GFI Archiver Evaluation guide:

Online Demo Evaluation Guide

GFI Archiver™

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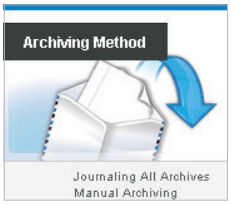
Introduction

We're delighted you have decided to evaluate GFI Archiver™ using our online demo. Much more than a product tour this is a fully functional installation of the latest version of GFI Archiver that you will be using in a live environment. This guide will walk you through the solution, ensuring you see firsthand some of the key features and functionality that a system administrator would have access to while using GFI Archiver. If you have questions or need assistance at any point, please contact Support.

Start the Online Demo

As you begin to explore GFI Archiver, start at the main Configuration screen. This is where the system administrator configures the solution and establishes policies. You will see other options and screens you can investigate along the top navigation. There are five key features you should be sure to explore during the online demo. These include: establishing the Archiving Method, setting up Archive Stores, creating Retention and Spam policies, determining Auditing practices and importing old emails.

1. Click on the Archiving Method title on the Configuration screen



Initially, the system administrator would decide on the Archiving Method to determine which items are to be archived. As a best practice, rule-based archiving can be used to determine which emails are archived to help control storage costs. Click on the Archiving Rules icon to define the conditions for rule-based archiving. However, depending on the organization's compliance needs and rules, a decision may be made to archive all emails. In this case, GFI Archiver leverages the journaling feature in Exchange server, archiving a copy of all journaled emails.

2. Click on the Archive Stores title on the Configuration screen

Next, the system administrator would set up Archive Stores, which are repositories for archived data and are created automatically by GFI Archiver. The first thing you will see is a summary of the archive store settings available.

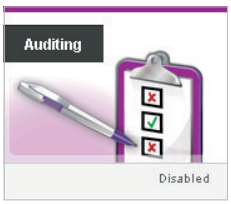
a. Click on the New Archive Store Settings tab. The Archive Store Settings Wizard helps system administrators configure the settings for a new Archive Store. A system administrator can manage the size of the Archive Stores by defining how often to roll over to a new store. Once this is set up, GFI Archiver will roll over to a new archive store automatically.

b. Click on the Schedule Archive tab to choose a preferred frequency for the Archive Store. A system administrator would choose the frequency and also decide how the Archive Stores will be indexed via the Index Management tab.

3. Click on the Retention and Spam Policies title on the Configuration screen

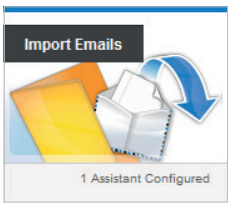
More than likely, an organization will need to demonstrate compliance with respect to retention and data protection laws. The system administrator would set up retention policies that define how long archived items need to be retained before they are deleted. Here, the system administrator would use the Retention Policy Wizard to add, edit and remove policies, and enable legal holds where necessary.

4. Click on the Auditing title on the Configuration screen



From the Auditing icon, the system administrator can set up rules to track and prove the security of the archived items in the event of an internal inquiry or litigation.

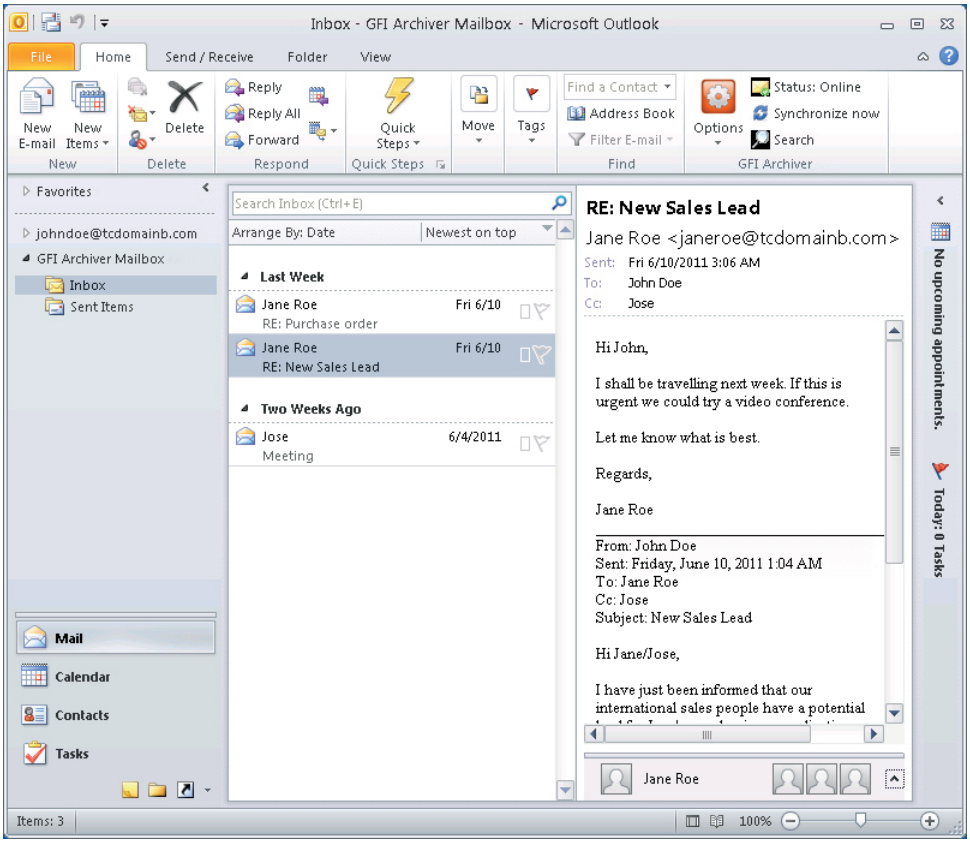
5. Click on the Archive Assistant tile on the Configuration screen

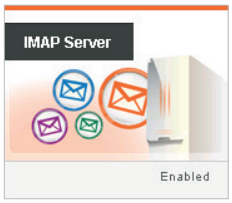


With an archiving solution, there is no longer a need to save old emails in PST files or in the mailbox. Past emails can be imported into the archive and accessed there. This is one of the key benefits of GFI Archiver. Emails can be imported automatically from Microsoft Outlook using the Archive Assistant, or imported manually into the archive stores from PST files and Exchange Mailboxes using the **Import/Export tool**.

There are three options for accessing archived emails, including:

- GFI Archiver web user interface (UI), which is accessible from any browser.
- Outlook Connector for native Outlook integration - archived emails are clearly visible within Outlook and appear just like another mailbox or folder.





- From any IMAP-enabled client/device – click on the **IMAP Server icon** on the Configuration screen to learn more about connecting to an IMAP server.

Additional Features to Explore

Powerful Search Capabilities

Go to the advanced search options in the Archive Tab to experience GFI Archiver's powerful search capabilities; this makes e-discovery a breeze. When an item is found, it can be restored, saved or tagged for future reference.

MailInsights Reporting Tool

This is a complementary technology to GFI Archiver that provides business intelligence gleaned from the organization's email archive to help identify potential security breaches, legal risks and productivity issues. After you have reviewed and feel comfortable with the configuration, click on the MailInsights tab to view sample and pre-configured reports, such as webmail usage, email responsiveness, storage use, inactive accounts and internal spammers. These are the types of reports that would be available for the organization in a live environment.

File Archiving

GFI Archiver is a complete solution for your archiving requirements and can archive not just email, but also Files and calendar items.

GFI Archiver comes with the File Archive Assistant which is installed on the PCs giving archiving capabilities for files on the desktop.

For more details on installing and configuring GFI Archiver, please refer to:

Installation, deployment and getting started guide
www.gfi.com/archiver/smartguide/
Administration guide
www.gfi.com/archiver/adminguide
Learn more about MailInsights reports
http://www.gfi.com/archiver/mailinsights/

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