# VIPRE
## SECURITY GROUP

## VIPRE EMAIL ARCHIVING
### The Powerful, Fast & Secure Email Archiving Solution

# Content

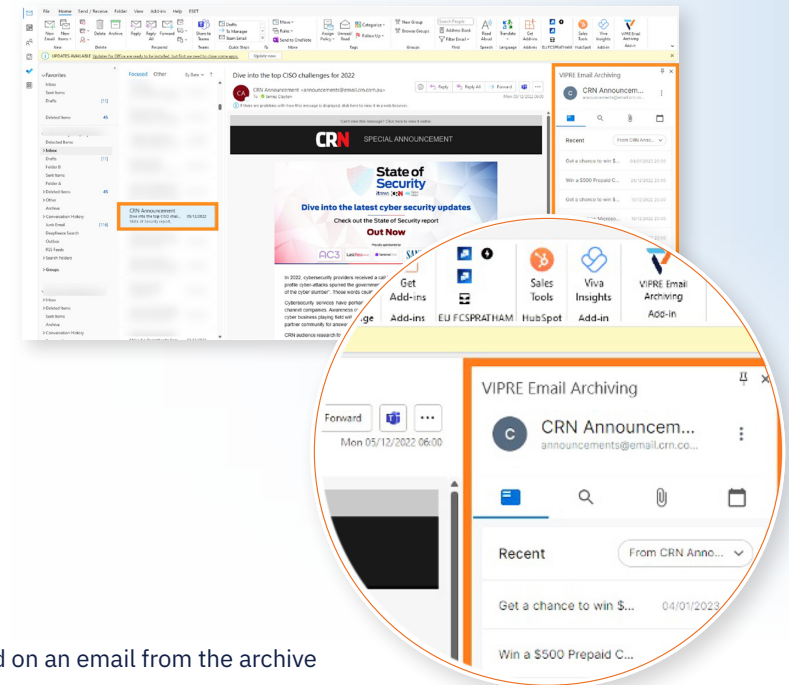# End User Search (Outlook add-in)

**VIPRE Email Archiving provides a powerful search feature and ensures email continuity even if your email service is disrupted.**

A Microsoft Outlook add-in seamlessly presents search capabilities to the end user - within the familiar email application workflow. Simply selecting an email from the inbox will automatically and instantly populate a sender search, visible in a pane that sits to the right of the screen.

If an end user has had any previous correspondence with the sender, these emails will be displayed, dating back to when the email archive was created. Because the email archive is safe and secure within VIPRE Email Archiving, no emails will be missing, purged or deleted.
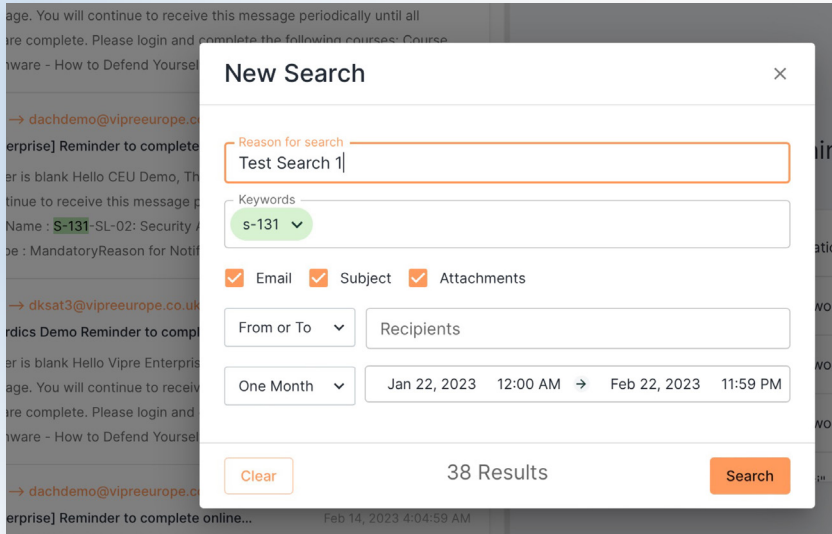
If the end user would prefer to 'reply' or forward on an email from the archive they can do this seamlessly as if they were replying to an email in their inbox.

As the source of these archived emails is completely independent of the email service, if the service is disrupted, the archive will remain accessible allowing users to access ALL historical emails up to the point at which the email service went offline.

# Advanced Search Builder



**New Search** ✕

Reason for search
Test Search 1

Keywords
s-131 ⌄

☑ Email   ☑ Subject   ☑ Attachments

From or To ⌄   Recipients

One Month ⌄   Jan 22, 2023   12:00 AM →   Feb 22, 2023   11:59 PM

Clear   38 Results   Search

**VIPRE Email Archiving advanced search builder allows users to quickly and efficiently construct sophisticated queries, streamlining the search process and therefore saving time.**

Users can include or exclude certain keywords, recipients, and date ranges. When dealing with large sets of results, powerful filter options enable users to fine-tune their results and retrieve only the most relevant entries.

**Instant results:** As you enter queries, results are instantly displayed.

## Basic Search

- **Keywords** - Include or exclude multiple keywords

- **Recipients** - To / From or both. Include or exclude

- **Date Range** - Quick choices; 1 day to all-time. Specific date, or specific date range, aided by calendar

## Filtering

- Filter with or without an attachment, by size of attachment and type of attachment

- Filter by number of recipients and size of email

# Spaces (Real-time Collaboration Folders)

**The 'Spaces' feature within VIPRE Email Archiving provides a number of advantages for users that greatly improve the workflow when conducting searches and collaborating with other users on the same project.**

'Spaces' are real-time collaboration folders where users can store their search results and access them as 'groups' of emails from the archive. Users can save spaces that are relevant to a particular subject – for example, search results to support a legal case, or any other kind of investigation.

Spaces make sharing results with co-workers and legal teams simple and straightforward – results can be quickly filed in relevant spaces and all searches can be easily coordinated with other users.
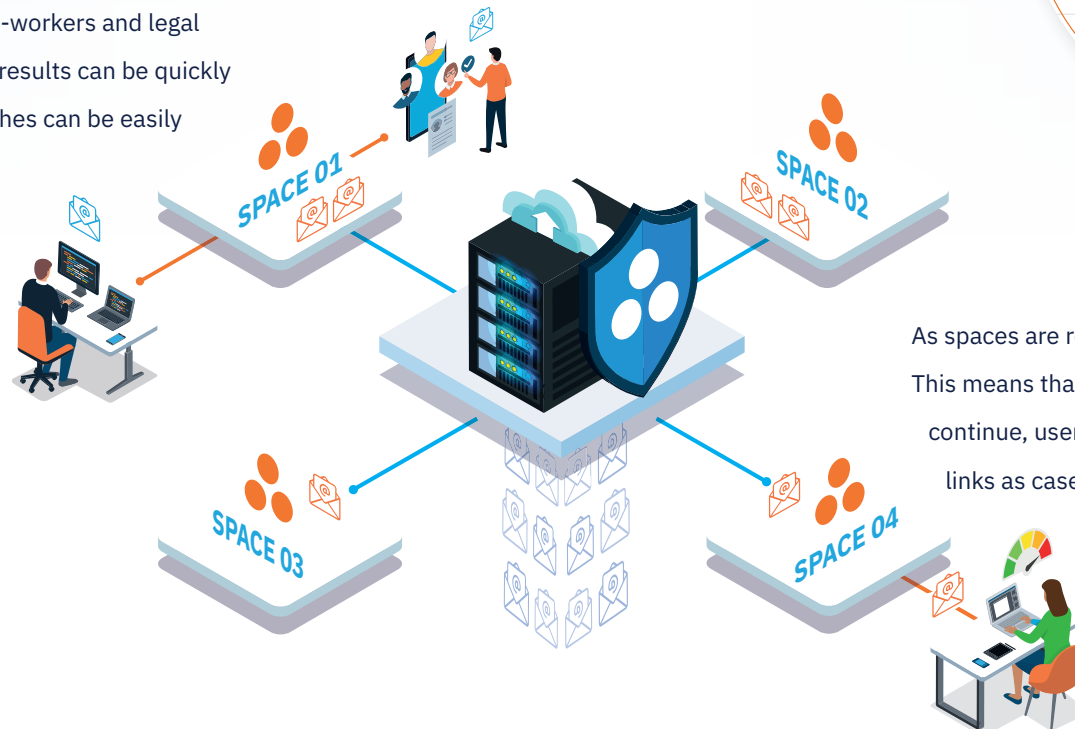
As spaces are real-time, updates are instantaneous. This means that as email searches and investigations continue, users don't need to continuously share new links as cases progress.

SPACE 01

SPACE 02

SPACE 03

SPACE 04
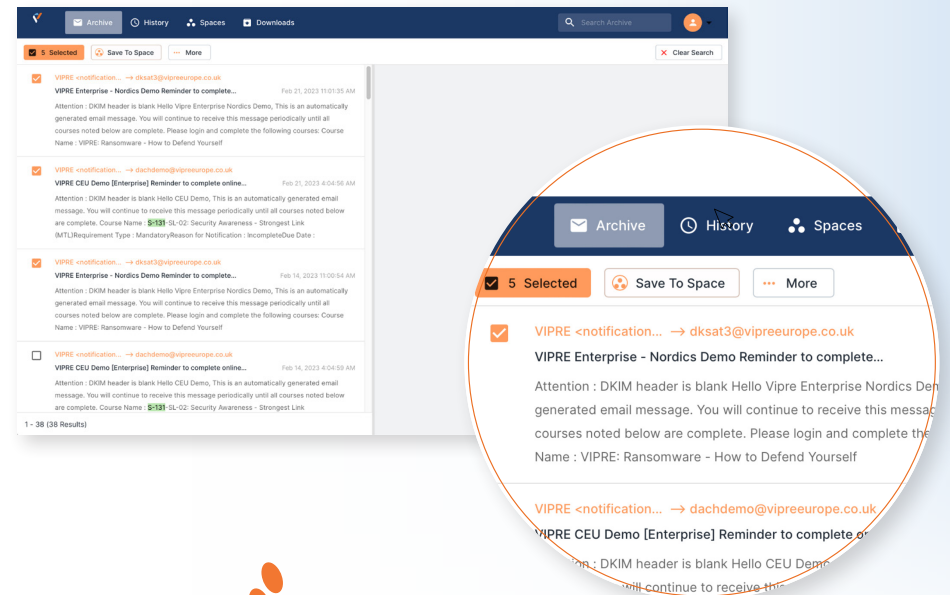
# Subject Access Requests (SARs) & Compliance

**VIPRE Email Archiving enables organisations to quickly and efficiently respond to internal and external requests for email data.**

Subject Access Requests granted by laws such as the CCPA, GDPR are one type of compliance request that VIPRE Email Archiving supports. These requests often have to be actioned within short timelines and in most cases the data needs to be reviewed by multiple users.

**VIPRE Email Archiving enables quick and efficient:**

- **Retrieval:** Quick and efficient searches across your entire email data repository. Results can then be organised within relevant 'Spaces', helping coordinate searches with other users.

- **Review:** Once the data is filed within a 'Space' it can easily be shared with other users. Those with responsibility for reviewing the information can then be provided access to the specific data.

- **Response:** The data can be easily exported into a variety of different formats dependent on the user's requirements. If at any point the requester would like the data deleted from record, this can also be requested or actioned.
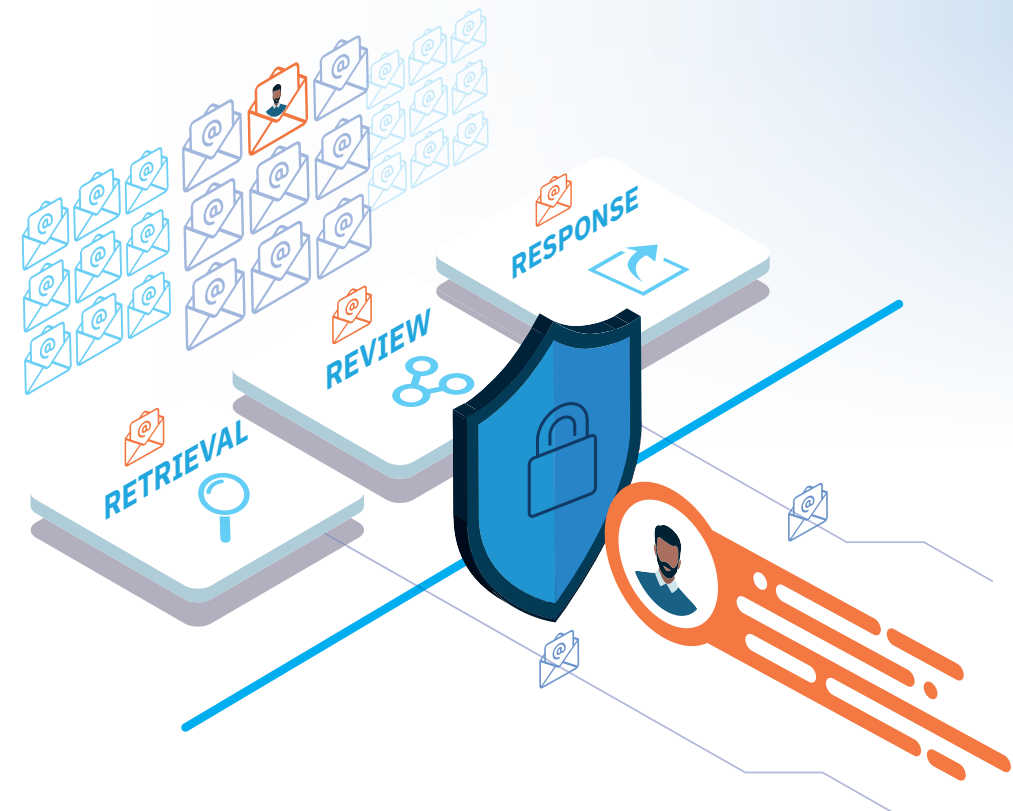
# Legal Investigations Requiring a 'Legal Hold' on Data

**VIPRE Email Archiving enables users to request a set of email data to be locked in a state that ignores retention periods and delete requests.**

This 'Legal Hold' feature ensures entries will remain in a locked state until the **Data Guardian** removes the hold.

Legal Holds are typically used in situations where email correspondence is required as evidence or is part of a legal case. However, it can also be used for non-legal activities such as locking important contracts or documents that need to be preserved.

**Complex Legal Case**

Applying the Legal Hold would preserve the data for as long as it's needed.

The Legal Hold feature is accessed through the Spaces interface.

Specific sets of results are shared or collected in 'folders' for future reference.

HR **Privileged** users could collect and file relevant results, Legal **Privileged** users could review / access them in the same space.

Data Guardians have a unique 'Requests' area, where legal hold requests appear for authorisation. Single or multiple Data Guardians may be setup to approve the request for the legal hold to take effect. **Only a Data Guardian** can then undo, or remove this hold.

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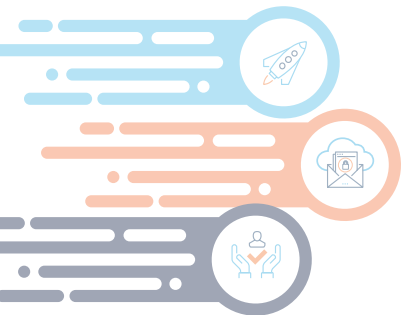
# Managing Increasing Mail Volumes

**Managing increasing email volumes is a challenge not only for those with on-premise hardware, but also for organisations doubling up on mailbox storage using core email services (MS 365, Google).**

VIPRE Email Archiving provides a simple and effective way to manage ever increasing mail volumes whilst also providing a secure solution for moving the archive to the cloud.

### Save money on core email services by:

- Capping mailbox sizes (VIPRE will keep and make accessible emails for as long as required)

- Only paying for active users (VIPRE will retain email for inactive users)

### Improve staff productivity by:

- Keeping core services responsive

- Allow stored email to be retrieved quickly at all times

- Outsourcing data storage to a highly scalable cloud service

# Why Choose VIPRE Email Archiving?

✓ Protect business critical information stored in your historic email

✓ Respond to requests to produce employee email as part of legal action

✓ Prevent employees from deleting important content

✓ Make savings on Core Email Services

✓ Demonstrate compliance when conforming to regulatory requirements

✓ Business continuity. Maintain email access at all times

✓ Powerful search functionality that can find any email in seconds, empowering staff and increasing productivity

✓ Reliable, long-term cloud storage in your region

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