



GFI Product Guide

GFI Archiver™

GFI Archiver Archive Restrictions and Licensing Guide



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1 About GFI Archiver Licensing

GFI Archiver requires a license for every mailbox. Each GFI Archiver license is made up of the following:

- » An Archiving license
- » A File Archive Assistant (FAA) license

Each license can be used by the same user to archive items from the mail server and/or to archive files from a client machine using the File Archive Assistant.

For example, when purchasing a license for 75 users, you can enable archiving for 75 different mailboxes and for each of these users you can also install the File Archive Assistant on their machines.

A user with multiple computers, all of which have File Archive Assistant installed, is still counted as 1 File Archive Assistant license. To free up File Archive Assistant licenses simply uninstall File Archive Assistant from client machines on your network.

You may need to exclude certain mailboxes from archiving while including specific ones. This can be achieved by configuring Mailbox Archive Restrictions and determines the number of licensed mailboxes counted by the product.

For general information on GFI Archiver licensing, refer to: http://go.gfi.com/?pageid=MAR_Licensing

2 Configuring Archive Restrictions

GFI Archiver requires a license for every mailbox. You may need to exclude certain mailboxes from archiving while including only specific ones. This can be achieved by configuring Mailbox Archive Restrictions.

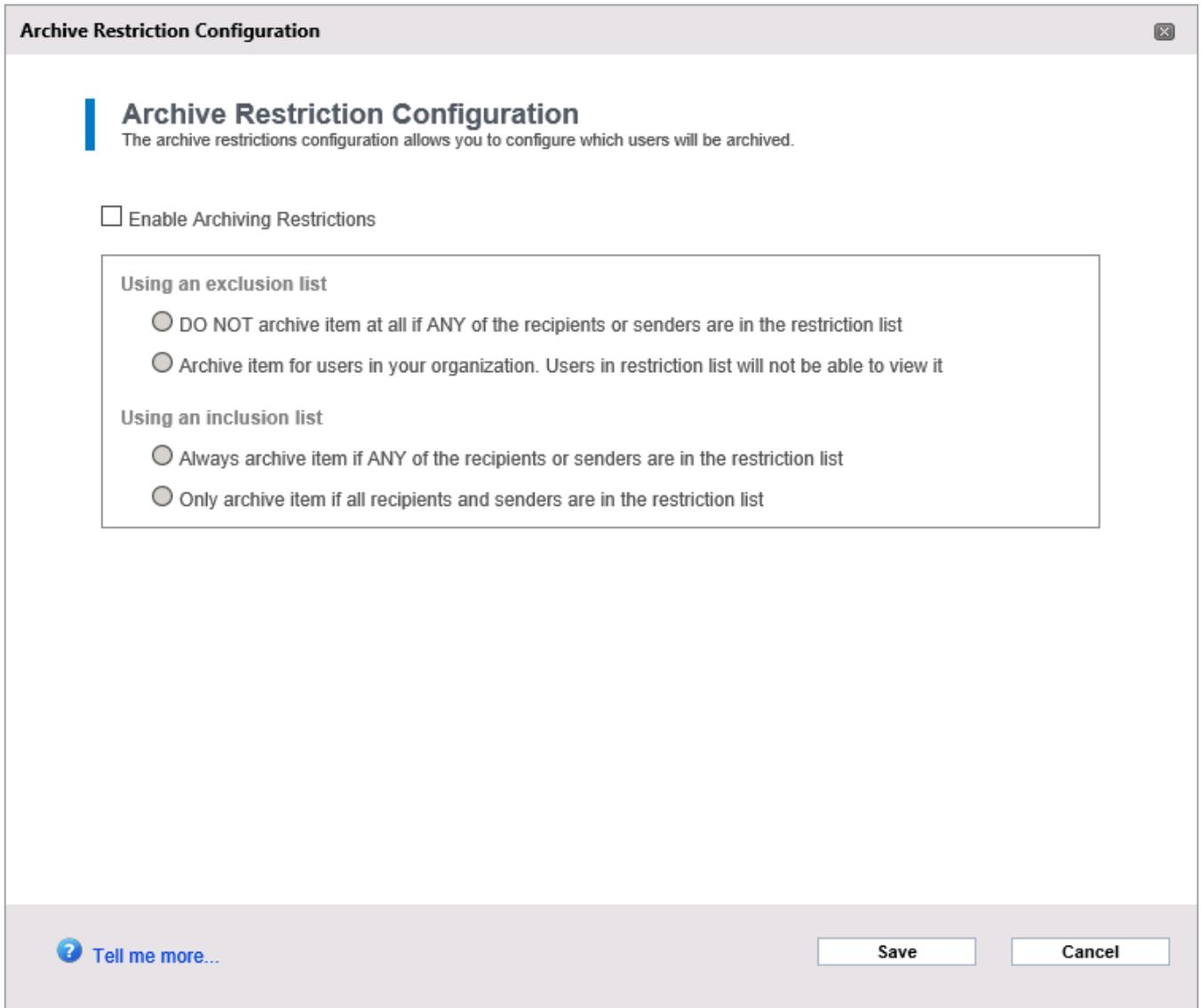
Using an **Archive Restriction List** composed of Active Directory or GFI Directory user names and/or email addresses (called **Inclusion List** or **Exclusion List** depending on the selected restriction method), you can determine the number of licensed mailboxes counted by the product using one of the following methods:

RESTRICTION METHOD	DESCRIPTION
Restricting by Exclusion	<p>Enable Archiving Restrictions by selecting one of the following options under Using an Exclusion list:</p> <ul style="list-style-type: none">» DO NOT archive item at all if ANY of the recipients or senders are in the restriction list - GFI Archiver does not archive items if any of the addresses in the email is listed in the Archive Restriction List or» Archive item for users in your organization. Users in restriction list will not be able to view it - Items are always archived, but users in the Archive Restriction List will not be able to view the archived item. <p>IMPORTANT</p> <p>If you select 'Archive item for users in your organization. Users in restriction list will not be able to view it' but the recipients or senders are not in Active Directory or GFI Directory, items are not archived.</p> <p>When GFI Archiver is configured to use an exclusion list, the licensing module deducts the number of Active Directory or GFI Directory users in the configured Archive Restriction List from the total count of users in the organization.</p> <p>NOTE</p> <p>Email addresses in the Archive Restriction List are not deducted.</p> <ul style="list-style-type: none">» Example 1: Consider an Active Directory or GFI Directory with 10 users and an exclusion list of 6 Active Directory or GFI Directory users. The license required in this scenario is for 4 users.» Example 2: Consider an Active Directory or GFI Directory with 10 users and an exclusion list of 6 Active Directory or GFI Directory users, but the exclusion list contains also another entry for 1 email address (not a user). In this case the license required is still for 4 users since email addresses are ignored.

RESTRICTION METHOD	DESCRIPTION
Restricting by Inclusion	<p>Enable Archiving Restrictions by selecting an option under Using an Inclusion list. This action enables items to be archived either:</p> <ul style="list-style-type: none"> » Always archive item if ANY of the recipients or senders are in the restriction list - If any address is in the configured Archive Restriction List or » Only archive item if all recipients and senders are in the restriction list - If all addresses (in senders and recipients fields) are listed in the Archive Restriction List. <p>In both cases, the Inclusion List restricts the license to the number of Active Directory or GFI Directory users in the list.</p> <p>NOTE</p> <p>If one of the entries in the inclusion list is an email address, licensing counts the number of all users found in Active Directory or GFI Directory. This ensures consistency since a user may have multiple email addresses.</p> <ul style="list-style-type: none"> » Example 1: Consider an Active Directory or GFI Directory with 10 users and an inclusion list of 6 Active Directory or GFI Directory users. The license required in this scenario is for 6 users. » Example 2: Consider an Active Directory or GFI Directory with 10 users, an inclusion list of 6 Active Directory or GFI Directory users and another entry for 1 email address. In this case the license required is of 10 users. The email entry will cause the license module to count all users in Active Directory or GFI Directory.

2.1 Enabling Mailbox Archive Restrictions

1. Select **Configuration** tab and click **Archive Restrictions**.
2. Click **Change Settings**.



Screenshot 1: Select Enable Archiving Restrictions

3. Select **Enable Archiving Restrictions** and choose one of the following options:

EXCLUSION / INCLUSION	OPTION
Using an exclusion list	<ul style="list-style-type: none"> » DO NOT archive item at all if ANY of the recipients or senders are in the restriction list » Archive item for users in your organization. Users in restriction list will not be able to view it <p>NOTE When Manual Archiving is configured, users in an exclusion list cannot manually archive emails using Archive Assistant if any of these options is enabled.</p>

EXCLUSION / INCLUSION	OPTION
Using an inclusion list	<ul style="list-style-type: none"> » Always archive item if ANY of the recipients or senders are in the restriction list » Only archive item if all recipients and senders are in the restriction list <p>NOTE When Manual Archiving is configured, all users in an inclusion list are able to manually archive items using Archive Assistant if any of these options is enabled.</p>

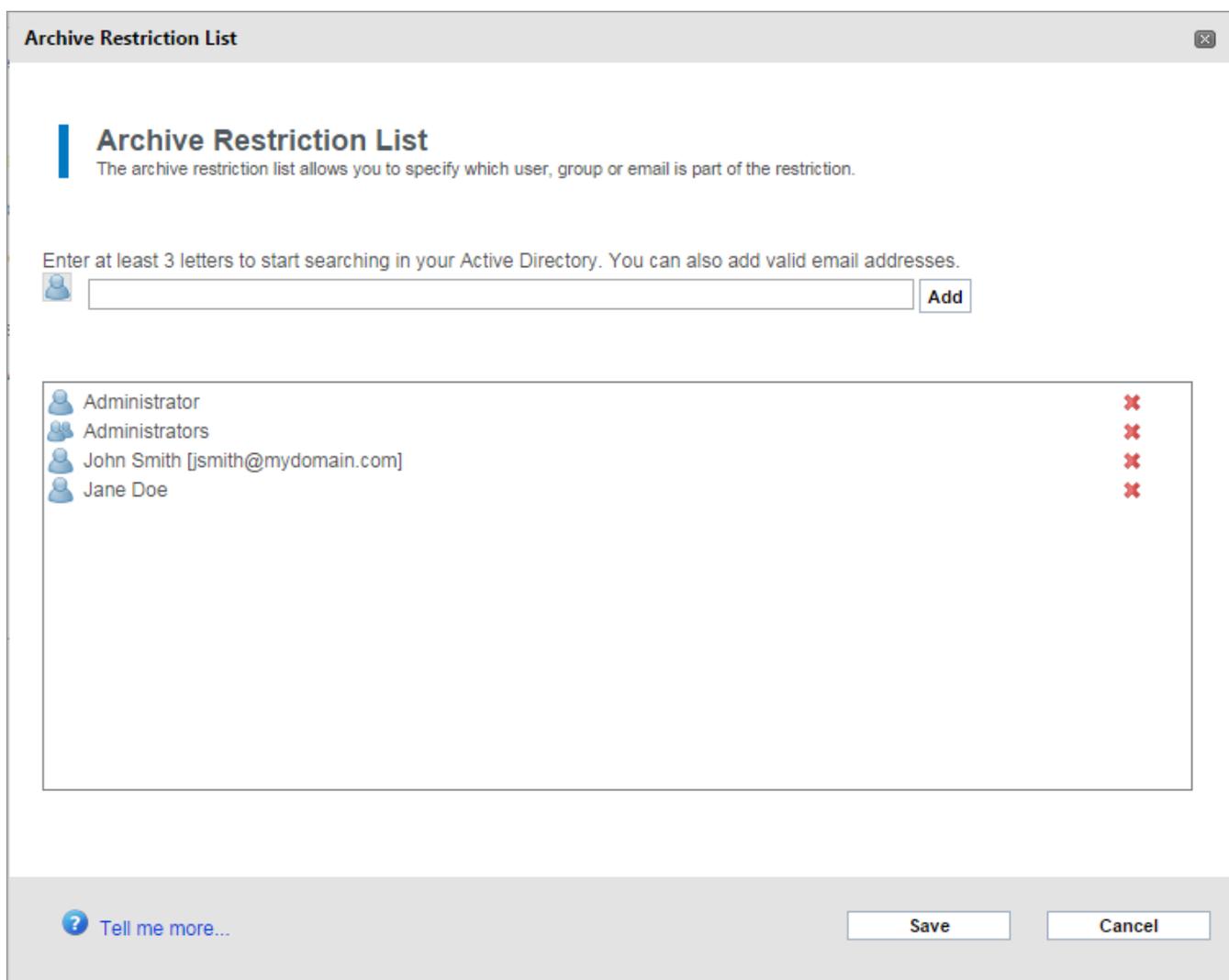
IMPORTANT

After enabling **Archive Restrictions**, click **Manage Restrictions** to create the list of users, groups or mailboxes to be restricted. The configured Restrictions will not come into affect if the list is not created.

NOTE

Items archived manually using the Archive Assistant are always archived, even when an exclusion list is configured.

4. Click **Save**.



Screenshot 2: Add emails, groups or users

5. Click  and select an option between email, group or users and key in the email, group name or user name of the user to restrict.
6. Click **Save**.

2.2 Disabling Mailbox Archive Restrictions

To disable mailbox archive restrictions:

1. Select **Configuration** tab.
2. Click **Mailboxes to Archive**.
3. Click **Change Settings**.
4. Uncheck **Enable Archiving Restrictions**.
5. Click **Save**.

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