



4 STRATEGIES TO MANAGE MAILBOX SIZE IN A MICROSOFT EXCHANGE ENVIRONMENT WITHOUT HAVING TO ARCHIVE EVERYTHING

Mailboxes for users of Microsoft Exchange are growing to unmanageable sizes:

- Number of items in mailboxes is increasing.
- Size of messages is increasing.
- Email use is taking up more Bandwidth.
- Email servers are running out of disk space.
- Backup & restore times are increasing.
- Local archives are unknown and uncontrolled.
- Retention/Deletion policies need to be deployed.

Growth in the number of e-mails generated and stored in your email system may be inevitable, but ReSoft can help you to reduce their impact on resources, to make the most efficient use of e-mail in your organization without having to archive everything.

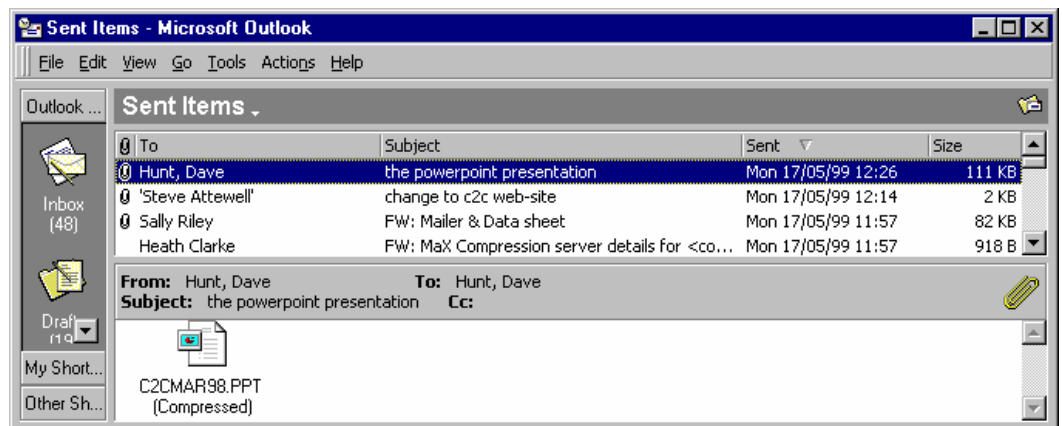
For organizations that need to minimize expenditures on storage and reduce disaster recovery windows, implementing an effective mailbox size management strategy will reduce server loads, shorten restore times, increase ROI on storage expenditures, and slow the consumption of new storage as it is made available.

ReSoft is able to offer a series of solutions to help alleviate mailbox size pressures.

1. Reduce the size of attachments in existing messages in the mailbox.

MaXCompression is a transparent autozip tool. It reduces message size by automatically compressing and decompressing attachments sitting in Outlook & Exchange messages, transparently to the user. It works at the Outlook & OWA desktop, at the Exchange server and the internet gateway delivering significant size reductions in the Information Store and PST files. Additional benefits can be gained when used in conjunction with its sister product, Archive/One, which will move messages with certain age or content criteria from the primary Information Stores to lesser loaded Exchange resources. Enterprise Features:

- Cuts individual email size by up to 90%.
- Direct savings in network bandwidth.
- Reduces email storage needs by average 60%.
- Invisible: Fully automated compression and decompression process.
- Increases end-user productivity.
- Reduces email traffic volume.
- No user training required.
- Total compression across enterprise: gateway, server, desktop, remote user.



Even though the Attachment has been compressed by MaXCompression, the user sees the original icon

2. Purge Selected Groups of Messages at a certain age from Mailbox Folders.

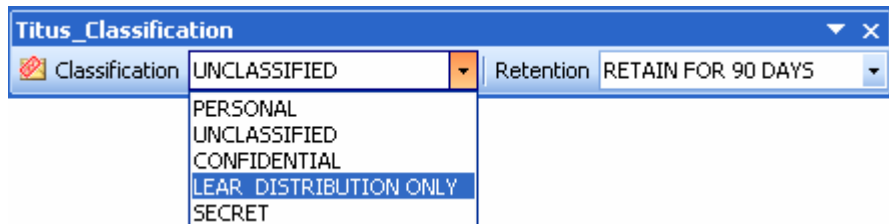
Mail Attender for Exchange Enterprise is a rules-based Email Archiving, Quota Management, Mailbox Scanning and Document Retention/Deletion management tool for Microsoft Exchange. It enables purging of those messages that do not need to be archived out of the Exchange database based on any characteristic of the message. Warnings can be sent to users in advance of the purge to give them chance to save messages elsewhere.

More Information:
www.re-soft.com/maillsize



4. Implement an Email Classification System.

The Titus Document & Email Classification suite provides the ability to Classify email and documents at time of creation/sending to maintain accurate & auditable, user-driven security & retention policies. This enables you to implement a far more granular retention strategy. The screenshot below is a toolbar add-in to Outlook.



The Classification or "Label" generated usually describes a ranked level such as "Unclassified", "Internal Use Only", "Confidential" or "Restricted". However the classification can also be project or action-based; describing what kind of actions should be taken based on labels such as "Retain 30 days", "Retain 90 days", "Archive" or "Project XYX". Classification Systems can also be used to enforce internal ethical walls by preventing sensitive information from being shared inappropriately. A classification label such as "Mergers and Acquisition Dept Only" or "Client/Attorney Privileged" used in conjunction with a 'Safe Recipient' list will help ensure that sensitive information is restricted to groups of users with "need to know".

3. Move email out of the mailstore and manage in PST files.

Mail Attender for Exchange Enterprise is a granular, rules-based Email Archiving, Quota Management, Mailbox Scanning and Document Retention/Deletion management product for users of Microsoft Exchange and PST files. It allows movement of messages out of the primary mailstore into a PST and then retention management of the message within the PST file.



PST Policy Administrator removes the risk of PST file corruption by preventing PST files from becoming too large and allowing automated compaction/compression of Exchange/Outlook PST files and their contents on a reoccurring basis.