

# EMAIL AND FILE ARCHIVING **in a little more detail...**

## What is Email and File Archiving?

Email archiving is an automated system for collection and storage of internal and external emails into and out of your business based on the parameters and retention periods that are set to meet your requirements.

## Does my business really need Email and File Archiving?

The need for email archiving is usually driven by legislative and regulatory compliance, litigation or legal discovery, business continuity or technical advantages such as eliminating pst files and disparate storage of email. You may also want to empower your end users with the ability to search their own individual archives, whilst in and away from the office, and create a manageable and productive system for them that also allows the IT function to impose mailbox limits and quotas.

## Why is it so business critical?

With the large volume of emails sent and received every day and exponential growth of accumulative data over time, this can present a major business challenge to firstly store and backup the information and secondly to retrieve individual emails immediately on request.

It is vital that the solution you select has powerful, fast and intuitive search functionality, is resilient and manageable, whilst taking into consideration the internal technical resource and ability at your disposal.

## Can Data Connect give me all of the straight-forward advice I need to help me choose the right solution for my business?

Our highly experienced staff will guide you through the technical and commercial options to ensure that you adopt an affordable and scalable solution and assess whether an in-house solution or cloud service (with unlimited storage) is most suitable. Our range of solutions can also facilitate a requirement for file archiving if required.

As with all our solutions, we take time to understand your full technical and business requirements, enabling us to design and implement a solution whilst providing ongoing support as appropriate. We can help with setting up administrators, retention policies or rules based on legal requirements. By working with the relevant people in your organisation, we will endeavour to create a strategy and administration hierarchy that meets your specific operational and legislative needs.

## What's the next step if I need help and advice?

Call us today for an informal chat and we can talk you through specific issues that might be affecting your individual business and give you some no-nonsense guidance about what this might mean in terms of commercial risk.

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