Exchange 2007 Archiving Solution

Why do we have Zantaz Enterprise Archiving Solution (EAS)?
- 300MB Quotas in Exchange (for speed, performance, cost for 24,000+ users)
  - EAS has been implemented to help make quotas transparent
- Overall long term storage savings
  - Compression and Single Instance Storage
- Remove necessity for local PST files
- Ability to later include compliance and electronic discovery features

How does Zantaz EAS work?
- Runs nightly, reading contents of all users’ mailboxes
- Reduces Exchange mailbox size by moving items into the EAS Archives
- Content is still accessible through client interfaces into the EAS Archives

What is a Stub/Shortcut?
- A smaller version of the original message
  - Attachments and advanced formatting are not in the stub
  - The stub points to the full message in the EAS Archives
  - Stubs work seamlessly with Outlook or Entourage (when Zantaz client is installed)

Archiving Policies
- Based on age of message:
  - After 1 Day: copied to the Archive for backup and searching
  - After 7 Days: Messages over 1MB in size are stubbed
  - After 30 Days: All messages are stubbed
  - After 180 Days: Messages are moved fully into the EAS Archives (No stub left behind
    The stub is removed from the mailbox completely, but fully searchable via client and web
- Based on type of message:
  - Calendar items take on the same policies as mail items
  - EAS will not stub or remove: Tasks, Contacts, Notes, or Distribution Lists

EAS Client in Outlook
- Seamless viewing of stubbed messages
- Retrieve and Restore archived messages
- Search (by Folder, Subject, Contents, Sender, etc.)
- Offline File Sync

Other Resources
- EAS in OWA
  - [https://owa.emory.edu](https://owa.emory.edu)
- EAS Web Access (EWA)
  - [https://eas.emory.edu](https://eas.emory.edu)
- EAS Entourage Client (EEC)