

# Retain Unified Archiving

Retain Unified Archiving 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.

OpenText™ Retain Unified Archiving is accessible by end users and administrators directly through Retain’s Web Access Archive Viewer. This enables your organization to quickly access, search, and audit archived communication data. Easily place litigation holds, print, forward, save, redact, and export your message data.

### Environment Options

**Multi-Platform Unified Archiving:** All messaging data, including email and mobile, is archived into one unified data archive, giving you the ability to search, publish, and perform eDiscovery from one central location.

**Mixed-Environment Unified Archiving:** Retain provides simultaneous support of a mixed messaging platform environment. View your Microsoft Exchange, Office 365, Gmail, Bloomberg, OpenText™ GroupWise, and mobile data from one central archive.

**Platform Migration:** Easily migrate email systems by archiving all of your current messaging data to Retain, implementing the new messaging system (such as Office 365), and then connecting Retain to your new system. There is no need to worry about lost data. If you ever decide to move back to your legacy system, Retain allows you to do so easily and seamlessly.

**Flexible Archive Access:** The Retain Archive can be browsed and searched directly from multiple access points, including the email

client, the mobile app, the browser-based web access client, and the Offline Archive Viewer.

**Message Deletion:** Retain includes message deletion policies to reduce storage space and server load on your Exchange, Office 365, or GroupWise system. Policies can be set to delete email from the server after being archived in Retain or after exceeding its retention age.

**Supported Platforms:** Retain supports Exchange; Office 365, Gmail with G Suite Basic, Business, Enterprise, and Education; Bloomberg Professional; and OpenText GroupWise.

**Policy-Based Unified Archiving:** Retain provides fully configurable policies that allow you to define the specific email and mobile 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.

**Mobile Communication Management:** Retain Mobile delivers secure, encrypted messaging and archiving for iOS, Android, and BlackBerry devices. Retain archives all encrypted SMS (text) messages and dedicated business phone number electronic communication data for iOS and Android via the secure communications server. Additionally, Retain archives SMS, MMS, and phone call logs for Android and BBM, and it archives PIN, SMS, MMS, and phone call logs for BlackBerry devices. This means there

### Archive Your Organization's Email, and Mobile Device Data

Retain Unified Archiving captures business communication for the following platforms, and is archived into one unified data archive:

#### Email



- OpenText GroupWise
- Microsoft Exchange
- Microsoft Office 365
- Gmail
- Bloomberg Professional

#### Mobile



is no need to tether or sync the device, and archiving is done in real time. Retain is the only enterprise-ready archiving solution for iOS, Android, and BlackBerry devices.

**Platform-Agnostic Archive:** Retain archives messaging data in a platform agnostic format, meaning no matter what email system you are running, even mixed environments, Retain will support it.

**Email Plugin:** Archived messages can be accessed and searched directly from within Outlook, Web Access, and GroupWise. Retain provides the ability to cache archived data, based on specified criteria for offline access.

**Single Sign-On:** Retain provides single sign-on for users to access their archives whether using Outlook, Web Access, or GroupWise.

**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 cloud.

**SMTP and Secure FTP Forwarding:** SMTP and Secure FTP forwarding of all messages is available based on the individual organization's needs.

### 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.

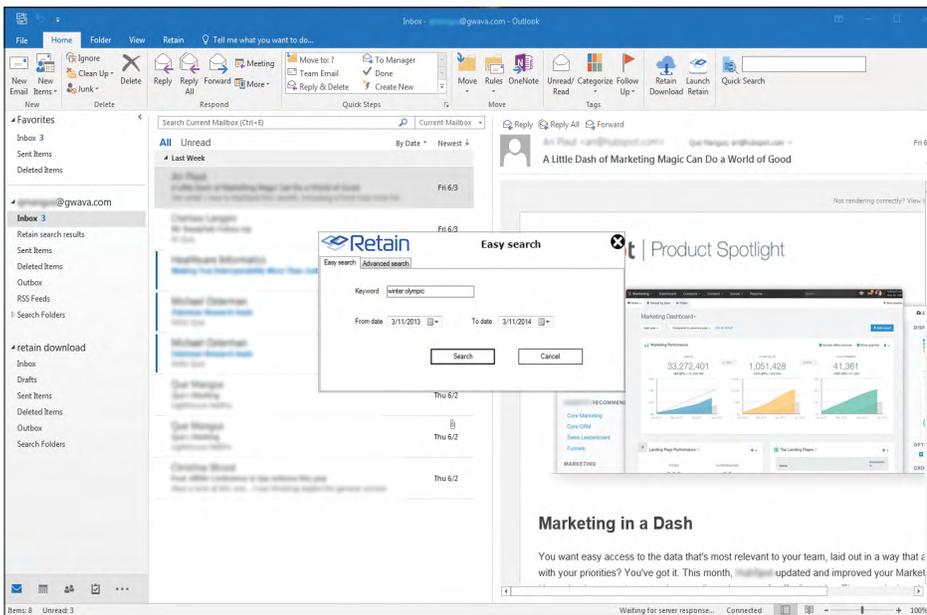
**Web Access Archive Viewer:** Only Retain offers an easy-to-use, browser-based interface to access, browse and search the archive.

**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:** GroupWise, Gmail, Exchange, and Office 365 lack critical capabilities that can put your organization at risk for data loss and compliance violations. Therefore, the standard archiving functionality of these systems is not enough for the enterprise. Retain solves this problem by disabling auto-purge, supporting SmartPurge, allowing for archive policy control, supporting export to PDF, allowing archived messages to be restored to the inbox, allowing for redaction on exported messages, and prohibiting message alteration or deletion. These features help ensure your data archive is complete and compliant.

### Built-In Search and Browsing of Archived Data:

Retain features a "Google" like search tool for quick and easy searches across all data within the central archive. This removes the need to search multiple archives or systems for each message type. The search 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 REGEX terms, allowing searches for items such as social security numbers, credit card, and others. 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 conduct eDiscovery activities across connected datasets not held within the archive repository. The search wizard allows for the creation of exact search criteria.



**Rule-Based Tagging:** Messages can be marked as confidential or tagged while being archived. Messages are automatically tagged while being archived according to set criteria, including regular expressions.

**Smart Tagging:** Create custom tags for messages within the archive. These tags are searchable for easier eDiscovery.

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

**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.

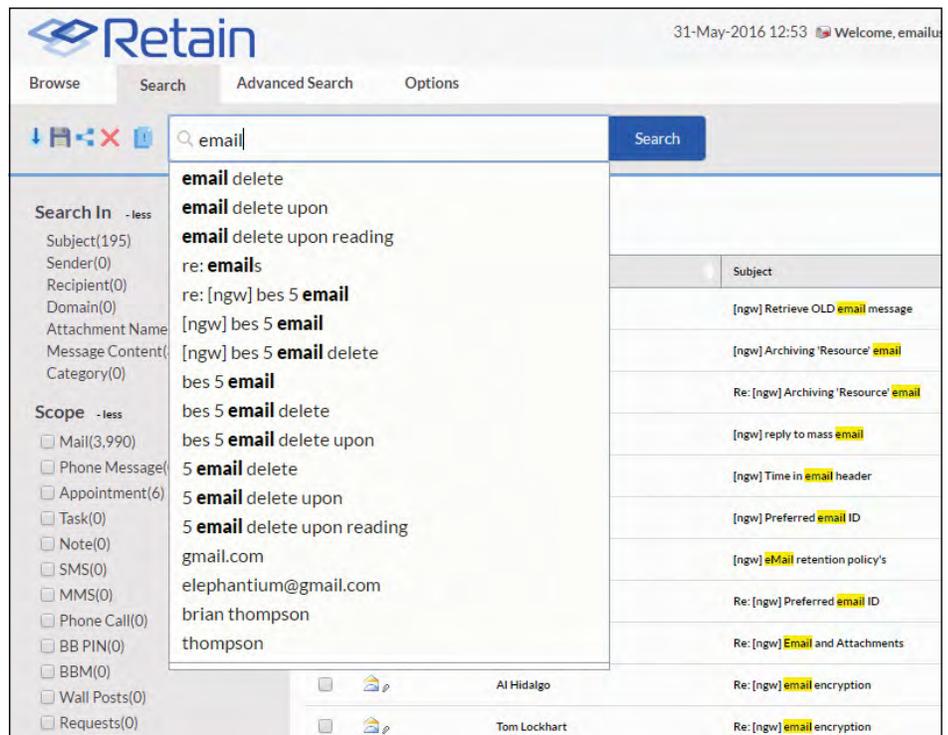
**Audit Trail:** Retain creates a searchable audit trail of all administrators and users who have permission to search the archive, enabling you to have a record of all activity.

**Fast and Easy Retrieval:** Retain contains a built-in Lucene indexing engine or the Retain High Performance Indexing Engine (for larger deployments).

**Confidential Tagging:** Named users can mark archived messages as confidential. Confidential messages can only be viewed or searched by users with granted rights.

**Configurable Permissions:** Grant users, administrators, or others access to the features and functionality of the Retain system, via the Access Control List, based on the roles you set.

**End-User Mailbox Management:** Give end users the ability to search, forward, print, restore,



access, and view messages in their original context without administrator support.

### 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. Retain features secure storage, with messages being archived using AES encryption, EMC Centera, or NetApp Snaplock storage. Also, optional Windows server or Linux server encrypted partitions can be used. When deployed in the cloud, the cloud archive 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. This is critical functionality because Exchange and Office 365 do not support single-instance storage, thus driving up your storage costs exponentially.

**Third Party API:** Allows for third-party external integration within Retain. Information can be ingested into the archive while maintaining data fidelity.

**“We were looking for a solution that archives in accordance with current retention laws—Retain fulfills all our internal and the external compliance regulations!”**

**STEFAN VETTER**

Tax Counsellor & Partner  
Rieker – Alber – Thoni

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

**System Statistics and Reporting:** Ensure optimum system performance. Reports can be

viewed within a dashboard, emailed periodically, or generated and saved in multiple formats including CSV, Excel, HTML, and PDF.

Learn more at  
[www.opentext.com](http://www.opentext.com)