



Active Mail Tools Active Folders

FIND EMAIL RECORDS

With increased risk associated with high volumes of mail traffic, the need to implement a secure e-policy is essential to any organization.

Active Folders will help with questions such as:

- **How do you find 'lost' email?**
- **What would happen if a court asked you to find all emails related to a subject?**
- **How do you find and destroy rogue emails?**

Employee misuse of corporate email can result in six-figure litigation costs and million-dollar legal settlements. In one high-profile case, an organization was ordered to pay female employees \$2.2 million to settle a sexual harassment lawsuit stemming from inappropriate emails circulated by male employees.



Can you find important email records?

The cost of email content can be high. Uncontrolled storage of offensive emails or even comment on colleagues or competitors can cost thousands of dollars in court.

If you're responsible for email, your job could be on the line.

You may need to show that you've put practices in place to control email use and abuse.

Active Folders can help you to police our organization's email usage by:

- Scheduling audits to remove potentially harmful content
- Finding, reporting on and removing non-business related email
- Searching for legally required content in minutes, rather than using a costly and time-consuming manual process

Monitor, control, update

Active Folders is an easy to use, GUI driven application for monitoring and searching the complete Exchange Information Stores including mailboxes, public folders and PST files, which can lead to an immediate reduction in potential liability.

It can also clean out large attachments to recover redundant storage space, move suspect messages to quarantine folder or file and delete

messages known to carry viruses.

Active Folders can be run ad-hoc or on an automatically scheduled basis searching from every few minutes to daily, providing a regular review of all the email stored in your system.

Active Folders can:

- Search and discover content in Exchange folders, mailboxes and subfolders of mailboxes
- Search and discover content local and central PSTs
- Scan content of attachments including PDFs, zip files and messages with embedded attachments
- Provide detailed searches by combining 46 criteria with Boolean Logic
- Identify attachments of a particular file type or large size
- Reduce litigation risk
- Control what is stored and reclaim redundant storage space
- Reduce user ability to hide emails and attachments
- Discover PST files approaching critical size

FEATURES

- Search single or multiple information stores
- Search mailboxes, public folders or subfolders of mailboxes
- Discover and search local and central PSTs
- Search on folder type or name
- Search on content of message and/or attachment
- Search on property of message or item
- Search by any combination of these
- Search attached documents from Office 97 to XP for key words
- Search files that can be associated and opened by Microsoft Office
- Search attached files including PDFs and zipped files
- Search in attachments imbedded in a message
- Copy, Move, Delete or Report on results of the search
- Identify who is sending or storing specific data. Output results to public folders or PST files
- Search for messages by recipient, checking display name, primary email address and email addresses from other mail systems
- Identify and remove waste within folders, PST files and mailboxes

Software specifications and requirements

Supported Platforms:

- Microsoft Exchange 5.5
- Microsoft Exchange 2000
- Microsoft Exchange 2003

The Active Folders Service program can be installed on any Windows 2000, XP or 2003 system, and no component is required to be installed on the Exchange server.

The Active Folders administration program can be installed on an administrator's workstation (2000, XP, 2003) separate to the machine hosting the service.

Options for Search Criteria

Message:

Subject	Last Modified
Body text	Total size in K
Subject or Body	Message is a link
Type	BCC
From	Categories
To	Sent
Cc	Retrieved from
Created	Archive
Delivered	Is flagged

Attachment:

File size	Last modified
Size in K	Number of
File date	

Folder:

Name	Path
Type	

Mailbox:

Name	Size (% send limit)
Size in MB	Size (% receive limit)
Size (% warning limit)	Total no of items

PST:

Size in KB	Size in MB
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Appointment:

Busy status (0 -3)	End Date
Duration in minutes	Is recurring
Start Date	

Task:

Completed	Start date
Date completed	Due Date
Status	

Other Message:

Conversation	Sensitivity (0, 1, 2, 3)
Importance (0, 1, 2)	Class
Priority (-1, 0, 1)	Has been read

About C2C and Archive One

C2C offers email archiving and management solutions which reduce risk, optimize performance and minimize compliance issues for over three million users at more than 2,000 organizations world-wide.

Active Mail Tools, C2C's rapid-response tools for email performance, security and crisis control also include: Exchange Security Risk Auditor (ESRA) and MaX Compression.

Archive One, C2C's archiving suite helps organizations comply with industry regulations and minimize mailbox size.

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