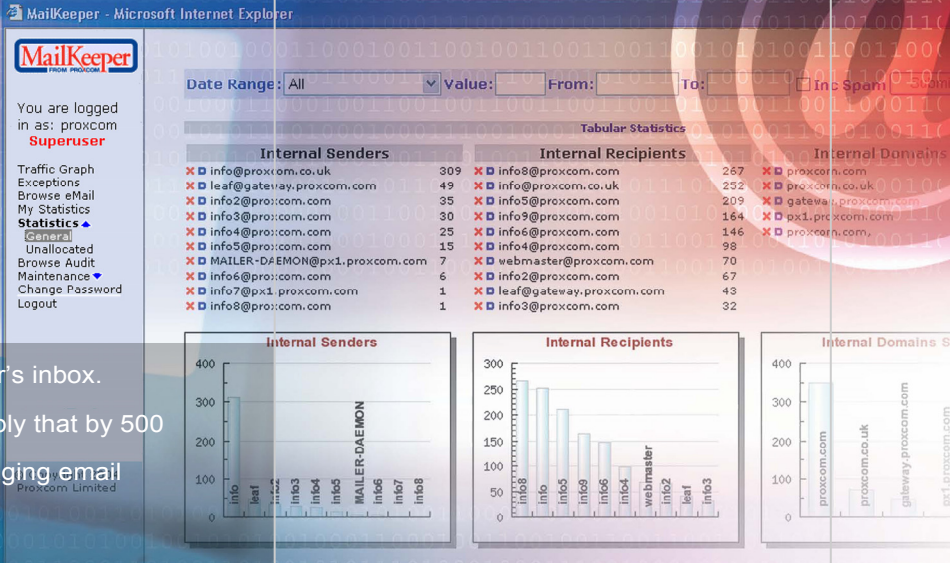
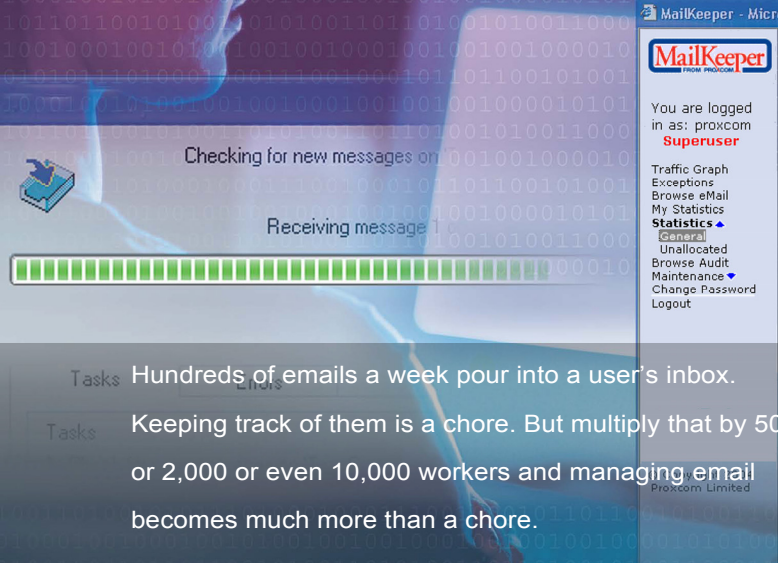


# Reduce the Risks That Your Email System Is Posing To Your Business Right Now, Today?



Tasks Hundreds of emails a week pour into a user's inbox. Keeping track of them is a chore. But multiply that by 500 or 2,000 or even 10,000 workers and managing email becomes much more than a chore.

Many businesses spend/waste hours simply coping with email, without taking account of the effect on business productivity. Another problem is that a busy inbox, coupled with lots of email activity is often seen as evidence of a busy and productive staff member. This is not always the case!

“Over 60% of business critical information is stored within corporate messaging systems. It is no longer sufficient to simply filter out spam and viruses, manage the email system and remind users to delete their old messages .”

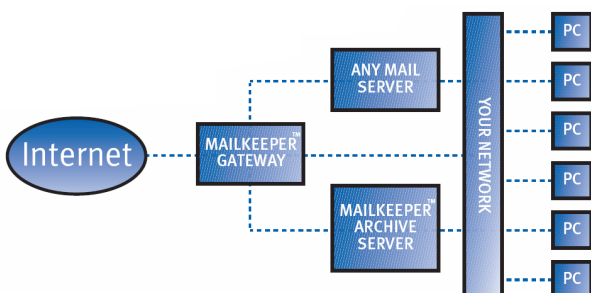
Aberdeen Group

Email has replaced the memo and even to some extent the telephone for business communications. This means that email is the communication medium of record - if a company is sued, lawyers will go to email records for evidence.

With the expedient rise in use of email however, has come an equal and associated rise in real business risk.

Businesses are now realising that they need to improve the visibility and transparency of emails both internally and externally, whilst also saving those emails that hold important information about financial expectations, sales performance and customer interaction, in an organised way that makes them easily searchable and accessible.

MailKeeper from Proxcom has the solution



[www.mailkeeper.info](http://www.mailkeeper.info)

MailKeeper™ from Proxcom is an email transparency, visibility, management and storage tool that addresses all of these issues and provides the following key business benefits;

- Total email visibility and transparency across all users within the business
- Reduced risk of email misuse and “pretence” at productivity
- Accountability at all levels for complying with your “Acceptable Usage Policy” for corporate email usage
- Reduced business risk through better corporate governance compliance
- Improved provision of, and compliance with your employee “duty of care” requirements, reducing the risk of breaching regulations, which could bring the associated risk of employee legal action
- Improved email security and safety, through effective back up and archiving
- Improved business continuity planning
- An improved culture of positive email usage, increasing business productivity, whilst reducing all of the associated risks of email misuse and mismanagement

“An effective email visibility and content retention strategy can minimise many of the risks that enterprises face in these increasingly litigious times.”

Gartner Group April 2005



## Email Transparency & Visibility

Standard and ad-hoc reports allow the email administrator to see what usage is being made of the email system and to track exceptions (for example, one department or individual spending more time than anyone else sending emails outside of the organisation). Statistics can be provided by the hour, day, week month or year for specific date ranges within the organisation.

## Email Content Tracking

The rules processing engine alerts senior users to content that needs to be checked (for example based on keywords such as competitors names or illegal activities). When an exception occurs an entry is made into a diary screen that allows approved users to analyse the information and determine the correct response.

Typical rules for tracking management are:

- Bad language checker
- Attachment size error
- Quantity of emails sent exceeds defined threshold

## Email Storage

All emails are stored permanently in a central repository. This allows companies to meet their legal obligations and to track and keep a full auditable history of their employees' communications. In addition, it allows organisations to retrieve copies of emails for evidence where there are complaints about the content of emails sent.

## Email Recovery

If a user deletes an email in error, or otherwise, these can be simply and quickly retrieved from the central MailKeeper archive, this includes the recovery of attachment files.

## Full Security

All access to MailKeeper is controlled by a stringent security mechanism. Once users are logged onto the system, they can only access functions that they have permissions for.



"Email continues to grow dramatically. It is simple, fast, ubiquitous and it works. It is also overused, dangerous and costly. It degrades networks and creates repositories that resist proper data hygiene and co-ordinated access."

Aberdeen Group

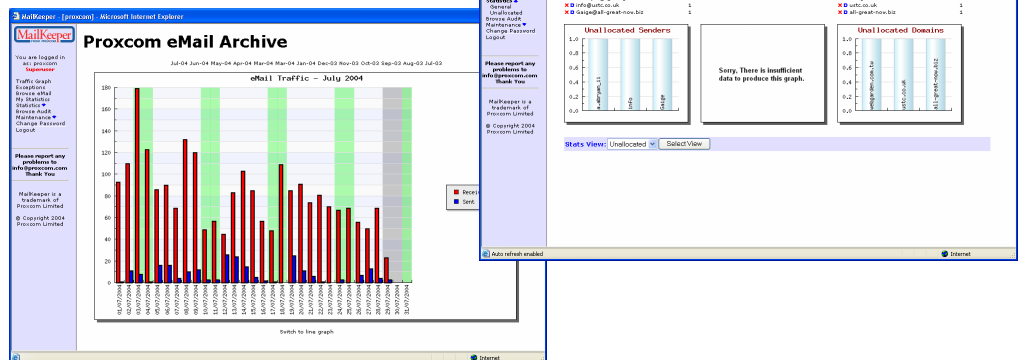
## A fully flexible solution

MailKeeper can be configured to suit the requirements of individual organisations, and indeed individual users are able to specify the information that they wish to display. It is designed to work alongside your existing email system, protecting any investment already made.

## A choice of deployment options

If email is hosted and managed internally, then MailKeeper can be installed on-site to work alongside existing mail servers.

However, MailKeeper can be accessed on an off-site hosted basis for those organisations wishing to benefit from the full functionality of the solution without an initial up-front capital investment. This also gives the added benefit of having a full 'disaster recovery' copy of your email in a different location to the main office.



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