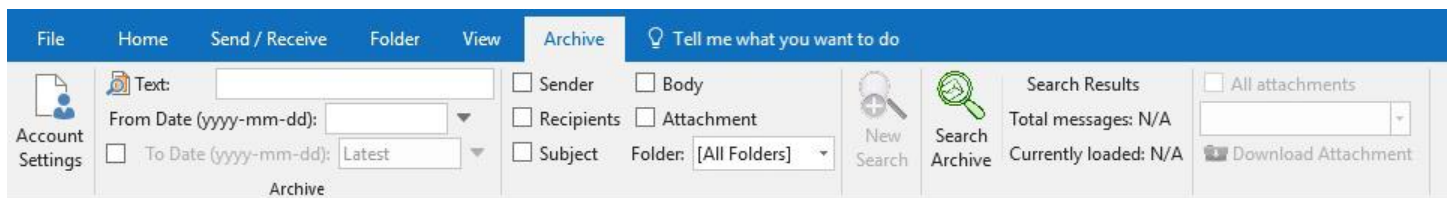


Jatheon's Outlook Plugin

Congratulations and welcome to Jatheon Technologies.

You can easily access, search and manage your entire archive directly from Outlook*. This document provides a step-by-step guide on how to do it.

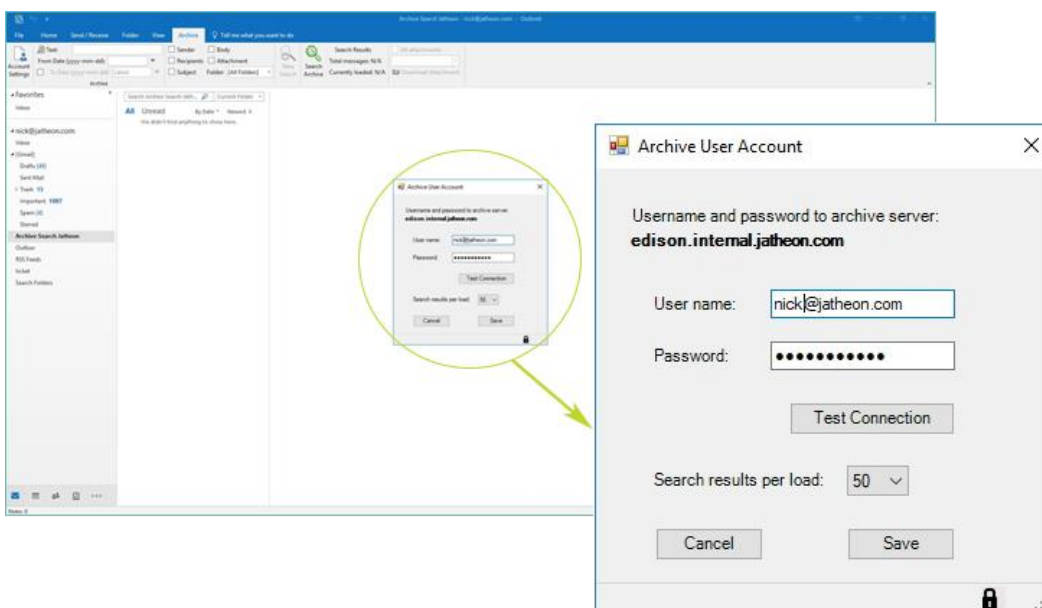


Outlook top strip with Jatheon's Outlook Plugin

1

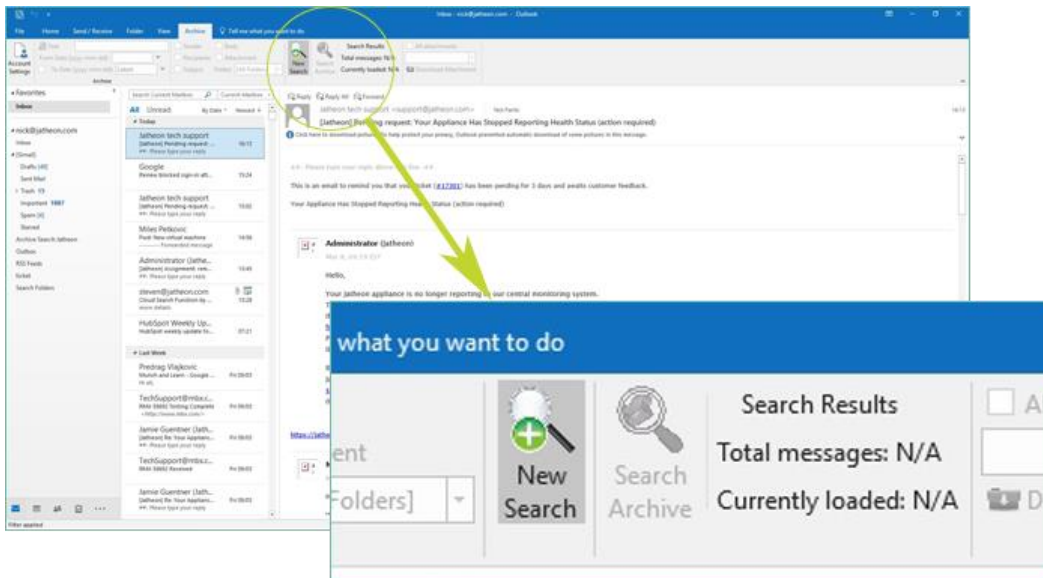
Single sign-on

Integrates with LDAP for single sign-on.



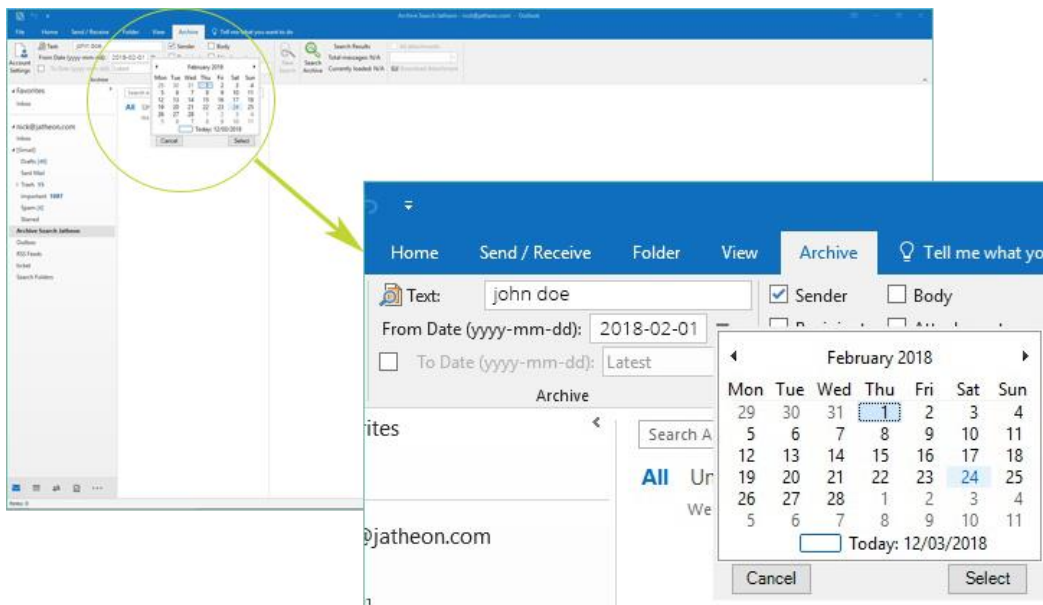
2 Click integrated Jatheon Power Search tool

Conduct quick searches across all archived content and attachments within Outlook.



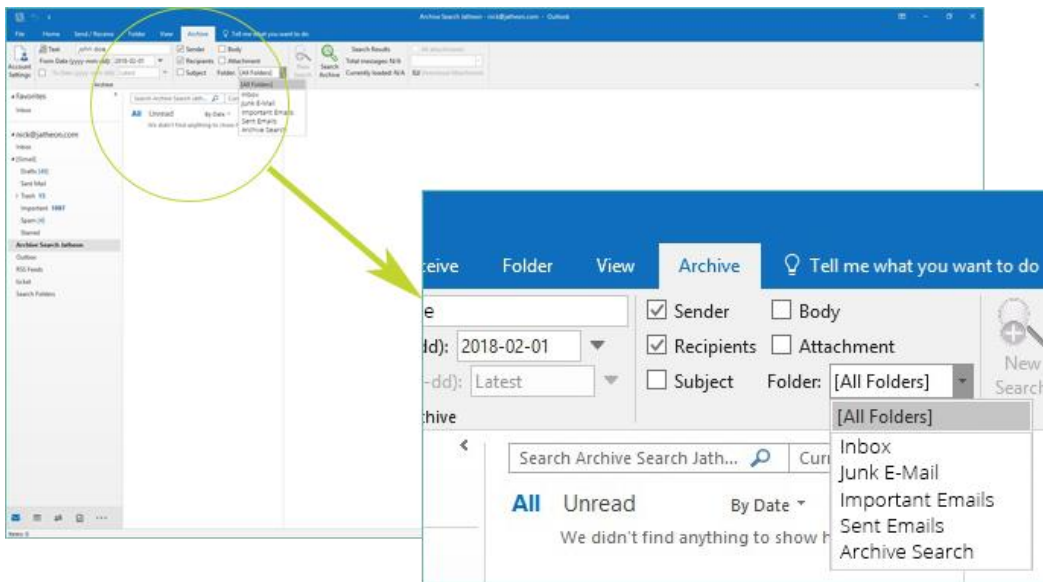
3 Specify your parameters

Enter your search phrase and date range.

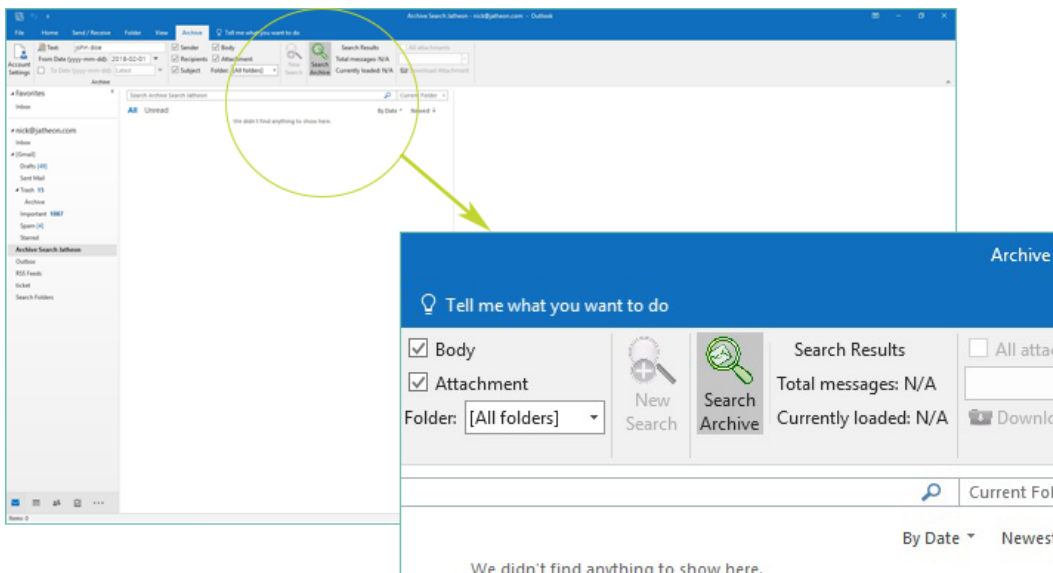


4 | Narrow search

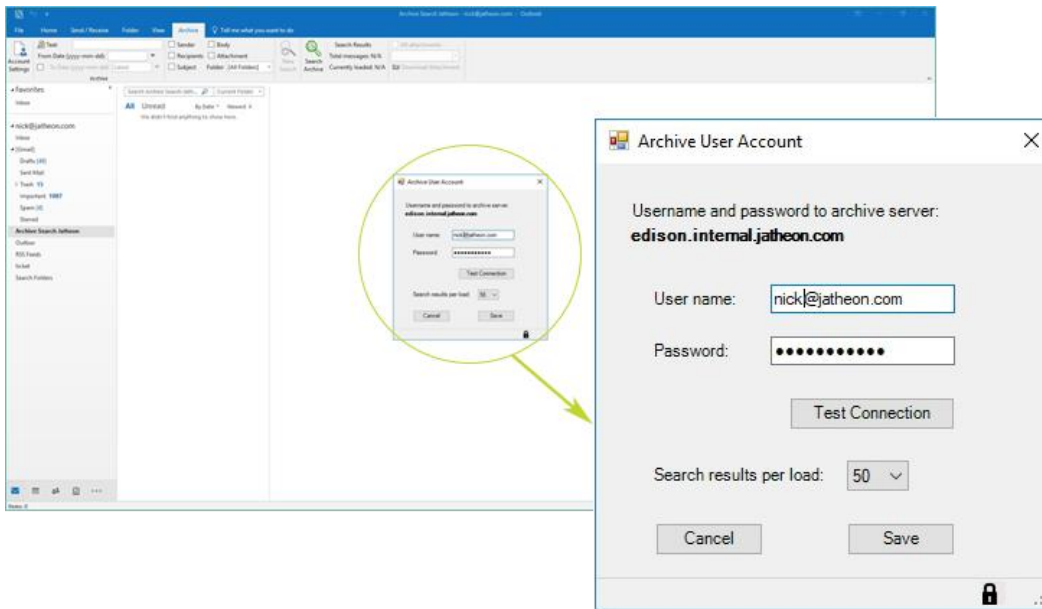
Narrow your search by specifying folders.



5 | Click Search Archive

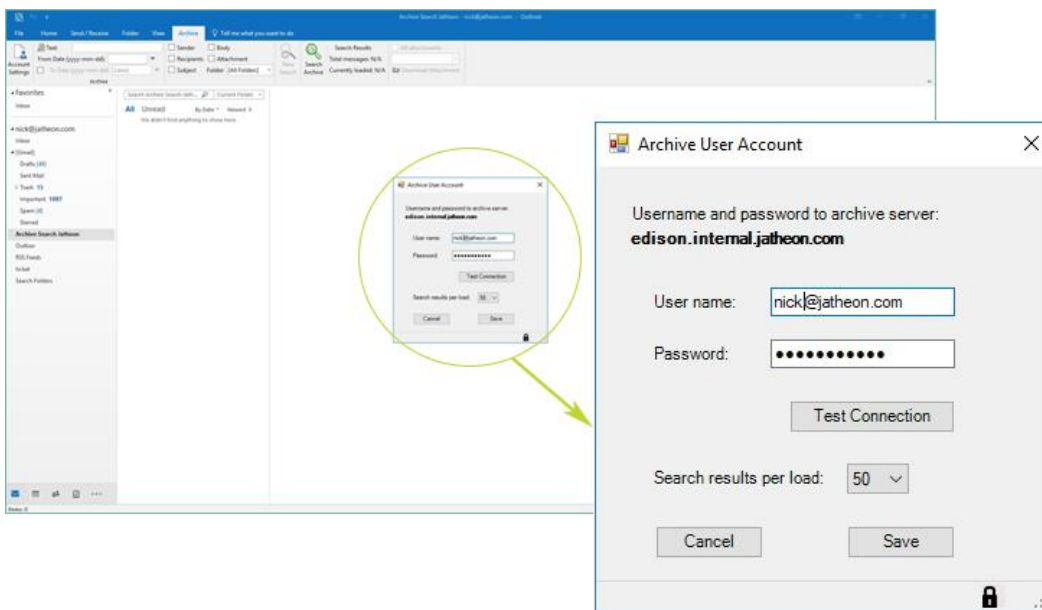


6 | Get results instantly within Outlook



7 | Simply drag and drop to manage mail

By using drag and drop, users can easily restore archived emails to existing Outlook folders.



*Compatible with Outlook 2010 and newer versions.

FREQUENTLY ASKED QUESTIONS

Q Do I need to manually move mails to the archive folder?

A No, all emails are archived in real-time. In fact, the email will already be archived and searchable before you see it in your inbox.

Q When an email is dragged to different folders, is this action stored in the archive?

A Yes, every drag and drop action is tagged and archived, which means that the user's preferences regarding archived mails and attachments are maintained.

Q Is user folder structure preserved in the archive?

A Yes, Jatheon's plugin continuously synchronizes with Active Directory and Exchange to preserve the user's folder structure.

Q Will the plugin cause my technical team problems when they want to upgrade to a newer version of Outlook?

A No, the plugin is a non-intrusive integration so there's no interference with your technical team's upgrade path.

Jatheon empowers businesses, government agencies and other organizations in regulated industries and beyond to manage, store and retrieve email, social media and mobile content securely and efficiently from a single platform. A secure and searchable archive that houses your unstructured corporate communication is critical for reasons such as regulatory compliance, eDiscovery, information governance, business productivity, reputation management and more.

Contact us today to learn more about the Outlook Plugin and other smart solutions offered by Jatheon.