

Who Used #@(*]%"” in an Email?



MailMeter

▶ COMPLIANCE REVIEW

Email Compliance

Every organization is affected by regulatory requirements - Graham-Leach-Bliley-Act, PIPEDA, Bill C6/198, Sarbanes-Oxley, FINRA – SEC-17A, HIPAA , etc.

Even governments must provide Freedom of Information access. They all involve capturing, keeping, producing requested emails within 24 hours to avoid the reality of non-compliance fines, penalties, personal liability, and reputation damage. It is also becoming a best practice for many private organizations in every type of industry to review emails for acceptable usage and policy enforcement.

Email usage, security and communication polices need to be airtight, easily understood and, most of all, enforceable. Compliance managers and executive management need to know if the organization's employees are sending confidential financial, medical or intellectual property information to unauthorized individuals.

“Waterford Technologies has extended the archiving paradigm

...improve email management and enterprise intelligence, enforce greater compliance... and reduce the risks associated with improper email use.”

— Osterman Research

MailMeter Compliance Review

Regulatory compliance does not have to be complicated, expensive or time-consuming. You can use MailMeter Compliance Review to quickly, easily and cost-effectively solve your requirements to review email records. In minutes, you can set up a process to automatically generate a review list of emails to meet any regulatory requirements.

MailMeter is a comprehensive, easy to use, affordable and robust email archiving solution that captures and pre-indexes incoming, outgoing and internal company email in real-time to provide a complete, unalterable and secure email archive for both compliance, acceptable usage, investigative, and mailbox management. You can search and retrieve email records quickly and easily for internal or regulatory audits.

Acceptable Usage Monitoring - Best Practices

Instead of avoiding the issues, sidestepping the requirements, or scrambling to meet guidelines and deadlines, MailMeter Compliance Review offers a simple, organized process to meeting regulations and implementing Best Practices. MailMeter Compliance Review gives you the information you need to make sure your staff is following your email policies and allows you to take quick corrective action and monitor the results.

Email usage, security and communication polices need to be airtight, easily understood and, most of all, enforceable. Compliance managers and executive management need to know if their employees are sending inappropriate emails or confidential financial, medical or intellectual property information to unauthorised individuals.

Investigating claims of email misuse - Employees use email for sending large attachments, photos and files and send and receive many harmful viruses while sending jokes and personal email. Control your storage and liability by identifying email abusers and enforcing email policy. With MailMeter your team will be able to construct and enforce better email and security policies.

Financial Services

Financial services organisations must collect and keep email records in an easily searchable database, in a tamper-proof location, and be able to generate random reviews of emails to meet their regulatory guidelines. With MailMeter Compliance Review you can quickly produce emails for audits and special requests. It helps your company meet regulatory requirements by providing a visible control system, process and audit trails.

MailMeter Compliance Review can generate email review lists daily, weekly, monthly, one time, or any other period. You can select everyone or specific individuals, set percentages for random selection of emails, enter any search criteria for messages and attachments, scan for matches in wordlists, assign reviewers, mark or "tag" emails for further action, require mandatory 'stamping' to verify the review, attach annotations, and more.

Designated Reviewers get notified of any assigned work they must complete by a deadline. In minutes they can quickly review the emails. With MailMeter Compliance Review you can easily demonstrate a "culture of compliance" for any regulatory investigation and avoid penalties, fines, and audits.

You'll Benefit with MailMeter Compliance Review

Fast Compliance

MailMeter Compliance Review is the right solution at the right price. It uses the MailMeter Archive data to automatically deliver review lists of emails that meet your search criteria (random sample percentage, matching words, etc.).

Trusted Compliance

MailMeter automatically collects all emails and preserves them in tamper-proof Archive Volumes. MailMeter Compliance Review can force reviewers to "stamp" each message as "Reviewed" or with any other tag you create.

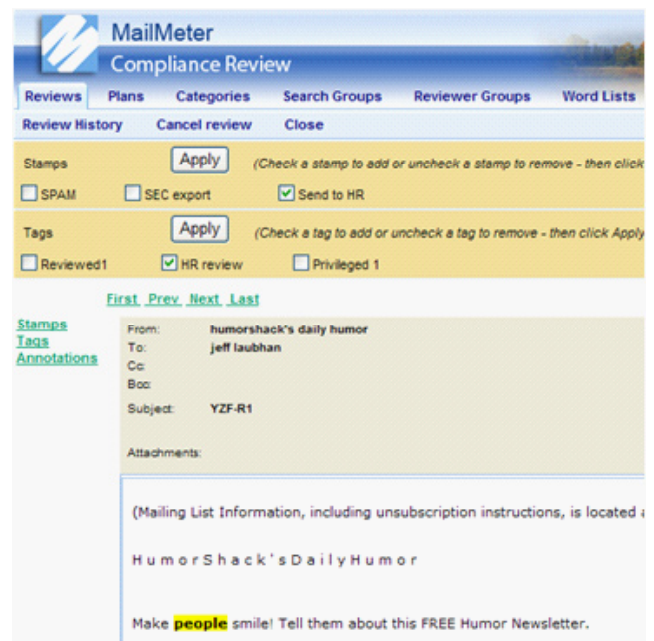
Powerful Solution

MailMeter Compliance Review offers capabilities for reviewing, annotations, exporting, etc., all through the simplicity and familiarity of a browser interface.



The screenshot shows the MailMeter Compliance Review interface. At the top, there are navigation tabs: Reviews, Plans, Categories, Search Groups, Reviewer Groups, and Word Lists. Below this is a section for creating a new plan, with options to show active or inactive plans and a search filter. The main area displays a table of review plans:

Category	Plan	Plan Description	Plan Type
1 Acceptable Usage Monitoring	Inappropriate words	test emails for inappropriate words usage	Daily
2 Financial reviews	Financial Lexicon1	Search for dangerous words	Daily
3 Financial reviews	Financial Lexicon2	Match keywords against emails	Weekly
4 Sales Department	Monitor Cisco communications	Look for all email to / from Cisco personnel	Monthly
5 Sales Department	5% review	Review random 5% of all emails	Weekly
6 Sales Department	SEC investigation for April 2007	Search for all messages between Jeff and Tom with the word "MailMeter" in an attachment	Once



The screenshot shows the MailMeter Compliance Review interface for reviewing an email. It includes options to apply stamps (SPAM, SEC export, Send to HR) and tags (Reviewed1, HR review, Privileged 1). Below this is a sample email header:

From: humorshack's daily humor
To: jeff laubhan
Cc:
Bcc:
Subject: YZF-R1

Attachments:

(Mailing List Information, including unsubscription instructions, is located in the footer of this message.)

HumorShack's Daily Humor

Make **people** smile! Tell them about this FREE Humor Newsletter.

Call Us Now!

MailMeter Compliance Review can be installed quickly and easily.



Waterford Technologies provides cost effective software solutions for email and file management to organisations worldwide.



WATERFORD TECHNOLOGIES

phone: +44 121 601 7041 Europe
+353 51 334 967 Ireland
1 949 428 9300 USA
1 416 603 6920 Canada

web: www.MailMeter.com
email: Sales@MailMeter.com

Offices and resellers in major cities worldwide.