

# Capture all Microsoft Teams communications to help meet compliance requirements

Have confidence in your compliance and protect your organization from litigations with Information Archiving

## Benefits:

- Capture communications from Microsoft Teams.
- Meet and exceed compliance needs.
- Easily search through company communications.

## With archiving for Microsoft Teams, we capture:

- Individual chat messages
- Group chat messages
- Channel post messages
- File uploads in channels
- Shared attachments located within SharePoint and OneDrive
- Meetings
  - “Channel Meetings” that are scheduled in a channel and all the events and replies
  - “Chat Meetings” that start within a Chat and events in the chat
- Meeting recordings
- System events from individual, group, channel, or meeting actions
- Emojis used within messages

Communication between employees often starts in emails or other communications and then moves over into collaboration tools, like Microsoft Teams. While communicating over different channels can increase productivity, it can often open doors to risks like data loss or noncompliance with regulatory mandates.

Information Archiving helps address this concern by capturing over 50 different sources of communication into an easy-to-use, unified information archiving and eDiscovery solution. With unlimited storage and retention matched with flexible search capabilities, IT administrators or HR teams can intuitively search all communications in a single location, simplifying the eDiscovery process.

## Capture communications from Microsoft Teams

Microsoft Teams is a great tool for helping your team collaborate quickly and effectively—such as sending files, having meetings, or sending quick messages. For highly regulated industries, it is essential to capture this communication to meet compliance requirements and industry regulations.

Information Archiving gives you confidence in your compliance by capturing these Teams’ communications alongside other channels of communication—like emails, Salesforce Chatter, or LinkedIn—in an easy-to-search archiving solution. Teams’ communications are stored in an EML format, and the recordings are captured as an MP4 file format with the messaging details and chat logs to help you achieve compliance.

To streamline regular compliance reviews, our Information Archiving solution proactively scans messages based on users’ preferences to identify and flag potential issues and violations for further review. Our solution is built with ease-of-use in mind, regardless of if you are an IT administrator, legal counsel, or HR leader. The intuitive search and interface enable you to quickly and easily search and share results—without needing technical expertise.

## Meet and exceed compliance needs

Information Archiving helps you easily adapt and comply with changing regulations, including HIPAA, FCC, FOIA, FDIC, SEC, PCI DSS, FINRA, GDPR, GoBD, and more.

We help you achieve this with:

- Unlimited cloud-based storage and eDiscovery for over 50 different sources of communication.
- SimplyShare technology that enables you to share datasets with third parties—without external hard drives or SFTP sites.

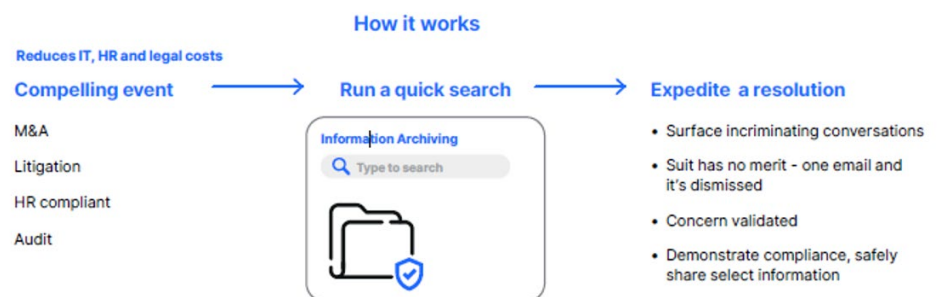
## In addition to Microsoft Teams, we can also capture:

- Emails—Microsoft and Gmail
- LinkedIn
- Facebook
- Twitter
- Slack
- Salesforce Chatter
- Yammer
- RSS Feeds/Blog
- Vimeo
- Bloomberg
- And more

- Proactive glossary scanning flags text and files content for review.
- Flexible search capabilities, such as data classification, message flagging, attachment OCR scanning, and content indexing.
- Time-based retention policies that can apply to everyone, specific users, or customizable groups.
- Write once, read many (WORM) compatible storage to protect against data alteration.
- Role-based access controls to enhance security.

## Easily search through company communications

Information Archiving is a proven solution that indexes and stores outbound, inbound, and internal communications, like emails and Microsoft Teams communications. It captures and reformats data into electronic mail (EML) format. This data is then journaled into a searchable database with advanced search and retrieval capability and customizable retention policies—along with effective eDiscovery, legal hold, and data classification functionality.



Data is stored for a default period of six years, with options to set global and user specific retention policies ranging from one month to indefinite retention. Additionally, the data is stored in an immutable WORM-compatible hardware to achieve the highest levels of compliance storage requirements.

After the data has been indexed and stored, it can be searched and shared seamlessly with internal and external stakeholders. For example, HR, legal, third-party auditors, and third-party counsel can access data with our SimplyShare technology. Data can also be placed on legal hold to accommodate the data retention rules associated with the Federal Rules of Civil Procedure.

## Strengthen cyber resilience

Information Archiving for Microsoft Teams helps you capture business communications in an easy, searchable format so that you can avoid costly compliance violations and unplanned litigations. OpenText Cybersecurity brings together best-in-class solutions to help your business remain cyber resilient. Together, we can help you protect your business from threats by minimizing the impact through quickly detecting, responding and recovering data seamlessly.

**For more information:**

<https://www.carbonite.com/business/products/information-archiving/>