windream Exchange

E-Mail archiving for Microsoft Outlook and Exchange Server

windream

MANAGING DOCUMENTS

windream Exchange
E-mail archiving for Microsoft Outlook and Exchange Server

E-mail Archiving for Microsoft Outlook and Exchange Server

The constantly increasing volume of electronic messages requires an efficient information management. With windream Exchange, windream users have a modern and extremely powerful software solution at their disposal, which allows an automated and manual archiving of e-mails in windream.

The system archives all messages as well as the associated attachments. Archiving is carried out automatically on the server side according to definable rules, which can be created quickly and conveniently with the help of the windream Exchange Rule Editor, or on the client side via user-specific actions.

Archiving

When archiving, e-mails are saved as files in windream and optionally attachments are extracted. The documents created in this way are indexed with mail attributes like sender, subject, recipient as well as their full texts and optionally processed further.

Like all other windream documents, the files can be linked individually with corresponding document types and index values.

windream Exchange Server

The archiving of mailboxes in Exchange OnPremises, Exchange Online and their public folders is supported, also in hybrid AD/AzureAD environments. Additionally, mails can be imported from PST- or Msg-files.

For automated archiving, whole mailboxes, single folders of the mailboxes or public folders as source folders of the Microsoft Exchange Server are connected to selected target folders of the windream Server. When archiving, emails in the mailboxes or public folders can be reduced in size.

Journal archiving

windream Exchange Server supports the journal archiving function offered by Microsoft Exchange Server without any restrictions. In context of this type of mail archiving, all incoming and outgoing e-mails which communicate via the MS Exchange Server will be stored as a copy in a separately definable mailbox of the

MS Exchange Server. While this function is executed by the MS Exchange Server, windream Exchange ensures that all e-mails from the journal mailbox are archived in windream in a revision-safe way. The use of this „journaling" is also possible under Microsoft Exchange Online.

Reducing the load on the Exchange Server by reducing the size of e-mails

By removing mail text and/or attachments, a significant reduction in the load on the MS Exchange Server is achieved, as the e-mail attachments and the e-mail texts are removed from the MS Exchange Server. This leads to an enormous reduction of the Exchange mailbox storage database, because after the reduction, there will only be a reference to the mail archived in windream in an e-mail. These mails can be opened just as easily as „normal" messages, as access to the mails archived in windream is possible.

Rule definitions for archiving

Administrators can link any Exchange folder to any windream folder in archiving rules. Additionally, it can be defined whether archiving of messages should also be carried out recursively, i.e. for all subfolders of an Exchange folder. Objects from the individual user mailboxes are stored in these folders. A prerequisite for archiving in windream is always that the windream Exchange Server system requirements are fulfilled.

With the help of filters, e.g. size or date of the messages, it is possible to further refine which objects are to be archived from a mailbox.

windream Exchange Client

Manual archiving

The windream Exchange Client allows to archive mails manually in Outlook. Users can, for example, assign folder and document types to the messages to be archived or determine the target directory in windream.

Moreover, manual archiving also allows the simultaneous indexing of Outlook objects. Selected e-mails of a mailbox or all objects of a selected Outlook folder can be archived manually.

Access to archived, reduced mails

After archiving in windream, users can still access the objects via the Outlook e-mail application. Furthermore, the objects can also be edited and retrieved via windream.

If the mails have been reduced in the Exchange Server, the e-mails archived in windream are reloaded from Outlook at runtime. They are displayed in the reading pane or by double-clicking on them. It can then be edited with the Outlook functions in the same way as other, non-archived e-mails.
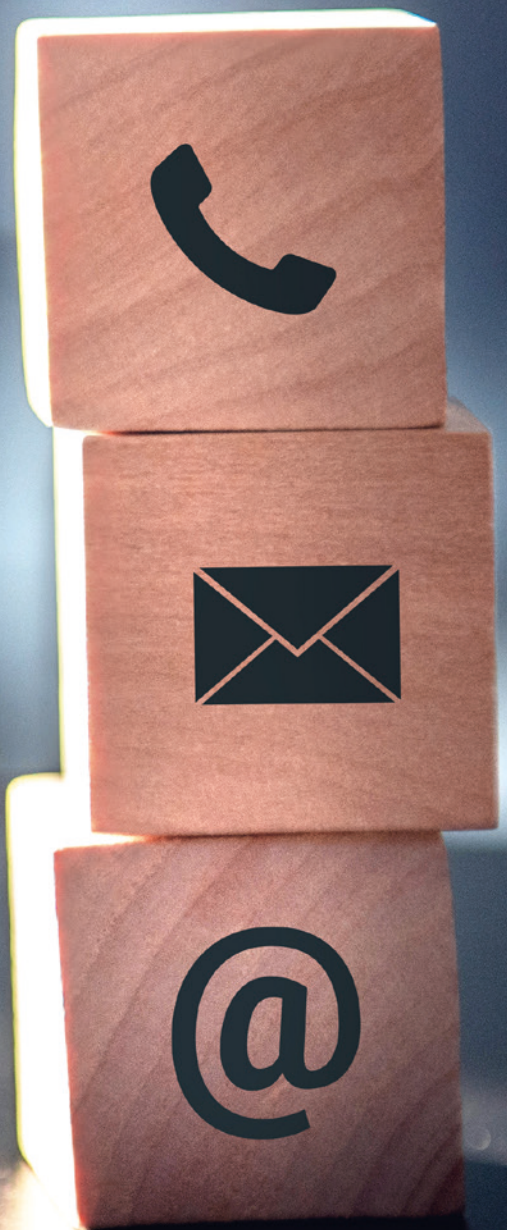
Messages archived in windream can be indexed, edited, archived, retrieved or deleted like any other document. The messages and their file properties, such as indices, history, rights, version, life cycle and full text, can be viewed and edited. Access is then via Windows Explorer or via the results list after a search has been performed.

Convenient e-mail retrieval

windream Exchange offers sophisticated options to retrieve archived messages quickly and efficiently - even in extensive message archives. For this purpose, windream Exchange uses the search application of the windream ECM-system, which is also used for retrieving other documents. However, the search for e-mails can be individually adapted especially for windream Exchange.

Thus, besides the well-known windream full-text search, which only requires the input of a single search term, the solution offers the option to open the windream retrieval application directly from the Outlook interface. Afterwards, all windream-specific retrieval functions are available to the user. The search can also be carried out via the ECM-extension mentioned below.

Individual configuration

With the help of the extremely easy-to-configure search options, users can define individual search queries in order to find very specific messages quickly and easily, even in very large e-mail archives. Once profiles have been created, they can be executed several times without having to re-enter search terms, as they are permanently stored in the system. The options also allow users to restrict the search to certain paths or folders of the windream ECM-system where the e-mails are archived. Profiles and defined queries can even be linked to the function keys of the keyboard of a workstation. Thus, it is possible to execute a complex search query with only one single keystroke. The results of a search are - as usual in windream - displayed in a visible result list.

Individual rights

Access rights to Exchange objects in windream and to the windream folders in which the objects have been saved are controlled via the windream rights management. This ensures that the messages are only accessible for authorized users. Any unauthorized access is excluded.

Microsoft Outlook as ECM-control center

The Outlook ECM-extension in windream Exchange makes it possible to integrate all essential document management functions into the Microsoft Outlook user interface. Thus, the e-mail application becomes the ideal client application for e-mail archiving and document management. The decisive advantage: typical document management tasks can be started and executed directly from the best-known and by far the most widely used e-mail program, without having to leave the familiar Outlook working environment. In concrete terms, this means: Email application and document management under one roof!

Office 365

Generally, windream Exchange also supports Office 365. The client-side windream mail archiving works under Office 365 with Exchange OnPremises or Online with full functionality. This applies to folder monitoring as well as to archiving messages via drag & drop function and to the Outlook ECM-extension.

Performance overview

windream Exchange Server

- Effective solution for rule-based e-mail archiving for Microsoft Exchange

- Email archiving for Microsoft Exchange OnPremises and Online

- Archiving

    - of any Exchange mailboxes

    - E-mails from Exchange mailbox folders

    - emails from Public Folders in Exchange

    - emails from PST/Msg files

- Rule definition by administrators

- Support of Exchange Journaling-function

- Optional post indexing and processing

- Script execution with user-definable actions (e.g. start workflow)

- Post-processing rules for indexing, recovery of downsized mails, etc.

windream Exchange Client

- Efficient solution for manually archiving e-mails for Microsoft Outlook

- E-mail archiving from selected mailbox folders

- User-definable pre- and post-processing scripts for automated target directory allocation, extended indexing, starting of a workflow during archiving

- Batch indexing

- Monitoring of defined Outlook folders and automated archiving of new items

- windream ECM extension

- Post-processing functions for indexing, restoring reduced mails, etc.

Conclusion: It couldn't be more convenient

windream Exchange offers all windream users a decisive added value for the reasonable and effective administration of their electronic messages. A factor which should not be underestimated is the considerable relief of the mail server. In addition, there are the comprehensive, but easy-to-use windream ECM-functions, with which messages can be administered comfortably. Even the specific search for e-mails can be easily implemented with windream Exchange. Furthermore, windream allows an audit-proof e-mail archiving which fully complies with the current legal requirements.

Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimize your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

windream GmbH

Wasserstraße 219
44799 Bochum
Germany

☎ +49 234 9734-0

✉ info@windream.com   **www.windream.com**