Mimecast File Archive

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 allows customers to archive files from network storage servers, Microsoft® SharePoint sites, and other online file sharing services like Dropbox and Box. Allow your users the freedom to use Dropbox and Box, knowing that your DLP, retention, and attachment management policies are being applied to all files being archived.

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.

Key Benefits

• Broad range of file repositories supported – Microsoft® SharePoint, shared network resources, users home directory, Dropbox and Box.net.

• Granular, policy based rules applied to all files entering the archive to ensure retention, security, attachment management, and DLP policies are enforced.

• Seamless end-user access to personal files via Outlook, Mimecast Personal Portal, and all of the Mimecast mobile applications at any time – including outages and continuity events.

• Self service recovery of archived files. Both administrators and end users can quickly search and retrieve the archived files from across the network.

> **Mimecast is a leading provider of essential cloud services for Microsoft Exchange. Mimecast delivers enterprise email management services that include security, continuity, and archiving.**

How it works

A Mimecast server agent collects data from local and network file shares and transmits them to the Mimecast archive where they will be processed according to customer policies.

The Mimecast service can also securely connect to Dropbox and Box.net's external API services and retrieve files from designated Mimecast Archive folders in those services.

Files from SharePoint libraries, and shared and personal network folders, are collected by a lightweight Mimecast application that runs from within your network. The files are de duplicated and compressed before the application securely sends them to your Mimecast account.

Administrators are provided with a flexible and granular policy based system to identify files to be archived. This includes the ability to archive files based on file type and attribute - attributes such as file size, last modified date, created date, and last accessed date. This ensures that administrators have full control over the type of data being archived.

All files processed are passed through the policy engine to ensure retention, security, attachment management, and DLP policies are enforced. The files are stored in the archive and rendered within Smart Tags that allow users and administrators to view the files and run full text searches across the archive from all of the Mimecast applications.

Administrators are also provided with a centralized view of the archived files from all of the different sources.