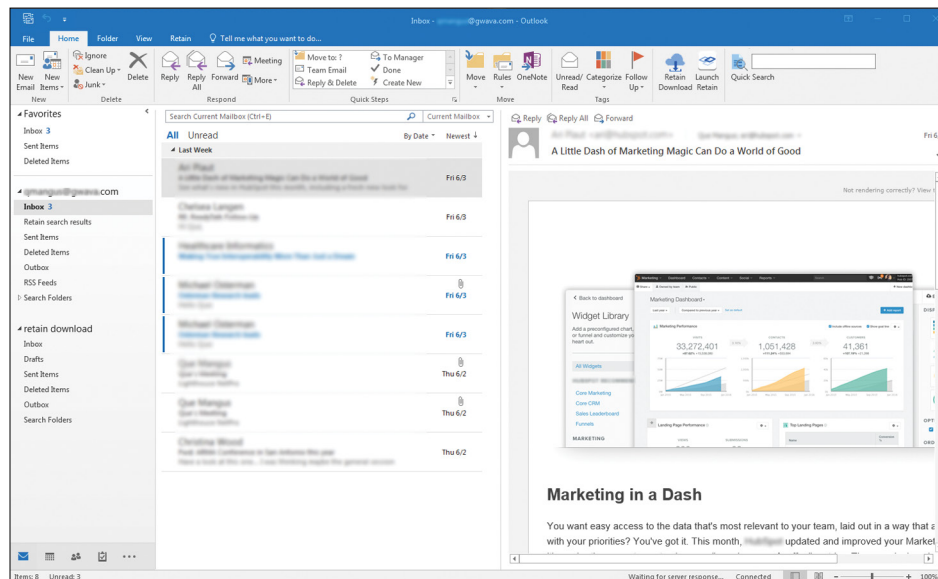


Retain Unified Archiving: Outlook Plugin

OpenText Retain™ allows users to easily access archived messages directly from within Outlook and Outlook Web Access (OWA) with the Outlook Plugin. This plugin features the same search ability as the full Web Access Viewer, allowing users to search their entire archive from within Outlook. Retain also provides the ability to cache archived data based on specified criteria for offline access.

Features and Benefits

Outlook Plugin



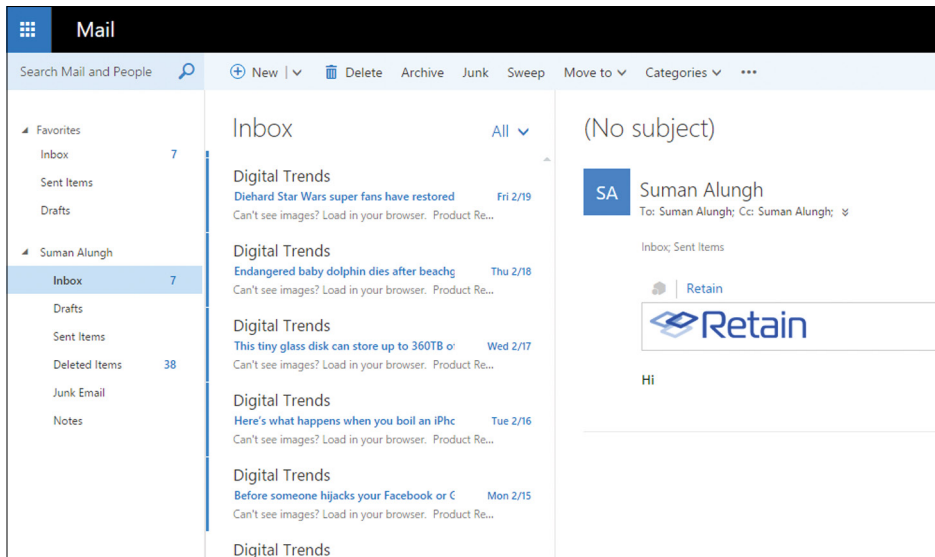
Access from Outlook—Access the Retain archive directly from your Outlook client. From this tab, you can browse and search the

archive. You can also cache messages for offline access.

Key Features

- Access archived messages within Outlook or Outlook Web Access (OWA).
- Browse archived messages.
- Search the archive.
- Cache archived data for offline access.

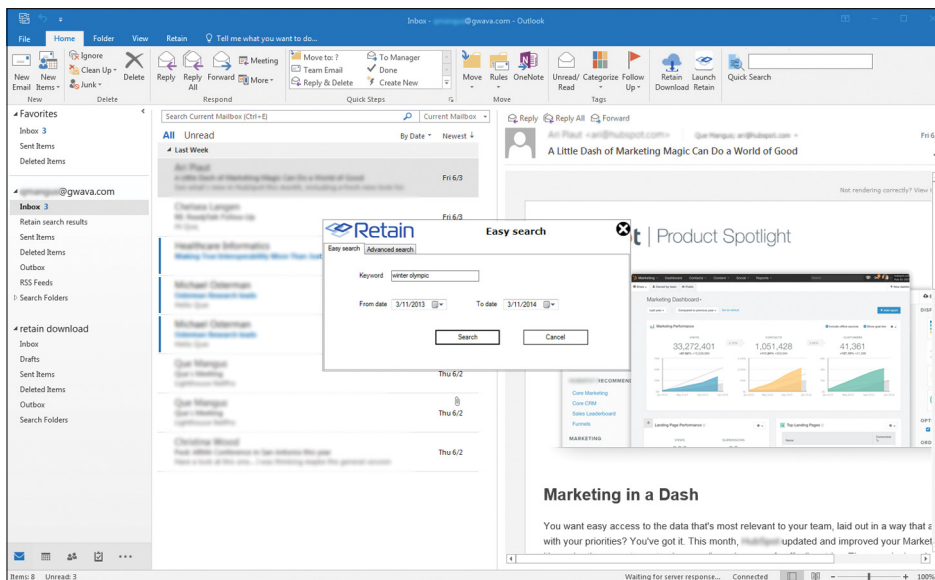
Outlook Plugin on OWA



Access from OWA—You can also access Retain directly from your OWA. If available, there will be a tab in Web Access labeled

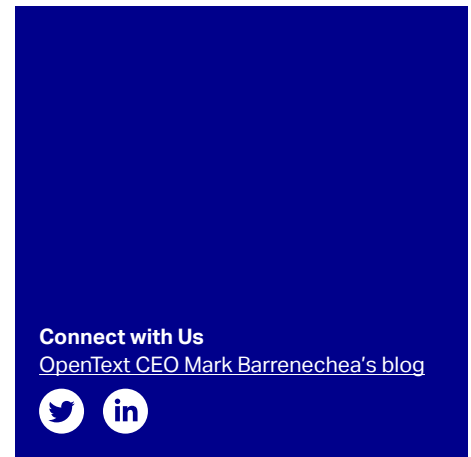
“Retain.” Simply click on the word Retain, from any email message, then click the Retain logo to access your archive.

Archive Search



Search from Outlook—Users can search their entire Retain archive from Outlook, or they can

search the cached archive, if they are accessing the archive while offline.



Get Started Today

Retain provides multi-platform unified message archiving of all email, social media, IM, web searches, and mobile communication data for case assessment, search, and eDiscovery. You can deploy it on-prem or in the cloud.

Retain allows for easy access, browsing and searching of the archive, via the Web Access Archive Viewer, the Outlook Plugin (as shown in this sheet), the Offline Viewer, and the Stand-alone Archive Viewer.