IEM
Integro Email Manager

Integro Email Manager™ (IEM)

Email Management & Classification of Email Records

Keep What is Important. Eliminate What is Not.

Integro Email Manager™ (IEM) addresses the critical need in today's enterprises to keep the email that is important for business and legal obligations, and eliminate the costs and risk exposure associated with over retention of email. Experts say that upwards of 80% of our email does not need to be retained, so why keep it around?

IEM provides auto-classification guidance for email that is important to the business, while providing an intuitive tool for end-users to take control of their email environment. This combination of features provides the most intuitive, end-user friendly experience which accelerates adoption and usage across the enterprise.

Integro Email Manager—Key Benefits

- Allows for "auto-classification with human oversight" via Integro's patent-pending SmartAssist® feature.

- Organizes the mail file with an intuitive Zone Management® approach.

- Drastically reduces costs and risk by eliminating unnecessary email.

- Provides a simple interface for end users.

- Enables users to retain email with business value.

- Provides a flexible system for declaring records.

- Records can be retained per the corporate record retention schedule.

- Facilitates Defensible Disposition of non-relevant content by automatically deleting unwanted messages.

- Provides users with a daily snapshot of the status of their mail file via a simple dashboard.

- Unique icons allow users to quickly identify their records, non-records, and working emails.

- Management views at your fingertips help manage mail zones and designated folders.

- Enables messages to be auto-designated using easy rules.

- Works with **all major ECM systems**, including IBM, EMC, SharePoint, and OpenText.

> **"IEM customers have reported eliminating an average of 68% of unnecessary (or transient) information being stored, thus greatly reducing risk and cost."**

An Essential Tool for Enterprises

IEM is used by numerous Fortune 1000 companies today. Additional information and product demos are available by calling Integro at 888-575-9300 or visiting the website at **www.Integro.com**.

> **"At Apache Corporation, our goal is to limit risk by reducing the amount of transient information being stored in email and providing an easy-to-use interface that allows users to declare and classify records. Integro Email Manager provided exactly what we needed, and features such as the new user interface will make it especially easy for our users."** - *Donna Rose, Records Manager, Apache Corporation*

INTEGRO

How Integro Email Manager (IEM) Works—Features

Zone Management®

IEM provides real-world email management and records classification using virtual zones. We refer to virtual zones because Zone Management® is a metaphor. When a user *declares a message as a record*, *thereby designating it to the Records Zone*, the message can actually stay right where it is. With our virtual approach, there is no need for a physical area in the mail interface. As such, users may continue to work with messages as they are accustomed to doing. This improves user-acceptance, the most important factor for a successful RIM program.

- **Transient —** the ROT (redundant, outdated, and trivial); automatically deleted after a set amount of time (e.g., 90 days)

- **Records —** emails the company must retain to comply with business or regulatory policies; securely archived to the corporate repository; removed according to records retention schedule

- **Working —** emails needed to support user's current work; accumulate until each user's pre-determined space is full or for a set period of time (e.g., 2 years after "working" designation)

Zone Management®

Working - Can Keep:

Transient - Should Delete:

Transient 80%

Working 15%

Records 5%

Records - Must Keep:

SmartAssist®: A Records Management Feature Providing Auto-classification with Human Oversight

IEM is the *only* product on the market that enables "auto-classification with human oversight," delivered via Integro's patent-pending SmartAssist® records management feature. While other solutions seek to restrict or eliminate end user participation, IEM with SmartAssist is designed to auto-classify as much as possible, while providing end users with the ultimate control. IEM's SmartAssist puts zero burden on the end user, and in fact improves the user email experience by:
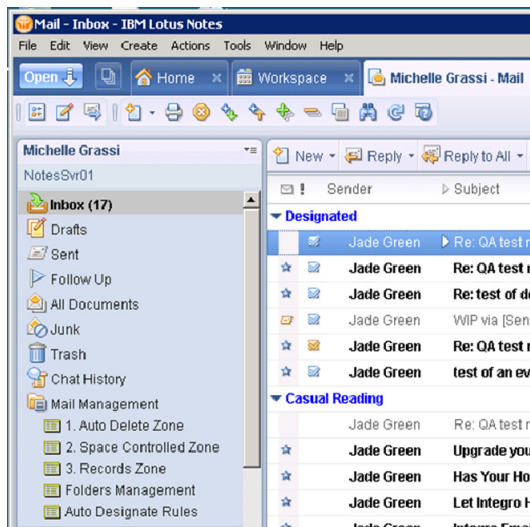
Identifying emails that are potential records and classifying them based on a corporate file plan (if applicable).

Proactively notifying the user of items scheduled for deletion.

Continuing to learn with each decision the user makes.

By providing a simple tool that allows the end user to easily declare records, organizations can dramatically improve adherence to corporate records management policies and reduce risk.

INTEGRO

Enterprise Content Management Solutions
Email | Records | Documents | eDiscovery

Integro, Inc. • 888.575.9300 • Integro.com