

Mailsafe Indexing Datasheet



A central filing/indexing solution for sharing emails throughout an organisation for Project, Group or Department access

Overview

MailSafe has a four button toolbar within Outlook so that it is not necessary to load another application. MailSafe enables e-mails to be selected and by users to a central SQL database. Company, group, project team or departmental wide searches can be made based on the indexed data, and e-mails that match the search criteria together with any attachments are viewed in their original e-mail format. Important company knowledge is available to people who want to know rather than being buried in individual user mailboxes or PST files.

In addition to six user-defined index fields MailSafe will automatically capture all the header information from each e-mail i.e. From, To, CC, BCC, Date Sent/Received, Subject, Attachment File Names as well as extracting text message data. Comprehensive searches can be made on all e-mails, irrespective of who sent or received them, on index fields, header information as well as all the text or any combination thereof.

Centrally archived e-mails can be automatically deleted from local PST files or from Exchanges' Mailboxes thus reducing their size and therefore demand for more space. A single instance of an e-mail is archived to the SQL database eliminating the need for multiple copies, often with large attachment files.

All e-mails together with their attachments are archived in an compressed and encrypted format in a folder outside of the SQL database, so that they cannot be changed or altered.

Active Directory can be used with MailSafe or alternatively user groups can be set up for departments or project teams so that restrictions on who can search and view e-mails can be made. Mailbox quotas and disk storage limitations are overcome by automatically archiving e-mails that, for example, are greater than six months old. Users can still search, find and retrieve these 'old e-mails' very quickly from within Outlook but they are not taking up mailbox quota or Exchange disk storage space.

E-mail compliance in MailSafe ensures that no e-mail is ever deleted or changed. Any e-mail is always quickly and easily searched for, found and viewed all from within Outlook.

Indexing Benefits

- MailSafe looks and feels part of Outlook.
- Quickly and easily find all the e-mails sent or received company wide e.g. Customer Name, Contract Number, Product Code Drawing Number etc. (you define Index field titles)
- A permanent central SQL database of user selected emails is maintained that is easy to backup and restore.





- Enforcement of company email indexing policy is made easier because indexing selection criteria are centrally stored on the SQL server.
- The size of local PST files or Exchange's Mailboxes are reduced because archived e-mails can be deleted and the email server is kept running efficiently
- Fast response to search queries in seconds (not minutes) improves all round efficiency.
- Easy to use. No changes to Outlook and the way it operates.
- Active Directory compatible.
- Compliance requirements satisfied. No e-mail is lost or changed and any e-mail can be quickly found from within Outlook.

Mailsafe Features

- Outlook Interface – MailSafe's toolbar is within Outlook. No separate application needs to be run.
- Archiving e-mails – up to 6 index fields can be used for indexing e-mails. Some or all index fields can be set up as being mandatory.
- SQL database – used to store index data, header information, extracted text message data and pointer to the e-mail and attachment.
- Compression and Encryption – e-mail and attachment is encrypted so that it cannot be changed and is held outside of the SQL database.
- Message Privacy – e-mails are archived to groups and users or as private. MailSafe is compatible with Active Directory or alternatively groups and users can be set up separately within the Management Console.
- Message Deletion – archived e-mails are normally automatically deleted from mailboxes or PST to save mailbox quota and Exchange storage limitation space. Alternatively an option also exists so that no archived e-mails are deleted or it can be left to the user to delete or not from mailbox or local PST file.
- Standard Searching – archived e-mails can be searched for using the six index fields, all the header information as well as 'free text' searches. These are 'AND' searches. Header information is the Subject Line, From, To, Date, Message. 'Free text' includes phrase as well as separate words.
- Advanced searching – a series of SQL search criteria statements can be created from drop down lists.
- Results List – all e-mails that match the search criteria will be listed showing From, To, Subject Line, Date, Index field data, attachment present indicator as well as an e-mail preview in the right hand pane.





- Search within results – searches can be refined using this feature.
- Viewing – e-mails and their attachments are viewed from within Outlook in their original format. All of Outlook's functionality is available to Forward, Save As, Print etc to the viewed e-mails.
- Single instance means that e-mails are archived only once – once an e-mail has been archived, copies or duplicates cannot be archived as well.
- Index field changes – index field data is held centrally, so that any changes to index field data will automatically 'cascade' down through archived e-mails.

Automatic deletion of 'old' e-mails from Mailboxes – 'out of date' e-mails that are greater than six months old, for example, can be automatically deleted from the user mailboxes saving on the mailbox quota space and overall Exchange storage limitations.

For more information visit <http://www.mail-safe.co.uk/> or go to the Downloads tab at this web site to download other Datasheets, view the FAQ's or to view video demonstrations.

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