

# Overview of Email Archiving with Office 365 and Zix



Employees send and receive numerous emails a day. Managing those emails properly can be a burden, especially as meeting regulatory and legal obligations to produce historical emails is time consuming and costly. ZixArchive addresses these concerns, providing an easy-to-use secure email archive and eDiscovery service that simplifies management of historical email data.

With ZixArchive you can securely store a copy of all email communication indefinitely or establish policies to designate what emails get stored and for how long. With email indexing and sophisticated search capabilities, ZixArchive makes eDiscovery fast and easy. Once you've identified the emails you need, you can put them into an email hold and grant access to authorized employees, outside legal counsel, auditors or anyone else you need.

ZixArchive can also be used by employees to replace their current archive folders and make finding old email communication effortless. ZixArchive reduces the burden on IT staff having to manage employee PST files that may get unwieldy large, or worse, corrupt.

|   | Microsoft Office 365 | ZixArchive |
|---|----------------------|------------|
| <i>Set retention period for archiving emails</i>  | ✓                    | ✓          |
| <i>Search archived emails using defined criteria</i>  | ✓                    | ✓          |
| <i>Put a hold on emails based on defined criteria</i>   | ✓                    | ✓          |
| <i>Export emails</i>  |                      | ✓          |
| <i>Create a hold from search results</i>  |                      | ✓          |
| <i>Authorize internal and external users to access email hold through secure cloud-based portal</i> |                      | ✓          |
| <i>Search through gigabytes of data in seconds with SLA guarantee</i>                               |                      | ✓          |
| <i>Eliminate the need to manage user PST files</i>  |                      | ✓          |

## Fast and easy archiving and eDiscovery

ZixArchive works with Microsoft Exchange and Office 365, offering either a SMTP push or an IMAP pull implementation. ZixArchive stores all emails using AES-256 encryption. As a cloud-based service, there is no hardware or software to install or manage. The service comes pre-configured to archive all your email communication and provides tools to configure policies if you want to limit what emails are archived and for how long. The web-based console interface allows you to define roles-based access for administrators, users, and even outside lawyers/auditors needing access to defined email holds.

To learn more, visit [www.zixcorp.com/office365](http://www.zixcorp.com/office365).

