

Archiving as a Service for Schools, Academies & Colleges

Access to secure, unlimited cloud based
archiving, search and retrieval

Email has become a key communication tool for both learners and teachers. Sharing information more efficiently, extending learning and support and providing an effective method of communicating with parents.

This growth in demand for email has meant that managing the increasing volume of emails generated has never been more challenging. It has therefore become increasingly important to have in place an efficient and robust email archiving service which securely retains your data and meets regulatory requirements.

You may be faced with:

- Growing storage costs and the need for expanding storage
- Spending an increasing amount of time and money managing the growing volume of email
- Increasingly complex legal requirements to retain emails
- The effects on network performance and increased investment in hardware required to continually improve performance.

The Capita Archiving as a Service

Capita Managed IT Solutions' Archiving as a Service is designed to help you address your email challenges, delivering instant access to your

emails, unlimited off-site storage with no upfront licensing costs and no impact on overall network performance.

Key Features

Simplified Mailbox Management

- Access email archives from any location via a secure, web-based portal
- Centrally deploy access to some or all users
- Quickly and easily access email archives directly from Microsoft Outlook

Unlimited Data Storage

- No need for mailbox quotas and PST files with unlimited archive storage in the cloud. Reducing resources to manage the service and improving performance
- Securely and automatically captures all sent and received messages without the need for user intervention

Fast Email Recovery

- Every email and attachment is stored and indexed in one centralised online repository
- Search and retrieval capabilities in real-time providing quick access to archived data, reducing the time and expense associated with requests

Email Compliance

- Securely and automatically captures all emails and attachments
- Comply with regulations and data retention policies
- Set retention policies to meet specific requirements
- Index, search and audit all emails and attachments so that you can quickly respond to regulatory requests

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Reduced Email Storage Costs

Providing a pay as you go, on-demand pricing model, with no additional storage fees or upfront licensing costs, allowing you to easily manage your budget. The total cost of ownership is lower than an on-site solution, which requires significant up front investment as well as ongoing costs associated with hardware, additional backups and support costs.

Fast Retrieval of Information

All email messages and attachments can be quickly and easily searched through Outlook or any other web browser, reducing the time and costs associated with email retrievals and requirements for e-discovery requests.

Scalable

Removes quotas from mailboxes and eliminates the need for pst files with unlimited archive storage in the cloud. New users can also be easily added.

Reduced Management Resource & Costs

The simplified mailbox management is an easy-to-use interface which allows your IT Technician or other delegated administrator to centrally deploy access criteria and quickly respond to any request by storing and indexing every email and attachment in one central online repository. As the service is delivered and managed off-site it also removes the burden on staff to manage network and capacity issues, freeing them up to concentrate on other added value projects.

Email Compliance and Security

The service ensures policy compliance by automatically monitoring and reviewing emails and attachments and setting retention policies to meet specific requirements. The real-time search and retrieval capabilities reduces the time and expense previously associated with recovering information for legal requirements or other policy breaches that may arise.

