



Active Folders Content Manager

Enforce e-policy



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 Content Manager will help with questions such as:

- What would happen if a court asked you to find all emails related to a subject?
- How do you find and destroy rogue emails?
- What actions can you take to remove viruses from Exchange?

Content Manager can:

- Search and discover content in Exchange folders, mailboxes and sub-folders of mailboxes.
- Search and discover content of local and central PSTs.
- Scan content of attachments including PDF's, 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 a critical size.

The cost of uncontrolled email content

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 email circulated by male employees.

The New York Times Company fired nearly two dozen employees and reprimanded another 20 workers for sending and/or receiving emails that included sexual images and offensive jokes.

Are you enforcing e-policy?

As you can see from these examples, 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 Content Manager can help you to enforce e-policy 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 Content Manager 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 defend against new viruses before your anti-virus software is updated, and 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 Content Manager features

- Search single or multiple Information Stores.
- Search mailboxes, public folders or sub-folders 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 Office (eg Word Perfect).
- Search attached files including PDF's 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.
- Identify and remove waste within folders, PST files and mailboxes.
- Output results to public folders or PST files.
- Search for messages by recipient, checking display name, primary e-mail address and e-mail addresses from other mail systems.

Software specifications and requirements

Supported Platforms: Microsoft Exchange 5.5, 2000 and 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 (Win 2000, XP, 2003) separate to the machine hosting the service.

Options for search criteria

Message Criteria	Subject Body text Subject or Body Type From To Cc Created Delivered Last Modified Total size in K Message is a link BCC Categories Sent Retrieved from Archive Is flagged
Attachment Criteria	Attachment file size Attachment size in K Attachment file date Attachment last modified Number of attachments
Folder Criteria	Folder name Folder Type Folder path
Mailbox Criteria	Mailbox name Mailbox size in MB Mailbox size (% of warning limit) Mailbox size (% of send limit) Mailbox size (% of receive limit) Total number of items
PST Criteria	PST size in KB PST size in MB
Appointment Criteria	Appointment busy status (0 -3) Duration in minutes Start Date End Date Is recurring
Task Criteria	Task completed Date completed Status Start date Due Date
Other message criteria	Conversation Importance (0,1,2) Priority (-1, 0, 1) Sensitivity (0, 1, 2, 3) Message Class Message has been read

Email Lifecycle Management

With over 12 years' experience in messaging solutions, C2C has provided software to 3 million users at more than 2000 organizations worldwide, including international and national corporate and government organizations. C2C Systems provides an Email Lifecycle Management strategy to help organizations manage all aspects of an e-mail's life span, from the moment it is created to the moment it is permanently deleted from the system.

Active Folders Content Manager is part of C2C's Search & Discovery strategy, for organizations that need to reduce the risks associated with e-mails and enforce e-policy. A Mailbox Size Management Strategy is available for organizations that need to minimize expenditures on storage and reduce disaster recovery windows. Archive One solutions are available to aid regulatory compliance, improve capacity management and enforce e-mail retention policy.

C2C All information about C2C products is available from www.c2c.com.

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