

Arctera Insight Personal Archive

Information is everywhere—email, chats, file shares—and it's easy to lose track. When teams can't find what they need, work slows down. When critical communication isn't retained or searchable, risk grows.

Arctera Insight Personal Archive simplifies access, governance, and recovery. It delivers fast, intuitive access to historical content for end users, while giving IT powerful tools for data protection, retention, and oversight. No hardware. Just secure, scalable archiving with unlimited retention and predictable pricing.

Everyday Access Without the Overhead

With Personal Archive, your team can capture and retrieve business-critical content—emails, attachments, SharePoint® and Box files, Teams and Slack, and more—all in one place.

Users access their archive from Outlook®, IBM Notes®, shared or Microsoft Group mailboxes, or any supported browser. Folder structures are preserved and synced daily. Message previews display both display names and email addresses for easier review.

Work from Anywhere with Responsive Mobile Access

Today's workforce is mobile. That's why Personal Archive is fully redesigned to support access from any device—desktop, tablet, or smartphone—via a responsive, browser-based interface.

Comprehensive Search Built for Real-World Use

The Arctera Insight Archiving indexing engine is backed by a scalable grid architecture that ensures fast, consistent performance, no matter the data volume.

Users can run searches in two modes:

- **Quick Search** for everyday lookups
- **Advanced Search** for precise filtering by sender, recipient, subject, date range, keywords, attachments, and more

Search spans email, attachments, files, Teams content, and more. Results highlight terms in message previews.

Users can save common searches and tag items to organize content for future reference.

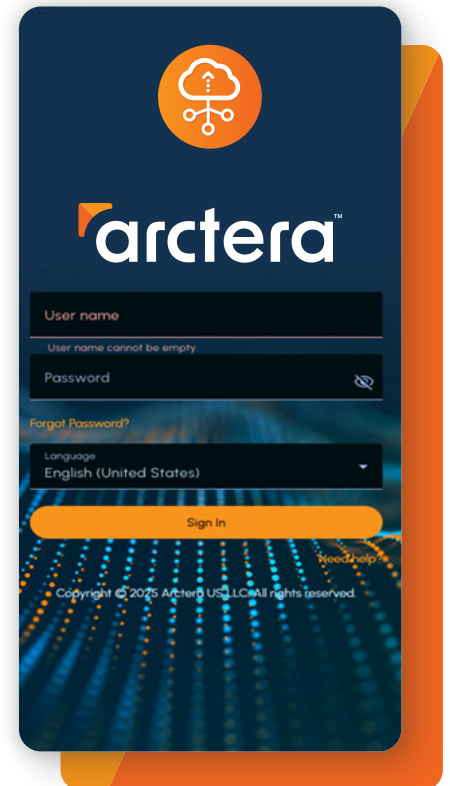


Figure 1. Your users can access their Personal Archive across devices.

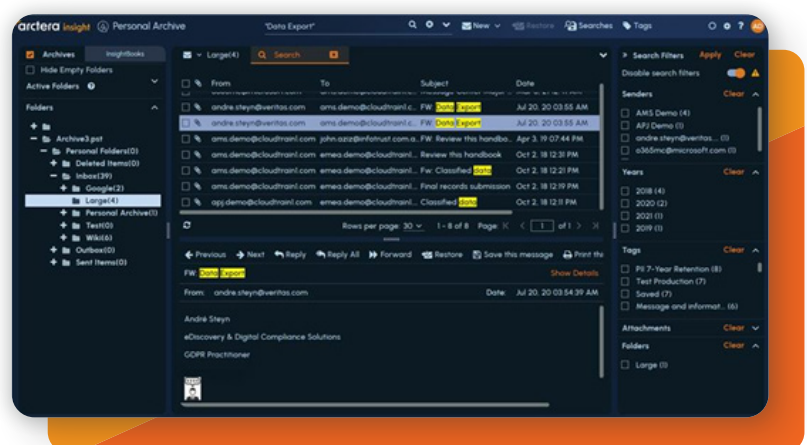


Figure 2. Your users can access their Personal Archive directly from Outlook or Notes and then use basic and advanced search capabilities to locate archived information.

InsightBooks: Focused Collections for Smarter Search

InsightBooks let users create curated collections of archived content using advanced filters or custom queries—ideal for reviewing projects, surfacing decisions, or tracing communication threads.

With InsightAI, users can ask natural language questions about the content to generate summaries, spot patterns, or identify key outcomes. Templates like Week in Review and Return from Vacation make it easy to get up to speed.

InsightBooks can be shared, annotated, and subscribed to across users and departments, making them a valuable tool for knowledge capture and collaboration.

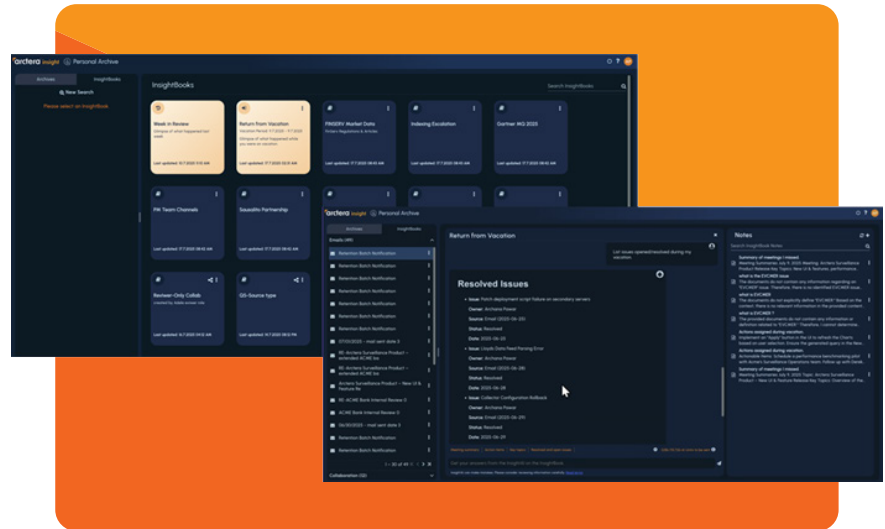


Figure 3. InsightBooks are AI-generated summaries that uncover hidden patterns, key decisions, and contextual insights from historical communications.

Boost Productivity Across the Board

Employees spend over three hours a day searching for information, adding up to more than 100 lost workdays each year.

Personal Archive helps reclaim that time with fast, intuitive access to historical content and fewer IT interruptions.

- Restore lost or deleted content from Outlook, mobile, SharePoint, Box, and Teams
- Use Single Sign-On (SSO) for seamless login
- Sync Outlook folder structures directly into the archive
- Access from any device without extra software
- Deploy Outlook add-ins silently using PowerShell
- Manage access to shared and Microsoft Group mailboxes with flexible admin policies

Ingest Legacy Email Data Without Losing Structure

Legacy PST and NSF files are fully supported. Personal Archive ingests and indexes them while preserving folder hierarchies, ensuring historical emails remain fully searchable and accessible. These legacy files are integrated seamlessly with current data, giving users full visibility and access through their Personal Archive.

Search That Works Like Users Think

The Personal Archive search engine delivers fast, relevant results. Users can filter by sender, subject, recipient, date, file type, and keywords, and save their searches for later use.

Quick Search handles day-to-day needs, while Advanced Search offers detailed control. Search results highlight key terms, support tagging, and can serve as the basis for AI-powered queries using InsightBooks.

Familiar, Frictionless Interface

Localized in 27 languages, Personal Archive integrates directly into Outlook or Notes. It appears as a native folder where users can search, reply, forward, and compose messages as they normally would.

The interface supports multiple open tabs, consistent navigation, and the same user experience across desktop, mobile, and tablet—no training or ramp-up required.

Built for Enterprise Deployment

IT teams can deploy the Outlook add-in silently using PowerShell. Authentication is handled via SSO, while retention settings, access permissions, and folder sync behavior are all centrally managed through the admin console.

Why Arctera Insight Personal Archive?

Because finding the information you need shouldn't be hard. Personal Archive turns your archive into a strategic asset—secure, searchable, and available anywhere your team works.

From intelligent search and responsive mobile access to AI-powered InsightBooks, Arctera gives your organization the tools to reduce risk, recover fast, and move forward with confidence.

Quick access to the information that drives work.

Learn more at arctera.io/archiving.

About Arctera

Arctera helps organizations around the world thrive by ensuring they can trust, access, and illuminate their data from creation to retirement. Created in 2024 from Veritas Technologies, an industry leader in secure multi-cloud data resiliency, Arctera comprises three business units: Data Compliance, Data Protection, and Data Resilience. Arctera provides tens of thousands of customers worldwide, including 70% of the Fortune 100 with market-leading solutions that help them to manage one of their most valuable assets: data. Learn more at www.arctera.io. Follow us on X [@arcteraio](https://twitter.com/arcteraio).



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