

MessageSolution Enterprise File Archive (EFA) Deployment Preparation Sheet & Best Practices

EFA Server Pre-Requisites

- 40GB hard disk (a separate disk array or NAS/SAN for storage)
- Working Web Browser:
 1. Internet Explorer
 2. Firefox
 3. Safari & Opera (Full Future Support)
- 1 Network Interface card
- Access to the DNS service
 - Properly configured MX record is needed if alert messages are going to be enabled
- Access to the File Server
- Linux 2.6, Windows 2000, 2003 or 2008, Solaris, Mac
- Hardware Requirements
 1. RAM Requirement (Top Priority)
 - 2 - 4 GB
 2. Hard Disk Requirement Guide Lines (Middle Priority)
 - a) Please set aside at least 6 GB for the software installation (5 GB for buffer files)
 - b) 50% of current information store size plus considerations for
 - Daily volume
 - Growth Rate
 - Retention Policy
 - c) Please consider using more robust storage media whenever possible
 - SAN
 - NAS
 2. CPU Requirement Guide Lines (Lowest Priority)
 - a) **Best Practice** – Same family/series of processor in file server, but does not require as much as much CPU speed/frequency.
 - b) Depending on Environment – Minimum requirements are Pentium IV 2.0GHz

A Quick Guide to EFA Deployment

Please review the steps below to ensure your system is ready for deployment and configuration of EFA.

1. Install EFA onto a separate system from the file server.
2. Create an Administrator Account:
3. Stop IIS or relevant services.
4. Make sure there is enough disk space (at least 40GB or more) on the installation disk.
5. For the archive's storage device, estimate your expected data volumes, and then get a storage device with enough storage space for those estimates.

Note

For help estimating your expected storage volumes with EFA, ask your MessageSolution representative for our Storage Space Calculator.

MessageSolution's Deployment Assistance

MessageSolution's one time remote deployment assistance fee includes professional engineering assistance to:

1. Configure the Enterprise File Archive (EFA) system,
2. Successfully test archiving (importing) and indexing processes.
3. Successfully complete the archiving (importing) and indexing of the first X files.

Critical Archiving Best Practices

Please read these best practices.

Historical Archiving

In general, data size for archiving is not an issue. Although the EFA 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 data.
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.

Stubbing:

The Best Practice for stubbing is to stub only older, less frequently accessed data (1-3 years or older). Stubbing C-Level management teams' files 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.

Planning Your Archiving Project

When creating your **archiving project schedule**, here are some important items to consider:

- I. Existing storage size on your file server(s)
- II. Bandwidth Available
 - a. Bandwidth available to import existing file storage volume into archive (Keep in mind that large storage + less bandwidth = additional days or weeks.)
 - b. Bandwidth available between multiple geographic locations; size of file storage volume on file servers at those locations
- III. Speed & disk space of archive server
- IV. Potential troubleshooting or system fine-tuning required to complete the data importation process
- V. The EFA requires an administrator/service account that has privileges to access and modify files on the targeted file servers.

Please plan your organization's preferred archiving schedule in advance. When planning, consider your data storage size and the number of historical files to be archived. See the Archiving Best Practices to learn what other critical factors to consider when planning your archiving project schedule.

Additionally, as with the implementation of any other enterprise-level software product, please also plan some time for system fine-tuning or troubleshooting for your specific network environment. We also suggest you plan your archiving schedule in advance to allow sufficient time to meet any important deadlines.