

**BUSINESS /  
HUMAN RESOURCES**

Compliments of LEGATO Systems, Inc.



Companies today are faced with the monumental challenge of managing emails and instant messages. According to industry analysts, the number of business emails worldwide is expected to grow from 12.6 billion daily in 2002 to 21.1 billion in 2006. At the same time, they estimate enterprise mailbox volume will increase 40% annually through 2004.

Today, organizational and business effectiveness is increased by the use of email. Email must be easily retrieved in original formats for legal or regulatory requirements. While email management is a necessity in our digital world, it's also an opportunity -- an opportunity to turn your organization's email data into a valuable and productive business asset. By implementing effective email management solutions, one can achieve:

- @ Increased productivity through faster, easier access to archived emails
- @ Improved records management
- @ Reduced IT costs through efficient email server management
- @ Quicker, lower-cost data retrieval
- @ Reliable protection, replication and recovery of your email

I hope you enjoy reading *E-mail Rules*, and apply the many sound principles herein to your own organization. As the leader in email management, LEGATO Systems, Inc. has the expertise and the solutions to help you with your email management. LEGATO is a global provider of information protection, automated availability and data access solutions, with over 30,000 customers worldwide. For more information, visit our Web site at [www.legato.com](http://www.legato.com) or call 1-888-853-4286.

David B. Wright  
Chairman and CEO, LEGATO Systems, Inc.



Jacket design: Johnson Design



**E-MAIL RULES**



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# E-MAIL RULES



**A BUSINESS GUIDE TO MANAGING POLICIES,  
SECURITY, AND LEGAL ISSUES  
FOR E-MAIL AND DIGITAL COMMUNICATION**



**NANCY FLYNN and RANDOLPH KAHN ESQ.**

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