

Critical Best Practices

Pre-Installation

Always run e-mail server best practices processes according to e-mail server software vendor maintenance documentation before beginning installation of MessageSolution EEA.

Resources:

Microsoft Exchange Server Best Practices Analyzer
<http://technet.microsoft.com/en-us/exchange/bb288481.aspx>

Historical Archiving

In general, data size for archiving is not an issue. Although the EEA is capable of archiving tens of thousands of users, it is recommended to follow these best practices.

1. For most environments, it is recommended that you archive in batches of 5 – 20 power users or up to 50 median users for every year of historical mail.
2. If archiving during nightly window opportunities in an average environment, it is recommended that you archive about 500 GB data per week.

MessageSolution recommends archiving older emails first and then gradually moving to more recent emails because this allows the archiving process, including the impact on the email server, to be closely observed so that if something should go wrong the impact to the email server will be minimized.

The best practice is to start with older emails (3 or 5 years ago) and a small number of mailboxes. If that works fine (depending on how many emails we have archived), we can move the date range closer; for example, 2 years ago, then a year ago, and so on.

Real-Time Archiving

1. Do not begin running a Real-Time Archiving schedule until Historical Archiving has been completed.
2. Turning on the Journal Box before installing EEA is not recommended.
3. Once the Journal Box is turned on, it is recommended that you monitor the size of the Journal Box to avoid jeopardizing your email server storage size.

Stubbing:

The Best Practice for stubbing is to stub only old emails/attachments (1-3 years or older). Stubbing C-Level management teams' emails/attachments within the first 2-3 months of the deployment process is not recommended, in case the system needs more tuning or optimization in the first few months.

Continue Using Your Backup Solution:

Backup solutions and archiving solutions are not mutually exclusive processes. In fact, the two solutions complement each other, and both solutions should be implemented within best practices guidelines for a corporate electronic mail/file system.

The main differences between an archiving solution and a backup solution are that an archiving solution:

- Gives an organization the ability to search through archived emails/attachments or files
- Reduces the storage requirements for email/file servers
- Cleans and removes old, dormant emails/attachments or files from the email/file servers after these electronic documents have been archived for years

Backup solutions, however, are intended to back up all data in case any unexpected data loss occurs during the course of the business.

An archiving solution is not intended to replace the backup system; MessageSolution recommends that customers continue to backup the primary mail/file system.