Store data in the cloud with Mimecast File Archive

A secure, dynamically-scalable, cloud-based file archive that reduces complexity, mitigates risk, improves productivity and helps address regulatory and compliance needs.

Business needs

Electronic files are a key resource for organizations. They can be documents that are used in important negotiations, presentations that contain customer commitments or even images of legally binding contracts. An effective file archiving solution must retain a complete, accurate and secure record of all necessary files. However, storage is only part of the solution. Delivering fast and easy access to this enormous repository of business information can also significantly enhance employee productivity and effectiveness. Fast and accurate production of files is vital when compliance or legal issues arise. However it's important this doesn't become a drain on IT resources.

Business challenges

Planning for file archiving can prove an almost impossible task. Multiple copies, multiple repositories and versioning all mean that most files will not exist in only one single location. Compliance regulations and company acquisitions can cause overnight step changes in file archiving requirements, pushing already overcrowded server rooms and data centers to the limit.

With continued pressure for rapid return on investment (ROI) from limited budgets and resources, organizations are increasingly looking towards the cloud for solutions. However, they must be confident that they retain control of data and that it will be stored in defined and appropriate jurisdictions.

Technical challenges

Delivering a file archive that is highly secure, scalable and easily accessible, without overstretching valuable IT resources, isn't easy. The task is further complicated by the need to balance the wide ranging demands of stakeholders from across the business. End users want to retain everything; while legal counsel typically favors measured retention. Human resource managers want to access personal data; however, the privacy of such data must not be compromised.

The challenge to provide a unified archive becomes further complicated when files are distributed across multiple locations. Data migrations and software upgrades can be risky and disruptive, and require meticulous planning. Finally, the risks to the business of being locked into specific technologies, or of data formats becoming obsolete, must be mitigated.

> **Mimecast is a leading provider of essential cloud archiving services.**

Fast facts

- Mimecast File Archive enables an organization to store file data alongside email data in a single, compliant, cloud based archive.

- Having a single archive simplifies access to data and eliminates the need for separate email and file archiving solutions.

- All data is managed securely in Mimecast's scalable cloud, there's no software to manage or storage requirements to worry about.

- Administrators are provided with flexible and granular control when identifying files that need to be archived to ensure that only the relevant documents are selected.

- Users and Administrators can easily find emails and files by searching in a single location using a variety of web and mobile applications.

- End users can recover files without assistance from the IT department.

mimecast®

Mimecast solution

The Mimecast File Archive service is a cloud-based service that allows customers to archive files and documents from the many places they may be stored - both inside and outside of the organization's network.

The service is able to archive files from a variety of locations including Document Libraries, Home Drives, Network Shares, Microsoft SharePoint as well as Dropbox and Box.net.

All files are indexed and stored in the Mimecast archive allowing for quick search and retrieval by administrators and end users, while allowing the organization to adhere to compliance, eDiscovery, and legal hold requests. Users are able to interact with these files from a variety of applications allowing them to leverage more value from their archive rather than the archive becoming a static repository of unstructured data.

Key benefits

- Centralized administrator eDiscovery of both email and file content from one location.
- Automated retention policies applied as files enter the archive. Retention policies can be set based on file name, type or contents.
- Comprehensive Data Leak Prevention toolset for examining and managing files as they enter the archive.
- Archive files from a broad range of file repositories including – Document Libraries, Home Drives, Network Shares, Microsoft SharePoint as well as Dropbox and Box.net.
- Administrators have granular control when identifying files to be archived, including by file type and attribute. This includes options to archive files based on file size, last modified date, created date, and last accessed date.
- Self-service recovery of archived files. Both administrators and end users can quickly search and retrieve the archived files.
- Access files via mobile and web apps.

About Mimecast
Mimecast is a leading provider of essential cloud services for Microsoft Exchange. Mimecast delivers enterprise email management services that include security, continuity and archiving. This suite of services provides total end-to-end control of business email, while minimizing risk and reducing both cost and complexity. Founded in 2003, Mimecast serves thousands of customers worldwide and has offices in Europe, North America, and Africa.