



Lotus Notes Products

# MAIL ATTENDER®

Email Archiving, Management and Compliance



Mail Attender for Lotus Notes provides comprehensive archiving, policy enforcement and content searching to companies looking to address issues relating to storage management, retention, content discovery and compliance within email. Management is executed from a central location with flexible configuration options that can be applied to the entire company or to a subset of mail users. Mail Attender streamlines the management process and gives administrators complete control over their entire mail environment.



## Mail Attender can easily:

- Archive Information
- Manage the Notes Journal
- Address Compliance Requirements
- Recover Storage Space
- Enforce Retention Policies
- Search & Discover Content
- Monitor & Control User Content

Pricing starts at **\$19/user** with **Volume Discounts Available**



## Features

### Installation

- Easy, non-intrusive Domino-based installation
- Installed from a single Notes client to all servers
- Server-based product - installed on Domino mail servers
- Perform installation from your desk

### Architecture

- Runs on Domino 6.x, 6.5x, 7.x and 8.x for all OS platforms
- No Domino architectural changes required
- Uses LotusScript-based agents
- Server-based processing
- No API code

### Overall Management

- Easily include or exclude servers, users and/or groups
- Manage legal, HR and corporate retention needs automatically

### Document Management

- Archive/delete email messages using multiple criteria
- Address compliance issues by archiving documents to protect authenticity
- Archive messages to any random-access storage device (NAS, SANS, WORM, DVD, etc.)
- Encrypt archived documents for increased security
- Perform simulations to ascertain best criteria

### Attachment Management

- Manage attachments using multiple criteria
- Reduce-instance attachments
- Report on attachments using multiple methods

### Reporting

- Collect/report mail database information
- Report on users (# of documents, database size, # of attachments, etc.)
- Capture space utilization and reclamation statistics

### Quota Management

- Immediate recognition of user due diligence cleanup for hard quota compliance
- Enforce multiple soft quotas
- Enforce quota on local replicas
- Refine quota enforcement based upon document type (Memo, Reply, Calendar Entry)
- Alert users and/or prevent new message creations upon hard quota non-compliance

### Content Management

- Locate emails for suspected confidentiality breaches or misrepresentations
- Prevent inappropriate emails from being sent/saved
- Prohibit users from deleting or editing documents that contain possible evidence
- Powerful, fast and secure discovery searching of all components of the messages
- Leverages powerful, inherent search methodology
- Isolate search results without affecting original messages
- Allow users to search mail and archives using one search

### Additional Features

- Replace inherent Out of Office with more powerful/flexible features
- Manage user preferences
- Manage mail rules
- Send enterprise-wide announcements without invoking the router
- Manage personal agents
- Prevent users from carboning themselves on emails they send
- Enforce encryption standards
- Help guide based on proficiency levels

**FREE** trial version at [www.sherpasoftware.com](http://www.sherpasoftware.com)

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## Product Interface

Mail User Name	Database Information	Other Information
<b>John Smith/ACME</b>	Mail Server is Server1/ACME Mail File is mailjohn.sm Hard Quota Size is 75.00 MB Soft Quota Size is 60.00 MB Physical Size is 99.16 MB Percentage Used is 94.19 % Logical Size is 93.31 MB Document Count is 542	5 Attachments 3 Document contents
<b>Renee Williams/ACME</b>	Mail Server is Server1/ACME Mail File is mailrenee.w Hard Quota Size is 75.00 MB Soft Quota Size is 60.00 MB Physical Size is 33.12 MB Percentage Used is 67.90 % Logical Size is 22.49 MB Document Count is 320	
<b>Robert Jones/ACME</b>	Mail Server is Server1/ACME Mail File is mailrobert.j Hard Quota Size is 75.00 MB Soft Quota Size is 60.00 MB Physical Size is 52.57 MB Percentage Used is 97.49 % Logical Size is 51.20 MB Document Count is 289	
<b>Sally Young/ACME</b>	Mail Server is Server1/ACME Mail File is mailsally.y Hard Quota Size is 75.00 MB Soft Quota Size is 60.00 MB Physical Size is 14.45 MB Percentage Used is 59.20 %	

Mail Attender provides complete email management for Administrators. This means that not only can Administrators manage almost every aspect of the mail databases (archiving messages, reduce-instancing attachments, quotas, etc.), but Mail Attender also reports on the mail databases that can either be displayed natively in views or can be exported into comma or tab delimited files.

**Document - Retention**

Basics | Document | Options | Server | User | Chronology

Method:  Manage documents

Type:  Content  Retention  Size  Type

Action:  Analyze  Archive  Delete  Restore  Trash

Retention method:  Creation  Delivery  Modification  Posted

Retention type:  # of Days  Date range

Retention amount: 90 days

Folders:  Drafts, Inbox, Sent

Retention | Archive | Folder specifics | Options

Options:  Exclude by content

Bold field text denotes required field

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Easily configure the processing that is to occur within the mail databases. In this example, all documents that were created more than 90 days ago that exist within the Drafts, Inbox and Sent folders/views will be archived from the mail databases. Mail Attender provides the ability to stub an archived message, providing users easy access to the archived messages.

**FREE** trial version at [www.sherpasoftware.com](http://www.sherpasoftware.com)