware of email usage patterns, to retrieve content on demand, and to take appropriate action to improve and enforce policies for immediate results. Existing customers typically find immediate annual savings of more than **\$1,000 per employee per year** in efficiency, cost avoidance, risk reduction, storage and productivity gains.

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