



ZixArchive for G Suite

Unified Information Archiving, eDiscovery,
and Supervision



Who Uses Zix?

21,000+ customers including:

- All Federal Financial Institutions Examination Council (FFIEC) regulators
- The U.S. Securities and Exchange Commission (SEC)
- 30% of U.S. banks
- 1,200+ U.S. hospitals
- 30+ Blue Cross Blue Shield (BCBS) organizations

Benefits

- Seamless integration with G Suite
- Ensure compliance with regulatory rules through customizable email retention policy architecture and immutable data storage
- Quickly search through emails using detailed search criteria
- Create an email hold and electronically share the contents with outside legal counsel or auditors
- Fast early case assessment for IT and legal teams
- Time saving supervision for FINRA and SEC regulated companies
- Quicker HR Investigations powered by message classification and SimplyShare technology

Features

- Highly redundant and secure cloud-based archiving service
- Policy-based retention
- Legal hold with roles based access
- Message activity history tracking
- PST and EML data exports
- Proactive Glossary Scanning
- Privileged Address Support
- Message classification, commenting, and escalation

Add on: Archive, index, and search 50+ electronic communication tools

ZixArchive for G Suite provides secure email and electronic communications archiving for compliance and eDiscovery with policy-based retention, automatic indexing, powerful search and legal hold. As a secure and highly available cloud-based service, ZixArchive for G Suite can be quickly deployed and is easily managed through a centralized web interface with additional capabilities available for organizations that experience increased litigation risk or compliance requirements.

Policy-Based Retention

ZixArchive for G Suite automatically stores all email and electronic communications indefinitely but provides policy controls to limit which data is archived and for how long. The retention policy architecture supports granular scope with user specific retention policies, while also providing the flexibility to set global retention policies for all users. When creating a legal hold, you can override the retention period for the data you assign to the hold.



eDiscovery

ZixArchive's eDiscovery capabilities start with automatically indexing data at the time of archiving. The indexing makes it possible to search large amounts of email and electronic communications data in seconds. The search parameters can be as easy as a keyword search or email address search, or they can be more sophisticated by using message status, who viewed the message, message escalation and more. There is also a random sample search capability that can be used when a certain percentage of emails need to be randomly selected and reviewed for auditory/legal compliance or quality assurance.

Search criteria can be saved and reused by one or all users, and the emails in the search results can be viewed, exported or put into a legal hold. Advanced eDiscovery also empowers the compliance teams of companies with FINRA or SEC review requirements.

Legal Hold

When creating a legal hold for the process of a legal or audit request, ZixArchive for G Suite makes the process of collecting and sharing emails and electronic communication data easy and streamlined. After searching the archive with defined criteria, the resulting data can be saved into one or more legal holds. Additionally, Zix SimplyShare technology allows users to electronically share a legal hold with anyone, including your outside legal counsel or auditor. This eliminates the need to ship thumb drives or hard drives full of potentially confidential company data. When the review of the hold is completed, access to the data can be easily revoked.

Glossary Scanning

This feature provides the ability to create and edit a list of keywords and phrases that ZixArchive for G Suite will look for when every message is indexed. Messages that contain any of these keywords and phrases will be flagged. Users can search for flagged data as part of reactive searches. Additionally, flagged data can be used as a search parameter for fast data culling and sharing. This feature is great for enhancing

the supervisory compliance work associated with SEC and FINRA regulated companies. This also works nicely for HR investigations and communications monitoring.

Message Classification

Legal teams can use the message classification feature to apply a status to messages during early case assessment. HR teams can use message classification to identify and mark content in response to an HR investigation, and compliance teams can use this feature to identify non-compliant data during an audit or regularly scheduled review. In each of the aforementioned use cases, the status tags applied to each message can be utilized to cull and share relevant data.

Unified Archiving Data Support

In addition to email archiving, ZixArchive for G Suite provides unified archiving support for many other electronic communication tools including popular social media platforms, instant messaging (IM) services, and collaboration tools. Data from these sources is indexed, stored and governed by retention policies. Zix's eDiscovery, legal holds, and SimplyShare technology capabilities are also available for use.

	ZIXARCHIVE ESSENTIALS	ZIXARCHIVE PLUS
Policy-based Retention	✓	✓
eDiscovery	✓	✓ (Advanced)
Legal Hold	✓	✓
Message Activity History		✓
Glossary Scanning		✓
Message Classification		✓
Unified Archiving Data Support	✓	✓

About Zix

Zix is a leader in email security. Trusted by the nation's most influential institutions in healthcare, finance and government, Zix delivers a superior experience and easy-to-use solutions for email encryption and data loss prevention, advanced threat protection, archiving and bring your own device (BYOD) security. Focusing on the protection of business communication, Zix enables its customers to better secure data and meet compliance needs. Zix is publicly traded on the Nasdaq Global Market under the symbol ZIXI.

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information, visit
www.zixcorp.com