



# Message Archiving

Help Documentation

## Message Archiving

This feature is only available in SmarterMail Enterprise edition.

Message archiving is a method of storing all email traffic for a domain -- either incoming messages, outgoing messages or both -- in a separate location on the mail server. Typically, this is a feature used for companies that need mail servers in compliance with the Sarbanes-Oxley Act of 2002 or other regulatory compliance.

By default, SmarterMail does not archive any messages. To specify which domains on the SmarterMail are archived, the system administrator will need to create archiving rules. In addition, if the system administrator wants to allow individual domain administrators to search their domain's message archive then individual rules need to be set up for each domain. Setting the message archiving rules to "all domains" means only the system admin will be able to access message archive and search for messages on the mail server.

When archiving is set up for a domain (or for all domains), messages are automatically archived as soon as they hit the spool and before they are handled by any spam and/or content filters. This means that all messages are archived, not simply those that are delivered to a user's mailbox. On a nightly basis, SmarterMail zips up archived messages and stores them to conserve disk space on the mail server. However, zipped messages are still searchable.

To view the message archiving rules for your SmarterMail installation, click the settings icon . Then expand Storage and click Message Archiving in the navigation pane. A list of archiving rules will load in the content pane.

To create a new archiving rule, click New in the content pane toolbar. To edit an existing rule, select the appropriate rule and click Edit in the content pane toolbar. The following options will be available:

- Domain - The domain on the SmarterMail server to be archived.
- Archive Path - The directory on the hard drive in which archived messages are saved.
- Rule - Choose to save none of your messages, all messages, only incoming messages or only outgoing messages.

Once email archiving is set up, both system administrators and domain administrators can search the archives. System administrators can only search across all domains whereas domain administrators can search only within their own domain. NOTE: Please note that domain administrator search requires individual domain archiving rules to be set up, as noted above.

It is also important to know that archives are not deleted by SmarterMail and, as a result, they can get

very large. Be sure to check your archive folders regularly to see if they should be backed up and removed from the hard drive.