

LiveOffice Personal Archive



LiveOffice®
Personal Archive

Give Your Users Unlimited Mailboxes

LiveOffice Personal Archive gives your users unlimited mailboxes and allows them to quickly and easily access their archived email directly from Outlook or Notes. For added convenience, we offer LiveOffice Personal Archive Folder Sync, which keeps users' Outlook folders intact in the archive for easier search and retrieval. Plus, with our cached sign-on technology, you don't have to worry about forgotten usernames and passwords.

- **Restore lost or deleted emails** – give end users the power to restore lost emails themselves—even things they may have deleted—from their desktops, laptops or BlackBerry® devices.
- **Reduce the need for PSTs/NSFs** – eliminate free-range email files (PST/NSF), and minimize the burden on your IT staff and/or help desk.
- **Improve server performance** – improve performance by reducing the footprint on your mail servers, and shrink backup windows.

Stay Connected, Even When Your Mail Server is Down

There's nothing worse than a down mail server when you have work to do. If your mail server goes down, Personal Archive serves as your email continuity solution, allowing your users to continue sending and receiving email during the outage.

- **Keep business moving** – maintain normal operations, even when your mail server comes to a halt.
- **Prevent data loss** – access important documents and business-critical communications without delay.
- **Shift the burden** – free up your IT resources to focus on the root cause of the outage, instead of implementing temporary fixes.

Boost Your Users' Productivity

Do you know how much time people spend sorting and filing their email? Almost nine out of 10 Internet users spend seven hours a week managing email. That's a lot of lost productivity! Plus, 95 percent of the email sitting in your inbox is never looked at again.

- **Get a cleaner, smaller inbox** – there's no need to file and save everything, so you don't have to worry about mailbox quotas.
- **Delete email with confidence** – you can access anything you need in your archive, because it captures everything you send and receive.
- **Stop wasting time managing your inbox** – Personal Archive's indexing function helps you find messages and attachments quickly and easily.

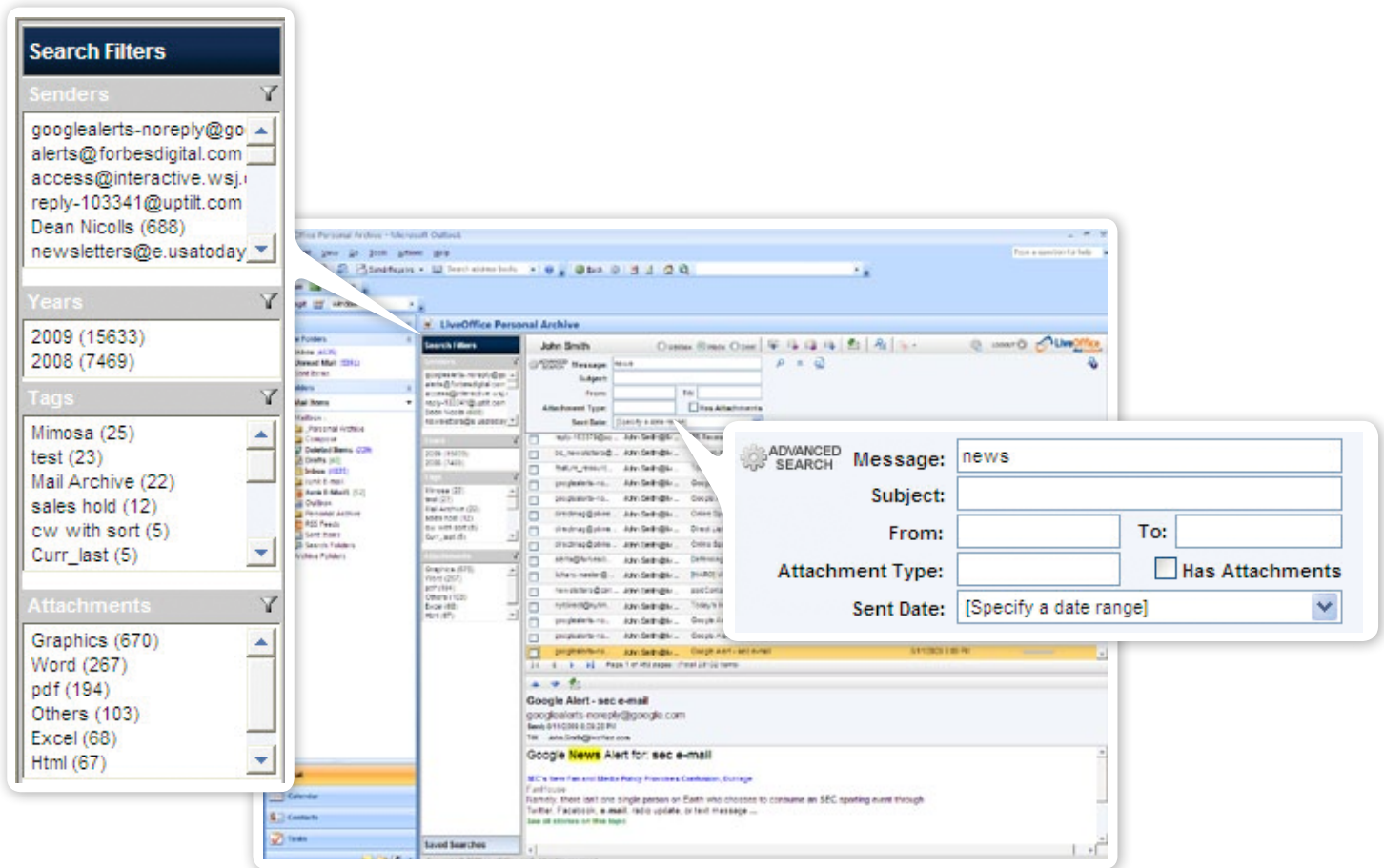
Comprehensive Search Features

Your users can access Personal Archive to search for specific emails and attachments two ways: Quick Search and Advanced Search. The Advanced Search option gives them the ability to customize their searches based on a variety of criterion, such as message keywords, to, from, subject, date(s), attachments, etc.

Personal Archive's Search Filters offer advanced functionality to help your users quickly and easily fine-tune their searches. Whether they conduct a Quick Search or an Advanced Search, they receive overall search results (based on their search terms) as well as a comprehensive Search Filter list, featuring a variety of categorized criteria to further hone in on whatever they are trying to find. They can also save their searches for future reference (which means they don't have to keep recreating their most common searches).

Familiar, Easy-to-Use Interface

Personal Archive seamlessly integrates with Outlook or Notes, so it's easy to complete the most common day-to-day tasks, using a variety of familiar shortcut buttons. In addition to giving your users the power to restore lost or deleted emails back to their inboxes, Personal Archive also allows them to compose, reply to and forward messages directly from their archives, just like they would in Outlook or Notes. Additional features include the ability to save searches, so users can re-run them as needed, and custom tagging, to group certain emails together for future reference. Users can also access their archives from Outlook Web Access, the IBM Lotus Notes Web Client, BlackBerry devices and through a browser-based, secure website, which is a convenient option for employees working from home or on the go.



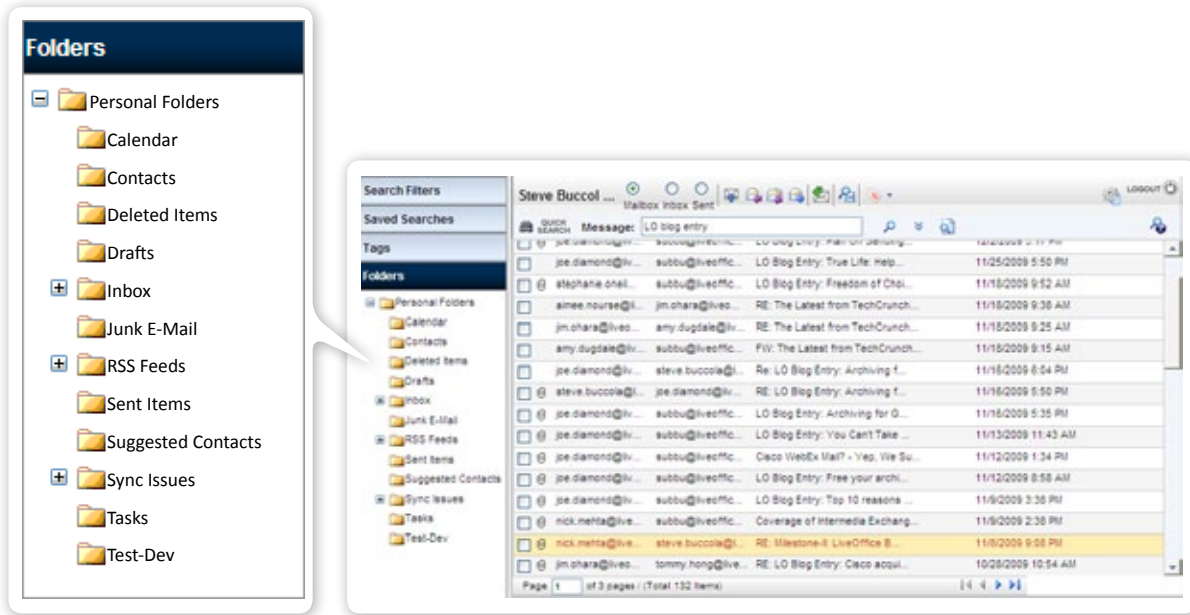
Personal Archive makes retrieving old or deleted email easy. The Advanced Search feature allows users to fine-tune their searches with key parameters. Plus, the Search Filters help further hone searches, allowing users to drill into specific categories, such as Senders, Years, Tags and Attachments.

LiveOffice Personal Archive Folder Sync

LiveOffice Personal Archive Folder Sync synchronizes users' existing Outlook folder structures in LiveOffice Personal Archive, allowing them to seamlessly search their archives just as they would their inboxes. This new way of organizing archives helps users be more productive by enabling them to quickly find information without IT involvement and easily switch between their inboxes and personal archives. Plus, users can also view the folder structures of legacy data (e.g., PSTs) that has been ingested into their archives. See our Folder Sync fact sheet for more details.

Eliminate Local Archives

Removing local archives helps reclaim space on your shared drives, reduce data leak protection issues when laptops are lost or stolen and eliminate the hassle involved in searching individual desktops when you are responding to a legal discovery request.



- **Collect and ingest local archives** – quickly find all PST/NSF files anywhere on your network, and easily move them into your LiveOffice archive
- **Maintain folder structure** – maintain end users' folder structures, even after they are ingested into their personal archives.
- **Find emails faster** – leverage LiveOffice's powerful search capabilities to quickly and easily find emails in folders that contain a large volume of data.

Employee Turnover? No Problem!

Email has become the virtual filing system for many organizations. Everything from sales proposals and marketing plans to competitor profiles, contracts, and personnel files can exist—sometimes exclusively—in an employee's inbox. And the threat of data leakage is real. Consider the case of a disgruntled sales rep leaving your company. Without safeguards in place, he or she can easily delete vital information or send proprietary company information via email to a personal email account or directly to a competitor. But how would you know?

With Personal Archive, you can easily access the archived email of former employees, see where it has been sent and assign it to another person. The centralization of these emails in a single online repository gives sales management complete ownership of its intellectual property, which means they no longer have to worry about losing information along with people who leave the company. This helps reduce disruption and ensures that they stay connected with their key prospects and customers without missing a beat.

About LiveOffice

LiveOffice is the number-one global provider of cloud-based email archiving, email compliance, email discovery and email continuity solutions, with more than 18,000 clients and a 97-percent client-retention rate. We process and protect millions of messages a day while helping organizations streamline operations. Our fully managed archiving solutions preserve the integrity of communications, simplify the discovery process and ensure compliance with a variety of regulations. Founded in 1998 and headquartered in Torrance, Calif., LiveOffice serves a premier roster of clients, including Fortune 500 companies. For more information, please call **800.374.2032** or visit www.liveoffice.com.