

## Online Archive

### ControlEmail provides secure, compliant archiving in the cloud

ControlArchive is available as a stand-alone service or as an integrated part of our complete email security, continuity, and archiving package. It provides encrypted, tamperproof email archiving in the cloud that is both cost-effective and maintenance-free.

#### 1 Meet compliance requirements and be prepared for e-discovery

ControlArchive allows you to prepare for e-discovery and helps ensure compliance with a wide variety of industry and government regulations by retaining email communications in a secure, tamperproof, yet easily accessible archive.

Companies can establish appropriate message retention policies to ensure that inbound, outbound, and internal emails are retained for the required period of time. The solution also includes audit trail functionality that monitors retention policy changes and other activity; enabling companies to prove that they have complied with relevant regulations.


#### 2 Protect intellectual property

Organizations accumulate a massive amount of valuable information in the form of historical email communications, both internal and external. Rather than rely on point-in-time backups or a collection of PST files, administrators can ensure that their important intellectual property is reliably retained. ControlArchive makes locating and accessing historical emails quick and easy, with basic and advanced search features including the ability to search an individual email account, multiple accounts, or across a domain.



#### Benefits at a glance

- Maximize compliance with data protection laws
- Minimize legal risk and be prepared for e-discovery
- Cost-effective, scalable, and maintenance-free
- Highly reliable storage across multiple, geographically distributed data centers
- Reduced mail server storage requirements for improved email performance
- Nothing to install or maintain, with limitless storage capacity
- Compatible with any on-premise or cloud-based email infrastructure including Office 365

 Cloud-based email archiving for compliance and e-discovery

 Unlimited storage; zero maintenance

 Integrated email security and continuity

**For a full list of ControlArchive benefits visit:**

**<https://www.controlnow.com/controlemail>**

### 3 Zero maintenance

ControlArchive can be set up in just a few minutes, and the service is highly scalable, without the need for customers to manage any hardware or software. Businesses can offload the storage of historical and new messages from their primary email infrastructure, reducing system load while improving email performance and user productivity.

### 4 Robust security

Gain peace of mind knowing that your messages are securely stored in multiple, geographically distributed data centers. All messages in the archive are stored in read-only, tamperproof format, using AES 256-bit encryption. Additionally, the transfer of messages to and from the archive can be handled by secure protocols, including HTTPS and IMAPS.

### 5 Advanced search and restore features

ControlArchive automatically indexes every message and attachment when it is archived. This means that authorized users can easily find and retrieve lost or deleted emails, as well as other historical communications, based on date, sender, recipient, subject, body text, attachment text, and other search criteria.

Once a search is defined, the user can tag one or more resulting messages for easy reference at a later date. One or more email messages can be easily reviewed and forwarded as an attachment, with a record logged of all such activity.

### 6 Outlook integration

With the ControlEmail plug-in for Outlook, users can access and search the archive directly from Outlook. Whether tracking down an old email or restoring a message deleted in error, users can easily take advantage of the archive with little or no assistance from their technical support team. The IT administrator benefits from reduced manual effort, while maintaining control over email retention policies and end user access privileges.



“The fact that I can easily archive mail is great. I don’t have to think about it – I set it up and it works.”

**Richard Bramblett,**  
**The Methodist Home**

## 7 Office 365 support

An increasing number of organizations are migrating to Microsoft's Office 365 platform, which can deliver solid benefits for businesses. However, the native archiving capability within Office 365 is limited and has some disadvantages, including the need to retain active email accounts for former employees, limited storage capacity, and message retention practices that may or may not be compliant with applicable regulations.

Deploying ControlArchive in conjunction with Office 365 solves these issues. The use of ControlArchive also mitigates a customer's reliance on a single provider for both the primary email infrastructure and the archive, thus helping to ensure customer access to business-critical information.

## 8 Import and export capabilities

Customers benefit from a central archive of all of their important email communications. ControlArchive enables customers to easily retain their previous email communications, by uploading existing messages in PST, MBOX, EML, or zipped EML formats, for inclusion in the archive. Businesses can also be able to export messages from the archive at any time.



Need help importing a large volume of historical emails into the online archive? Use our Professional Import Service and let us handle the process for you.

Find out more at <https://www.controlnow.com/>

## Connect with us!

Please get in touch if you have any questions about any of our services.



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