



► Solving Your Top 5 Email Archiving Challenges

BUILDING A NEXT-GENERATION EMAIL ARCHIVE WITH COMMVault SOFTWARE

According to IDC, sixty percent (60%) of business critical information is now stored, sometimes exclusively, in email. It's more important than ever to establish an email archiving strategy that ensures business continuity and information availability.



▶ REDUCE COST & RISK WITH A NEXT-GENERATION ARCHIVE

Despite the popularity of text and social media, email is still the number one tool for business communication and collaboration. In fact, according to IDC, sixty percent (60%) of business critical information is now stored, sometimes exclusively, in email. It's more important than ever to establish an email archiving strategy that ensures business continuity and information availability. Modern email archiving solutions are changing to accommodate the new realities of the digital workplace and can intelligently store, manage and discover email content to meet business and compliance requirements to:

- 1 Simplify eDiscovery and Compliance
- 2 Eliminate PST's
- 3 Control Growth
- 4 Improve Employee Productivity
- 5 Enable Cloud Strategie

ONE: SIMPLIFY eDISCOVERY AND COMPLIANCE

According to Gartner, the ability to simplify and facilitate eDiscovery is often the most important archiving requirement.¹ The deluge of email communication has created a compliance nightmare for most organisations, email content must be managed for legal discovery or overall corporate governance. In fact, over fifty-five percent of organisations have been ordered by a court or regulatory body to produce email.²

To help reduce risk and ensure compliance, Commvault software delivers a holistic and automated approach to retaining and accessing the right information across the enterprise and deleting it defensibly. With a robust and intuitive search experience that was purpose-built specifically for legal teams to self-service their own collection, legal holds and reviews, without burdening their IT team. That's really important when the clock is ticking against performing Early Case Assessments or weighing the cost of discovery vs. settlement. With one product, Commvault offers truly integrated collection, legal holds, search and disposition from a broad collection of data sources, streamlining the eDiscovery process across data silos and making it more defensible against point solutions.

TWO: ELIMINATE PST's

Personal Storage (PST) files often mean a lack of access and control over email communications, causing significant corporate risk to the organisations that use them. PST files can be scattered anywhere in an organisation, such as on desktops, laptops and file servers. This is because they are usually stored in an ad-hoc manner by the end-user, making them difficult to locate, access and search for in response to litigation or compliance scenarios.

"Email archiving is undergoing a fundamental shift. Demand is driven primarily as a means to meet compliance needs, and save the IT department time and grief."


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"We've been able to automate our archiving and eDiscovery, freeing up hours to work on more strategic tasks. True customer bliss."

RYAN GOESSLING
IT Architect, California State Teachers'
Retirement System

1 Gartner Enterprise Information Archiving Magic Quadrant, 2013

2 Osterman Research



Commvault software can eliminate restrictive mailbox quotas and consolidate disparate PST archives while maintaining direct access. Using Commvault Email Archive, PST data is ingested in the Commvault ContentStore, the hardware-agnostic, secure, virtual repository where all backup and archive data is maintained. With powerful and scalable content indexing, PST data is now centralized and can be searched in seconds to produce relevant, accurate search results for meeting compliance needs.

THREE: CONTROL GROWTH

Data growth plagues many stakeholders, from IT to Legal, who need to improve data access, reduce cost, optimize storage and increase efficiency. Email archiving is driven by this explosion of user generated content that is outpacing the cost and capacity to store it. Data silos make the data growth problem even more problematic; with data located in multiple repositories, organisations today struggle to find information when they need it. Lack of insight into what data is being created, limited control over how it is being stored, and almost no understanding of business value are consequences of the data sprawl problem. Recent studies suggest that 69 percent of a company's stored data has absolutely no value to the organisation.³ Not only is this content taking up valuable and expensive space, but it can also become a liability if not properly managed.

Commvault software can greatly reduce the cost, complexity and risk of storing business or compliance data through the use of content-based retention policies. These user defined policies can be based on criteria such as file name, type, user/ group, keyword, Exchange classifications, tagging and more. Unlike legacy methods that "keep everything," content-based retention enables enterprises to keep only data that is important to the business, reducing retention costs up to 70 percent.

FOUR: IMPROVE EMPLOYEE PRODUCTIVITY

How to get the most business value out of data throughout its lifecycle is a top concern in dealing with aging data.⁴ Making smart use of the information your business creates everyday means you can get closer to your clients, understand your opportunities better and differentiate from the competition. This comes from enabling self-service access for a range of users...the right information, to the right people, at the right time. Additionally, eliminating the manual processes often associated with the retention and search of corporate information help improve productivity. Limitations on email are not good for business. When users are limited by mailbox capacity, they're forced to spend valuable hours moving, deleting or finding email. Leveraging a coordinated and consistent approach to the automated retention and destruction of records that aligns with corporate policy is a major challenge.

With streamlined discovery that is transparent and self-service, whether data is kept online or in cloud storage, Commvault software

"Things are much more straightforward for the end user and, as an organization, we have regained control over email from a compliance perspective"

GORDON MORRIS
IT & Infrastructure Manager Consolidated Minerals

"Commvault software is one of the most capable archiving and compliance suites on the market."

INFOTECH

³ Compliance, Governance and Oversight Council

⁴ Gartner

can improve overall productivity and collaboration while accelerating smart decision making. Deliver seamless self-service access to archived email within the Commvault ContentStore via ContentStore Mail, an Outlook plug-in that enables end-users to search, view and recover emails using a native Outlook search experience, improving productivity and reducing the IT burden.

FIVE: ENABLE CLOUD STRATEGIES

The email archiving market has been moving to the cloud and is expected to be larger than on premise installations by 2017.⁵ Organisations benefit from unlimited storage and by simply giving the problem of managing email data to someone else. However, inhibitors to cloud archiving do exist. Concerns include access, privacy, the location of the archive, and the overall organisational loss of control of the data.

As such, mid to enterprise customers have found an attractive offering that is commonly referred to as the “hybrid” approach. This model combines the efficiencies and scalability of a cloud offering without exposing mission-critical applications and data to third-party vulnerabilities like power outages, network latency or end-user access issues. View the [Private Cloud for Data Management Services](#)ⁱ data sheet for more in-depth information.

Whatever your chosen approach for archiving deployment, Commvault can support it with offerings for on-premises, cloud or hybrid models. This flexibility and scalability is the key to adapt and grow as business needs change over time.

► COMMVAULT EMAIL ARCHIVE OFFERS THE FOLLOWING BENEFITS:

- Simplify data management by leveraging a single, unified console for applying enterprise-class archiving policies against email environments
- Optimize capacity in primary storage, providing cost and resource benefits
- Improve server performance and backup windows by decreasing the size of primary data volumes
- Control PST file proliferation to reduce risk and management burden
- Improve productivity by automating archive policies and providing easy, self-serve access to archived data for search and discovery
- Classify data by application, plan its lifecycle over time and assign the most cost-effective resources
- Enable proactive legal discovery for messaging environments
- Leverage integrated reporting, archiving & deduplication capabilities to provide visibility
- Enable seamless migration of archived data into public or private clouds

InfoTech Vendor Landscape: Content and Email Archiving

This research will help you determine if you need a third-party archiving product and provide best practices for how to build an effective archive program.



commvau.lt/1KwiewQ



RELATED SERVICES: DATA CLASSIFICATION AND ARCHIVE POLICY DESIGN & IMPLEMENTATION

Where to get started is often the first roadblock an organisation faces when planning an archive strategy. As such, Commvault leverages standard methodologies, best practices and the in-depth expertise of a dedicated team of consultants, architects, engineers and industry experts to deliver its Data Classification and Archive Policy Design Offering. The Commvault team works closely with your IT and business leaders to discover the current state of your archive environment, create a vision for modern, yet pragmatic capabilities, develop design alternatives, make recommendations for option compliance/archive policies and propose architectures and configurations that meet those needs. Clients can expect the following activities over the life of the engagement.

- **Ingestion and Retention Policy Planning**
Design and plan for centralized policies that dictate what information should be archive and how long it is to be retained, usually according to the group or role of the data creator.
- **Cost Reduction Analysis**
Identify candidate data for removal from source locations (data stubbing) to achieve capacity reduction and an overall reduction in storage related costs.
- **eDiscovery Considerations**
Manage legal preservation of candidate sampling data for eDiscovery purposes.
- **Site Planning**
Assess readiness of existing infrastructure for future archive requirements. As necessary, create a site migration plan that comprehends data growth and flexibility.
- **Migration Planning**
Create a migration plan for candidate data which considers bandwidth, data type, access time, last-modified time, retention policies and business requirements.
- **Risk Evaluation**
Validate that the solution aligns data types with an appropriate level of resiliency as defined by business requirements.
- **Disaster Recovery Integration**
Evaluate impacts of the compliance and archive strategy on your disaster recovery environment

“Using Commvault software for email archiving, we were able to achieve a 50% storage reduction.”

SYSTEM ADMINISTRATOR
S&P 500 Computer Software Company

▶ DO YOU NEED AN EMAIL ARCHIVING SOLUTION?

Consider an archiving solution if your organisation answers 'yes' to one of the following criteria*:

1. You have at least two regulatory bodies that govern your business,
2. You are at 40% of your storage capacity.
3. The growth of rate of your storage is at least 40% in total storage growth per year.

If you answered 'YES' to any of the following statements, it's time to get serious about your email archiving strategy. Read the [Meeting Changing Information Management Needs with Next-Generation Email Archiving](#)ⁱⁱ white paper and get started today.

**According to InfoTech*

▶ RESOURCES

i commvau.lt/1jUcszr

ii commvau.lt/1No625l

- ▶ To learn more about the full benefits of Commvault software and how to take e-mail archiving to the next level, please visit commvault.com/email-archive.

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