

# Email Archiving

## Meet federal regulations with comprehensive, unalterable email archiving and indexing

Email archiving is required to comply with federal eDiscovery regulations and state retention schedules. To effectively meet those requirements and maintain records for possible legal or internal investigations, school districts need an efficient solution that archives all inbound, outbound, and internal email. Lightspeed Email Archiving is a cost-effective and easily-managed solution designed specifically for K-12 schools, providing secure, unalterable email archiving and easy search and retrieval of time-stamped messages and attachments.

### With **Lightspeed Email Archiving**, you can:

**Ensure compliance and lower legal risk** associated with eDiscovery and Federal Rules of Civil Procedure regulations.

**Maintain a record** of email communications for future legal or human resources investigations.

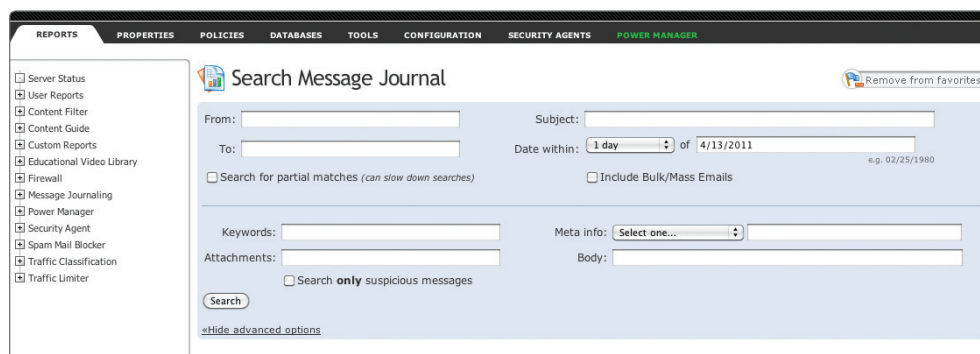
**Protect against costly** litigation and regulatory non-compliance fines and penalties.

**Search and retrieve unalterable emails** by sender, receiver, date, subject, and more.

**Leverage archived email** as a knowledge store.

### FEATURES

- Archival of inbound and/or outbound SMTP traffic and attachments (including documents, programs, and multimedia files).
- Message file storage with indexing parameters for: From, To, Subject, Date, Keywords, Body Text, Attachments and more.
- Comprehensive capturing and indexing of message attachments as well as full message details.
- Time-stamped and unalterable file integrity of the archived data.
- Flexible configuration of data redundancy rules of archived email (backup servers).
- Optional journaling of internal email processed by mail-server journaling agents.
- Optional keyword monitoring, indexing, and reporting.
- Dual indexing for 'Current Messages' and 'Archive Messages' for faster search processing using Microsoft SQL.
- Full retrieval and flexible forwarding of archived messages and attachments.
- Single-instance archiving of message attachments (no duplicated attachment files).
- Indexing and archive capacity limited only by available disk storage.



The screenshot shows the 'Search Message Journal' interface. It features a navigation menu on the left with options like 'Server Status', 'User Reports', 'Content Filter', 'Content Guide', 'Custom Reports', 'Educational Video Library', 'Firewall', 'Message Journaling', 'Power Manager', 'Security Agent', 'Spam Mail Blocker', 'Traffic Classification', and 'Traffic Limiter'. The main search area includes fields for 'From:', 'To:', 'Subject:', and 'Date within: 1 day of 4/13/2011'. There are also checkboxes for 'Search for partial matches (can slow down searches)', 'Include Bulk/Mass Emails', and 'Search only suspicious messages'. A 'Search' button and a 'Hide advanced options' link are at the bottom.

In the **Search Message Journal** report, find and retrieve archived emails based on sender, receiver, subject, date, keywords, and attachments.



**“Lightspeed Email Archiving securely archives all emails without changing the data. This is important because if it changes the content in any way, it’s not admissible in court.”**

— Jim Gaydusek,  
Sr. Technician and Server Administrator,  
Shelley School District

# Email Archiving



## Comprehensive, Customizable Reporting

Lightspeed Email Archiving provides comprehensive information about communication across your email system so you can adjust policies, review problems, troubleshoot issues, plan for ongoing needs, and quickly retrieve archived messages. You can see a high-level overview of email usage, and drill down for detailed information with reports like:

- Search Message Journal
- Suspicious Messages
- Top 100 Journalers
- Top Email Senders
- Top Email Receivers

From	To	Subject	Suspicious Keyword	Time	Retrieve
someone20863@m.com	someone5365@i.com	Message Journaling discovered a Suspicious Phrase	:9mm:shit:	4/13/2011 10:10:49 AM	Retrieve
someone28737@r.com	someone26@i.com	Message Journaling discovered a Suspicious Phrase	:!usex/s:	4/13/2011 10:09:51 AM	Retrieve
someone121499@s.com	someone5365@i.com	Message Journaling discovered a Suspicious Phrase	:!tabuse/s: !shorny/s: !ssex/s:	4/13/2011 10:09:24 AM	Retrieve
someone107304@i.com	someone26@i.com	Message Journaling discovered a Suspicious Phrase	:!usex/s:	4/13/2011 10:09:19 AM	Retrieve
someone18520@school@stncl.k12.xx.us	someone26@i.com	Message Journaling discovered a Suspicious Phrase	:penis:	4/13/2011 10:09:18 AM	Retrieve
someone138317@h.com	someone6484@i.com	Message Journaling discovered a Suspicious Phrase	:!uass/s:fuck:	4/13/2011 10:08:44 AM	Retrieve
someone28737@r.com	someone26@i.com	Message Journaling discovered a Suspicious Phrase	:!usex/s:	4/13/2011 10:04:27 AM	Retrieve

View a detailed list of **Suspicious Messages** and retrieve messages for further investigation.

**"Email archiving is necessary and Lightspeed makes archiving, searching and retrieving messages easy and usable. Lightspeed gives the process a nice and user-friendly interface."**

— James Hanrahan,  
Systems Support Specialist,  
Kenosha USD

## The Lightspeed Suite

Choose an all-in-one solution, or customize it to your needs:

- Web Filter
- Mobile Filter
- My Big Campus
- Hosted Email
- Educational Resource Library
- Hosted District Web Site
- Campus Collaboration Bundle
- Email Archiving
- Antivirus
- Spam Filter
- Advanced Web Traffic Reporting
- Power Management

## About Lightspeed Systems

Since 1999, Lightspeed Systems has been partnering with IT staff in schools—making day-to-day tasks manageable and educational goals reachable. Today, our solutions are used in more than 2,000 school districts, allowing us to help transform education.

To learn more about our products and services:  
[www.lightspeedsystems.com](http://www.lightspeedsystems.com)

Main: 877.447.6244  
Support: 800.444.9267  
Sales: [sales@lightspeedsystems.com](mailto:sales@lightspeedsystems.com)  
Support: <http://wiki.lightspeedsystems.com>



Lightspeed Email Archiving is available on a Rocket appliance.

## Lightspeed Rocket

As a single solution or combined with other products in the Lightspeed Suite, Email Archiving is delivered on a powerful Rocket Appliance with an advance replacement three-year warranty.



## See it for yourself!

Schedule a one-on-one personalized demonstration:  
[www.lightspeedsystems.com/demo](http://www.lightspeedsystems.com/demo)



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