

# Retain for GroupWise

Retain provides enterprise-level archiving for GroupWise on-premises or in the cloud. Retain securely archives all email, appointments, files, and attachments for GroupWise. This data is archived in one central location, which can be accessed by end users and administrators directly through Retain's Web Access Archive Viewer.

## Product Highlights

The Retain archive includes powerful tools to enable your organization to quickly access, search, and audit archived communication data. Easily place litigation holds, print, forward, save, redact, and export your message data. Retain reduces cost, mitigates risk, and manages complexity on-premises or in the cloud.

## Key Features

### Environment Options

**Supported GroupWise Systems:** Retain supports archiving for OpenText™ GroupWise 7.0.3 HP1 or above, GroupWise 8, GroupWise 2012, GroupWise 2014+, and GroupWise 18+.

**Unified Archiving:** All messaging data, including multi-platform email, appointments, files, and attachments, is archived into one unified data archive. This gives you the ability to search, publish, and perform eDiscovery from one central location.

**Policy-Based Archiving:** Retain provides fully configurable policies that enable you to define the email messaging data you want to archive. These policies allow you to define what is archived based on mailbox type, message source, item type, message status, the age of the message, and attachments. You can also filter by folder and attachment type. In addition, Retain has the ability to implement retention policies for all archived data.

**Flexible Archive Access:** The Retain Archive can be browsed and searched directly from

multiple access points, including the end user email client, the Retain mobile app, the browser-based web access client, and the Offline Archive Viewer. Plus, archived data can be exported to a portable stand-alone archive viewer.

**GroupWise Messenger Archiving:** Archive all instant messaging communication for GroupWise Messenger with Retain. This includes instant messages, group conversations, chat rooms, and broadcast messages. Retain allows you to have a central, accessible, system-wide archive of all GroupWise Messenger data.

**Message Deletion:** Retain includes message deletion policies to reduce storage space and server load on your system. Policies can be set to delete email from the server after being archived in Retain or after exceeding its retention age.

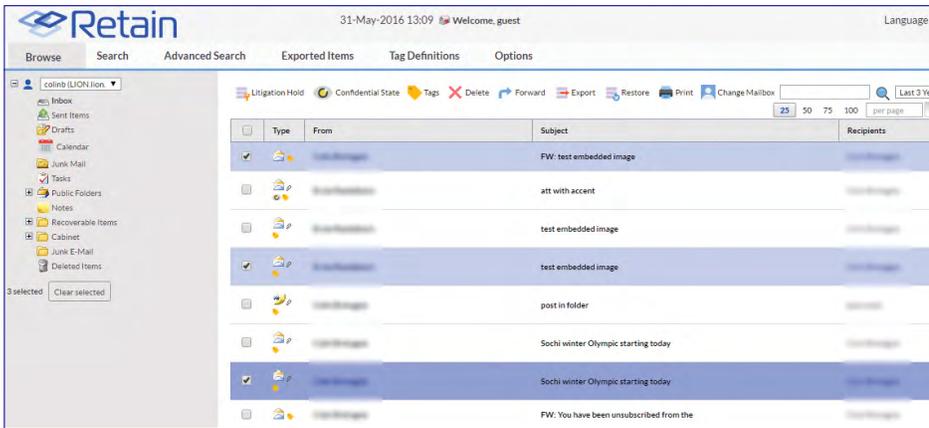
**Platform Migration:** Archive all of your current messaging data to Retain, implement the new messaging system, and then connect Retain to your new system. All data will be accessible without downtime or end user disruption in service.

**Single Sign-On:** Retain provides single sign-on for users to access their archives whether using the GroupWise Client or WebAccess.

**GroupWise Plugin:** Archived messages can be accessed and searched directly from within the GroupWise Client or GroupWise WebAccess.

## Retain Unified Archiving

In addition to GroupWise email archiving, Retain provides unified archiving of all business communication including email and mobile communication data for case assessment, search, and eDiscovery. It can be deployed on-premises or in the cloud.



Retain provides the ability to cache archived data, based on specified criteria.

**On-Premises or Cloud Unified Archive:** Choose how your data is stored. Archived data can be stored on-premises behind your organizational firewall or in the OpenText cloud.

#### **eDiscovery, Access, Browse, Search, and Export**

**Built-in eDiscovery:** Retain's eDiscovery tools allow organizations to easily place litigation holds, print, forward, save, redact, strikeout, and export message data.

**Complete Export Functionality:** Export the data easily into either PST, PDF, or stand-alone archive viewer formats. The exported file is fully indexed, searchable, and includes a table of contents for quick browsing.

**Compliance and Control:** The GroupWise personal archive only creates user-level archives and does not create a system-wide archive. This archive cannot be published for eDiscovery and cannot be accessed and searched from a central location. This puts your organization at risk for data loss and compliance violations. Retain supports SmartPurge and provides you with system-wide archiving, search, publishing,

and eDiscovery tools to help ensure your data archive is complete and compliant.

**Complete Data Control:** Whether your data is archived on-premises or in the cloud, you maintain control of your data, you will always know where your data is stored and only your named users have access to the data. When you need to access or export the data, you can do so easily and quickly.

**Web Access Archive Viewer:** Retain offers an easy-to-use browser-based interface with powerful search tools that let you quickly access, search, and perform eDiscovery on the archive.

**Redaction Control:** Exported data can be redacted, ensuring that personal information or other redacted items do not become part of the open records request.

**Configurable Permissions:** The Access Control List manages access for users, administrators, or others to the features and functionalities of the Retain system by granting customizable role-based permissions.

**Built-In Search and Browsing of Archived Data:** Retain features a "Google" like search tool for quick and easy searches across all

electronic communication data within one central archive. This removes the need to search multiple archives or vendor systems for each message type. The tool returns instant results as a user types in information and includes suggestions for searches as the search terms are entered into the system (including subject, body, text, email address, tags, users, and other fields). The tool also supports limited regular expressions (REGEX) terms, allowing searches for terms such as social security numbers, credit card, and others. Furthermore, the search tool removes duplicate records from the search, reducing the number of hits for a specific search. Retain also provides Advanced Search Feature technology to search and take action and conducts eDiscovery activities across connected datasets not held within the archive repository. The search wizard allows for the creation of exact search criteria.

**Litigation Hold:** To protect email that may potentially be involved in future litigation, Retain can flag an archived item to protect it from deletion or actions until the hold is removed.

**Audit Trail:** Retain creates a searchable audit trail of all administrators and users who have permission to search the archive, enabling you to have a record of all activity.

**End-User Mailbox Management:** Easily search and restore data with the Retain Web Access Archive Viewer. End-users have the ability to search, forward, print, restore, access, and view messages in their original context without administrator support.

**Retain High Performance Indexing Engine:** Retain features the High Performance Indexing Engine to ensure fast and easy data retrieval. All messages archived in Retain are immediately available for access, search, and eDiscovery. There is near zero latency between the time a message is archived and when it is indexed and available to be searched. The

**“Retain is a very good archiving program. If you’re running GroupWise, why would you use anything else? It is economical. It works reliably. Plus, you don’t have to be an expert to use it.”**

**GEORGE ARMSTRONG**

Assistant Director-Information Services  
Mildred Independent School District

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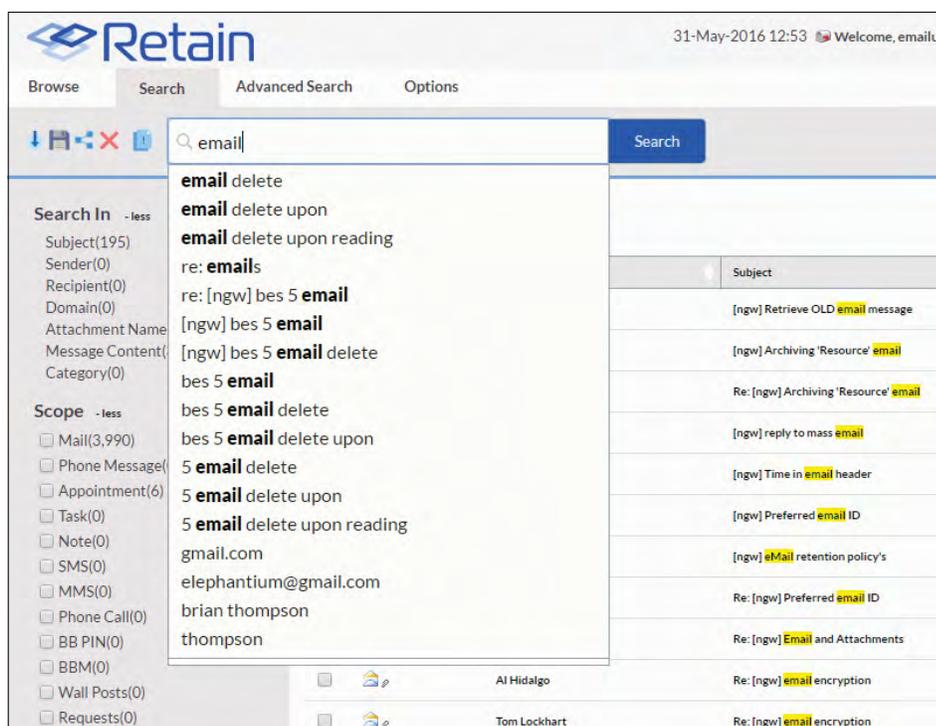


High Performance Indexing Engine is a clusterable, high-performance index that has the ability to support an unlimited amount of search requests. The external engine is available in a load balancing format for increased performance, or in a failover format for redundancy. The engine can be used in the load balancing or failover format, or both, depending on an organization’s needs.

**Smart, Confidential, and Rule-Based Tagging:** Administrators and end users can create custom tags for messages within the archive. Auditors, administrators, and other authorized users can mark archived messages as confidential. These marked messages can only be viewed or searched by users with granted rights. And messages can be marked as confidential or tagged while being archived according to set criteria, including regular expressions. These tags are searchable for easier eDiscovery.

### Storage and Reporting

**Secure Storage:** Retain archives messaging data with multiple layers of security whether deployed on-premises or in the cloud. Retain supports multiple databases, including MS SQL, MySQL, Postgres, and Oracle. In addition to secure storage, with messages being archived using AES encryption, EMC Centera, or NetApp Snaplock storage, optional Windows server or Linux server encrypted partitions can be used. Plus Retain features native support for iCAS technology. And, when deployed in the cloud, the OpenText Cloud features redundant and secure data centers, keeping your data safe and secure.



**Single-Instance Storage:** Retain archives only one copy of a message and attachment, reducing storage space and costs.

**Increased System Performance:** Retain ensures optimal performance of GroupWise by securely archiving messaging data. This keeps storage on the GroupWise server to a minimum by reducing the amount of data stored on your live system.

### Learn More

For more information about Retain for GroupWise, visit: [www.microfocus.com/products/retain-email-archiving/archive-groupwise/](http://www.microfocus.com/products/retain-email-archiving/archive-groupwise/)  
[www.opentext.com](http://www.opentext.com)