



iMail Best Practices Guide for Email Extraction – ver 1.1



The Crescent Office Park, 3 Eglin Road, Sunninghill, Johannesburg.

PO BOX 342, Strathavon, Sandton 2031 Tel +27112623632 Fax +27866378868 www.iMail.com

VAT 4260108842 REG 1966/005897/07 Executive Directors: David Jacobson & Sam Gelbart Non-Executive Directors: Setumo Mohapi & Julian Sunker



Best Practices Guideline for Email Extraction

Purpose

The purpose of this document is to detail the best practices and recommendations from iMail when extracting data from the iMail Cloud Mail and iMail SecureArchive offerings.

Extraction Options

Cloud Mail

PST Extraction

Please take note of the following recommendations should you decide to go with the above option:

- Take note this will require you downloading each user's mail to their mail client.
- From the mail client you can then save and convert the local OST to a PST.
- Please take note you will not be able to do this with Cloud Mail archive mailboxes as they are read only.

Hard Drive

Please take note of the following recommendations should you decide to go with the above option:

- The hard drive needs to be a self-powered USB drive.
- The hard drive needs to be encrypted with VeraCrypt.
- You need to arrange for the shipment collection of the hard drive from the SYNAQ offices.

Extraction Rates

To estimate the extraction time of your data the extraction rates from Cloud Mail is estimated at 72 gigs a day.





SecureArchive

Hard Drive

Please take note of the following recommendations should you decide to go with the above option:

- The hard drive needs to be a self-powered USB drive.
- The hard drive needs to be encrypted with Vera crypt.
- You need to arrange for the shipment collection of the hard drive from the iMail offices.

Extraction Rates

To estimate the extraction time of your data the extraction rates from SecureArchive is estimated at 100 gigs a day.

