



4 STRATEGIES TO MANAGE MAILBOX SIZE IN A LOTUS NOTES ENVIRONMENT WITHOUT HAVING TO ARCHIVE EVERYTHING

Mailboxes for users of Lotus Notes 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.

1. Remove attachments from the email and create a single instance.

Attachments typically consume 80% of the size of a mailbox. Many emails contain duplicate attachments, unnecessarily consuming more space. **Mail Attender for Lotus Notes** helps overcome this issue by allowing you to remove attachments based upon their size, age and/or file type and put a single instance of that attachment in a separate 'Attachment Database'. A doc link is left in the original message for self-service user access.



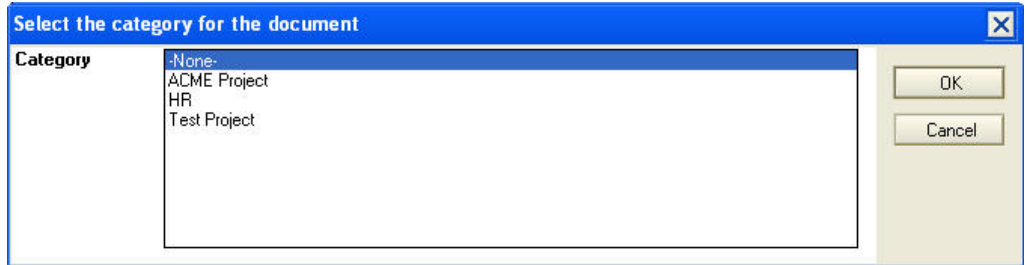
2. Purge Selected Groups of non-business Messages at a certain age from Mailbox Folders. **Mail Attender for Notes** has a rules-based Email Archiving, Quota Management, Mailbox Scanning and Document Retention/Deletion capability for Lotus Notes. It enables purging of those messages or attachments such as mp3 or mpg files that do not need to be archived out of the Notes email 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.

| Basics | Document | Options | Server | User | Chronology |
|------------------|----------|--|--------|------|------------|
| Method | | <input checked="" type="checkbox"/> Manage documents | | | |
| Type | | <input type="radio"/> Content <input checked="" type="radio"/> Retention <input type="radio"/> Size <input type="radio"/> Type | | | |
| Action | | <input type="radio"/> Analyze <input type="radio"/> Archive <input checked="" type="radio"/> Delete <input type="radio"/> Trash | | | |
| Retention method | | <input checked="" type="radio"/> Creation <input type="radio"/> Delivery <input type="radio"/> Modification <input type="radio"/> Posted | | | |
| Retention type | | <input checked="" type="radio"/> # of Days <input type="radio"/> Date range | | | |
| Retention amount | | <input type="text" value="90"/> days | | | |
| Folders | | <input checked="" type="checkbox"/> Drafts, Inbox, Sent... | | | |
| Retention | | Delete | | | |
| Folder specifics | | Options | | | |
| Options | | <input type="checkbox"/> Exclude folders <input type="checkbox"/> Include follow ups <input type="checkbox"/> Exclude views <input type="checkbox"/> Include protect from archive <input type="checkbox"/> Include archived documents <input type="checkbox"/> Include stationery <input type="checkbox"/> Include calendar entries <input type="checkbox"/> Only if attachments exist <input checked="" type="checkbox"/> Include foldered <input type="checkbox"/> Only remove from view | | | |

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

3. Implement an Email Classification System.

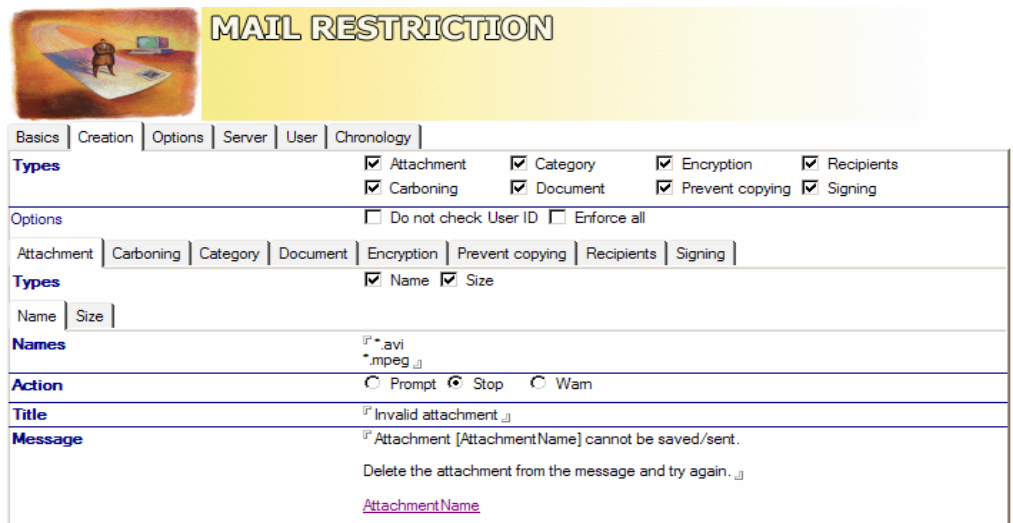
Mail Attender for Lotus Notes provides the ability to Classify email and documents at time of creation/sending to maintain accurate & auditable, user-driven security & retention policies. This enables you to implement a far more granular retention strategy. The screenshot below is a popup to the user at time of send.



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 XYZ". 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" will help ensure that sensitive information is restricted to groups of users with "need to know".

4. Control the size and type of Attachments you allow your users to send.

In the example below, a Mail Attender for Lotus Notes rule has been set. Notice that '*.avi' and '*.mpeg' have been specified as the invalid attachment names. If a user attaches any .avi or .mpeg file, the email will not be sent and/or saved, because 'Stop' is specified.



The User will receive a message on hitting the Send button.

