



Office 365 and On-Premises Archive

If you are currently running Office 365 or if you are planning a move to Office 365, there are important issues you need to consider before making the move to this cloud-based email solution. With the “Duty to Preserve,” in addition to the myriad of laws in regulated industries, it is vital that you consider having your Office 365 email archive on-premises, as well as in the cloud which Office 365 provides.

Retain integrates directly with Office 365 to add value to your Office 365 investment. Retain archives email for Office 365 Business Essentials, Premium, Enterprise E1, Enterprise E3 and Enterprise E5 plans. Your organization can have the essential archiving it needs, without having to pay for an E3 or higher plan. And Retain can be deployed on-prem or in the cloud, giving you the option to have an on-prem archive, if needed.



Your clients and your organization are staying within the proper guidelines and following regulations (FRCP, FINRA, HIPAA, among others); however, can they prove they are compliant? If your client is brought into litigation, how quickly can they access and present evidence? Will their eDiscovery solution take seconds or days? Are all electronic communications being properly archived? Are policies in place? Are employees in compliance with those policies? What if something were accidentally deleted? Could it be easily retrieved?

Here is why it is essential that you implement on-premises archiving for Office 365:

1. Having the email archive on-premises means your company has immediate access and control over all its vital data.
2. Office 365 has limited search, publishing, and eDiscovery tools.
3. Office 365 archive has limited space.
4. Office 365 auto-purges user deleted emails, making them impossible to archive.

5. Office 365 creates per user archives and silos of data. This makes it so there is no central archive that administrators or auditors can access for search and eDiscovery.

Possession Is Nine-Tenths of the Law

With Office 365, Microsoft has control over your data. You may be limited from having ready and immediate control over data when you need it. Furthermore, with the limited functionality of Office 365, you and your organization are at risk for potential litigation and risk of compliance violation. This risk is dramatically increased within regulated industries such as Education, Government, Legal, Financial, and Health Care. However, by maintaining an email archive on-site, you can have the best of both worlds: Office 365 email in the cloud and your own archive on your own premises. The on-premises archive solution enables you to be fully compliant with all laws.

“Retain put eDiscovery responsibilities directly into the hands of Health First’s legal team. Retain lifted a huge burden from our IT staff, and provided instant results to the legal team.”

DANIEL BRAY

System Operation Analyst
Health First

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Court Mandates

The “Duty to Preserve” is an ever-increasing concern for organizations. In virtually all litigation, email is used as evidence. However, producing this evidence can be costly. Courts typically mandate specific deadlines for the presentation of electronic communications—with little tolerance for delays. If your organization is utilizing Office 365 built-in archiving, with limited search and export capabilities, litigation costs can rise exponentially. Data search can be extensive and time consuming, costing your organization time and money it cannot afford. Therefore, it is vital to have and maintain an archive on-premises for easy discovery, auditing and export.

The Solution

Micro Focus® Retain™ Unified Archiving provides multi-platform unified message archiving, eDiscovery and publishing for organizations looking to reduce costs, manage complexity, and mitigate risk on-premises or in the cloud.

Retain protects your organization’s reputation. It saves you time and money. It enables you to prove your case. It protects your employees because all electronic communications such as email, social media, and mobile communications are safely archived and easily retrievable. All content is searched and delivered in seconds showing the complete conversation thread. As a result, all electronic communication is readily discoverable and exportable for eDiscovery, auditors, and court mandates to support your case.

You and your organization do not want to wait for the reasonable anticipation of the duty to preserve. With Retain, you will be ready for any potential litigation, or investigation, by preserving all email and electronic communications within one Unified Archive. Retain provides organizations the ability to securely archive all electronic communications, including email messaging and social media messaging, on-premises or on the cloud. This archived information can be easily accessed, searched, and published using the built-in eDiscovery tools. Protect your clients, your employees, and your firm. Don’t risk it; Retain it.



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