Client Deployment Form for
Information Archiving Service w/ AppRiver

Your organization has subscribed to AppRiver's Information Archiving Service. This provides:
 - an extra layer of security for your organization; and,
 - an eDiscovery method to comply with various laws and regulations

As a baseline, Trinsic will archive all inbound and outbound Microsoft 365 Exchange email messages routed through your designated domain **starting on the date which your archiving service is activated**. This will not include any of your Microsoft 365 Exchange inbound or outbound email messages routed through your designated domain **prior** to activation of your archiving service.

Archiving Options

You have the option to archive all Microsoft 365 Exchange email messages data that are currently stored and accessible in Microsoft's cloud, including unlicensed shared mailboxes. To clarify, this includes all stored email messages that exist **before** the Archiving service activation date, which is considered "Legacy Data." If you would like Trinsic to archive your **Microsoft 365 Exchange Legacy Data**, please check one of the following boxes:

_____ Yes, backup the Exchange Legacy Data
_____ No, do not back up the Exchange Legacy Data

Note: If the data size is over 1TB, there may be a fee for backing up the Legacy Data as each Microsoft 365 mailbox would first need to be manually exported to PST or EML format, and then manually imported into the archiving system. Contact your account representative for an estimate for the cost for data migration.

As an additional option, you can archive the following data sources below called "**Add-Ins**". Please place a check mark next to the additional data sources that your organization would like to archive.

___ Microsoft Teams	___ Text Messages (data fees may apply per your messaging provider)
___ LinkedIn	___ Blog
___ Facebook (Business)	___ Bloomberg
___ Twitter	___ Workfront
___ Slack	___ Chatter
___ YouTube	___ Yammer
___ Instagram	___ Instant Messages
___ Skype	___ **Please DO NOT archive any Add-Ins**
___ Vimeo	

Trinsic will schedule the requested archiving sources as soon as possible upon receipt of this signed deployment form.

Client: _____

Contact Name/Title: _____

Signature: _____

Date: _____