

Exchange Online Archiving (O365)

What is Exchange Online Archiving?

- Exchange Online Archiving is an additional specialized mailbox that works in tandem with your Primary Exchange Mailbox allowing messages to be quickly and easily archived to simplify mailbox size management. Your Archive mailbox can have messages moved into it manually or automatically via policy, and is also available within OWA (<https://outlook.office365.com>).

Why do we have an Exchange Online Archive?

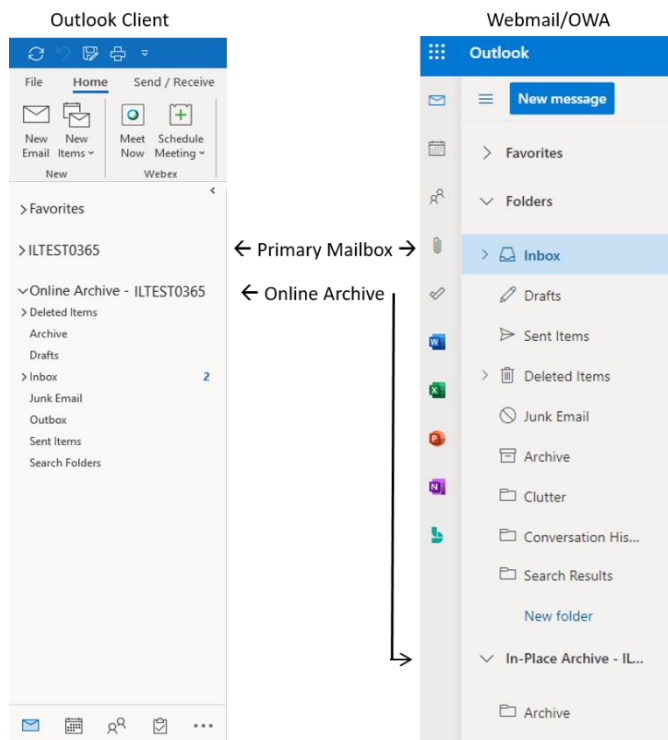
- Free up space in your primary mailbox, increasing Outlook performance and reducing issues associated with e-mail "bloat".
- Your Exchange Online Archive Mailbox gives you an additional 100GB for which to store e-mail online.

State of Illinois DoIT Configuration of Exchange Online Archive.

- The Outlook client which is part of your Office ProPlus package has an Archive button on the menu ribbon and it has been disabled. The Email team has configured Exchange Online Archiving to help keep your Outlook mailbox quota manageable. These initial policies have been set up to work automatically:
 1. Items older than one year will be moved to your Online Archive Mailbox. This will include Calendar, Notes, Drafts and Tasks.
 2. The Deleted Items folder will keep 30 days of e-mail.

Where is my Exchange Online Archive mailbox located?

- You will see an additional entry under the Exchange mailbox in Outlook (left) and OWA (right) called Archive or Online Archive.
 1. Your Primary Mailbox in Outlook client.
 2. Your Archive Mailbox in Outlook Web Access (OWA).



How do Archive Policies work?

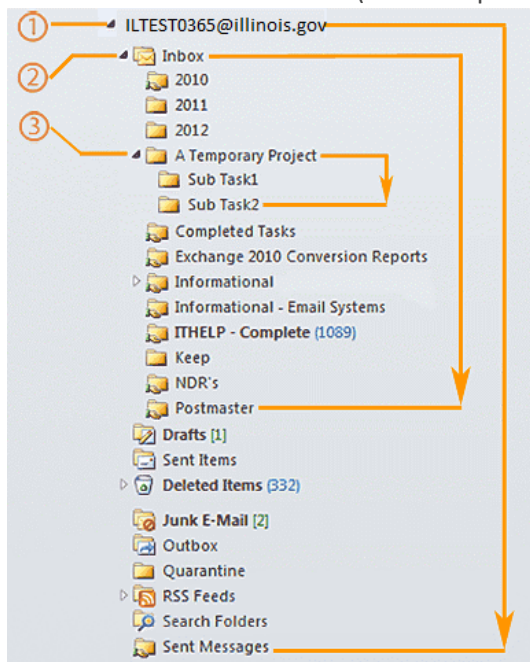
Automatic archiving is accomplished through the use of policies which determine the frequency in which messages are moved to the archive. When a policy has been applied, the affected messages are moved into the online archive when the managed folder assistant processes the mailbox. When items are moved to the archive by policy, the mailbox folder structure is preserved (i.e. if a policy is set on a folder, all of the messages that meet the policy criteria will be moved to a folder of the same name within the archive).

Advanced Archive Topics (Optional)

(These are ADVANCED archive settings that you can manually configure within your personal email which are separate from the automated processes done administratively.)

Archive policies can be set at the mailbox level, folder level or on individual messages. By default, all mailboxes will be assigned a Parent Folder Policy set to archive items when they reach 1 year of age. If you want items moved to the archive sooner, or want to prevent them from being moved to the archive you will need to assign a policy to your mailbox, subfolders, or messages.

When Archive policies are set on a folder (including the root mailbox folder) that policy will affect all items, e-mails and folders it contains. (see example of policy inheritance below for more detail)



Example of Policy inheritance:

1. Root mailbox folder: Setting a policy here will affect all folders and e-mail in your mailbox.
2. Inbox folder: Setting a policy on the 'Inbox' will affect only the folders and mail contained within the Inbox folder. In effect, a Policy change replaces the inherited policy settings from higher folders. In this case, a policy set at the #1 Root Mailbox folder.
3. Temp Project folder: Setting policy on the 'A Temporary Project' folder will affect itself and the two sub task folders and the e-mail they contain. A Policy change at this folder replaces policy settings made at higher folders. In this case, a policy set at the #2 Inbox folder.

Example 1:

By default all your email will be archived after one year, but some folders may have high e-mail traffic ('A Temporary Project' folders), and you would like them archived sooner. You would set a policy on the 'A Temporary Project' folder to archive after 1 month.

Example 2:

You organize your important past e-mail into years, (2010-2012 folders) and you want items in these folders to remain in your mailbox and never be archived. You can set the archive policy on these individual folders to 'Never'.

Example 3:

When sending large email distributions, you receive NDR's (non-delivery reports) back from invalid address. You file these to the 'NDR's' folder and want them deleted after 30 days. You can set a policy on this folder to delete after 1 month.

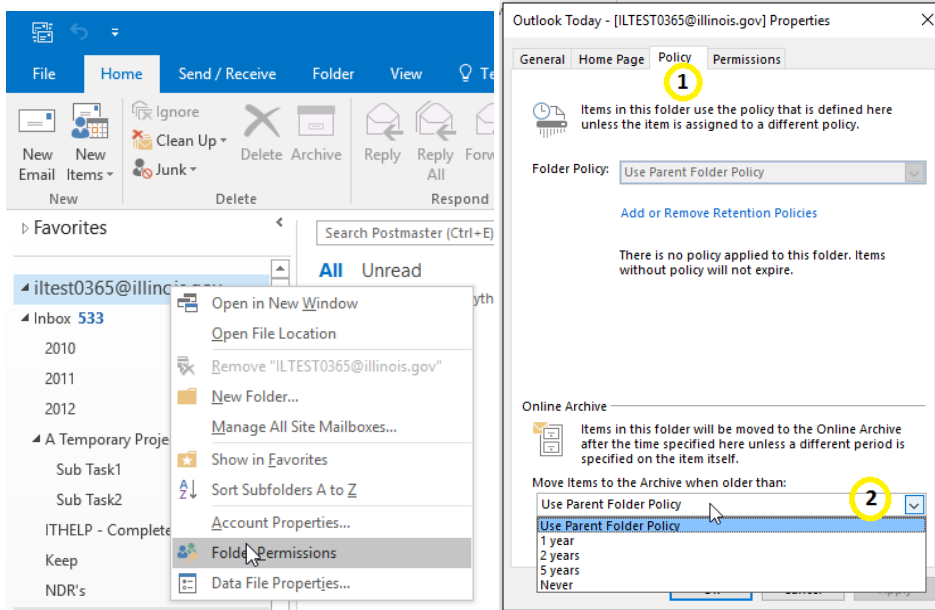
Limitations and other need to know items.

There are a few limitations associated with the Exchange Online Archiving feature. These should have a minimal impact on most Exchange users, but are listed here to make everyone aware of what they are.

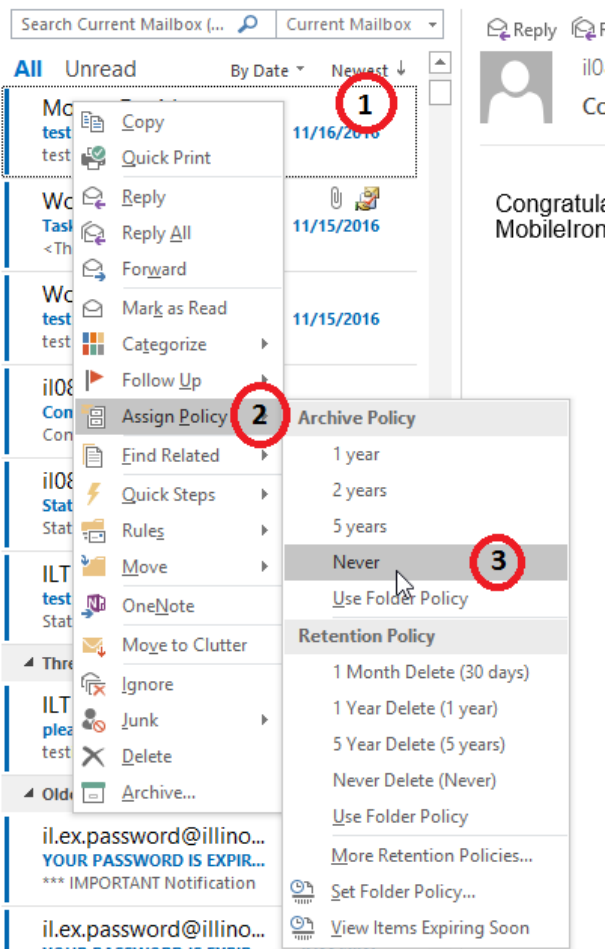
- The online archive is not available for OWA Light Website (triggers for users on low bandwidth connections and will be noted when connected), Microsoft mail clients for MAC OS, Microsoft Exchange ActiveSync and Outlook for iOS. Mobile devices can view the online archive if using a browser.
- When using the Search dialog in Outlook for Windows, you can select the 'All Outlook Items' option to return results from both your mailbox and the online archive simultaneously. This does not work in OWA so you will need to select the Online Archive before entering search criteria.
- Special folders, e.g. Calendar, Notes, Drafts, and Tasks folders and associated item types will be archived at 1 year by default. You can change the policy for Drafts and Notes but it must be done via OWA. Calendar and Tasks folders inherit the policy set on the Root mailbox folder.

How to assign an Archive Policy to a folder in Outlook:

1. Right-Click the folder you wish to change.
2. From the dialog window, Select Folder Permissions.



1. At the Top of the dialog box, Select the Policy Tab.
2. In the Online Archive section on the bottom, used the drop down box to select the policy you desire.



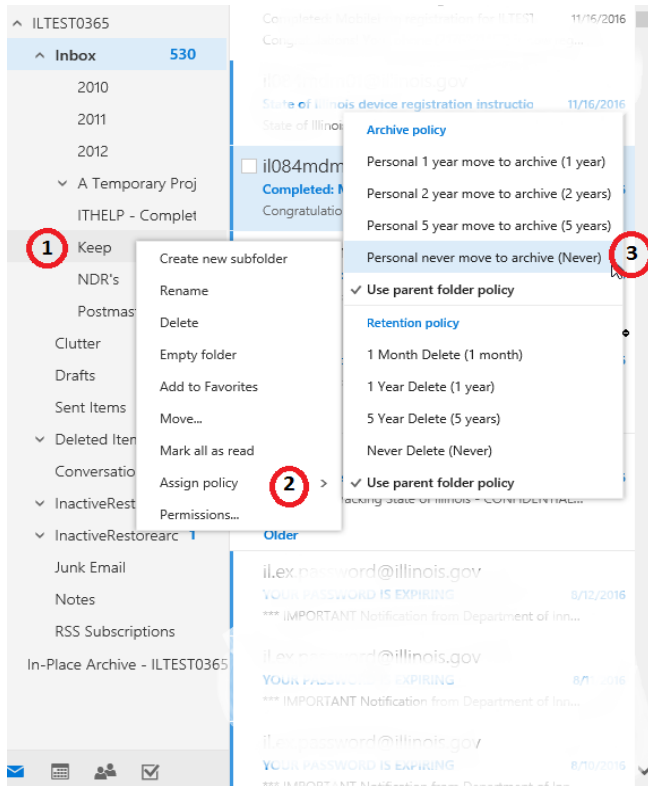
How to assign an Archive Policy to a single Mail item in Outlook:

1. Right-click the desired Mail item.
2. Hover over Assign Policy.
3. Select the desired Policy.

How to assign Archive Policies in OWA.

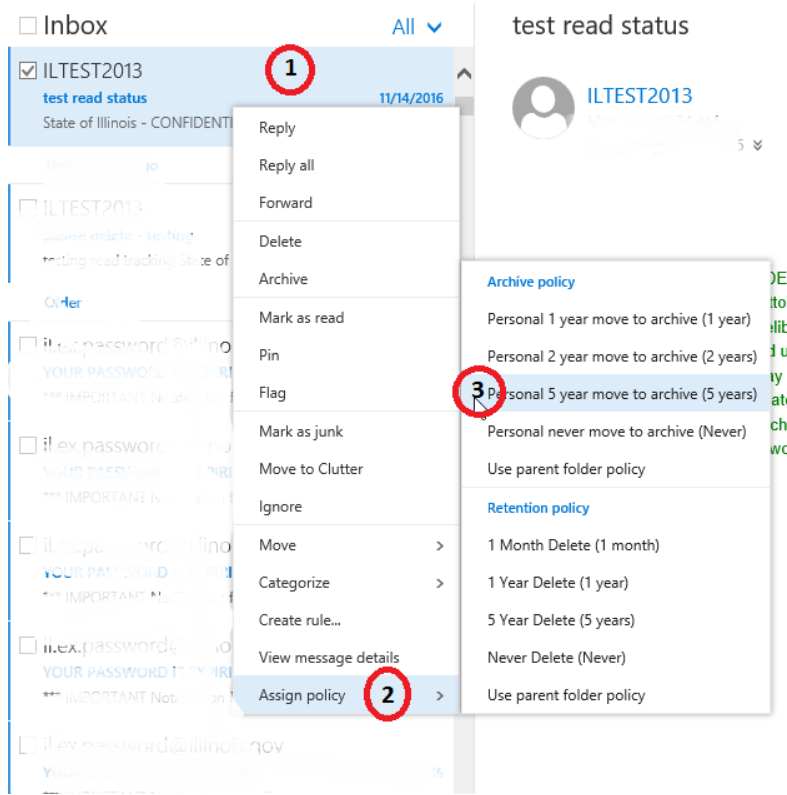
Important information you should know.

Note: In OWA, archive policies can only be set at the folder and mail item level and not the mailbox level.



How to assign an Archive Policy to a folder in OWA:

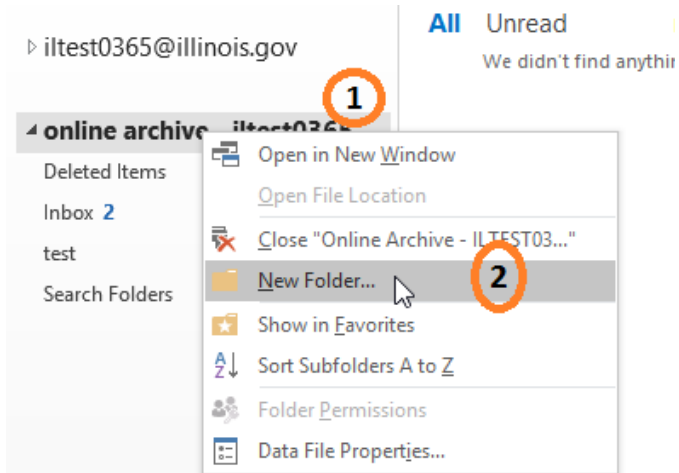
1. Right-Click the folder you wish to assign.
2. Hover over Archive Policy.
3. Select the Policy that you desire.



How to assign an Archive Policy to a single Mail item in OWA:

1. Right-Click the e-mail you wish to assign.
2. Hover over Archive Policy.
3. Select the Policy that you desire.

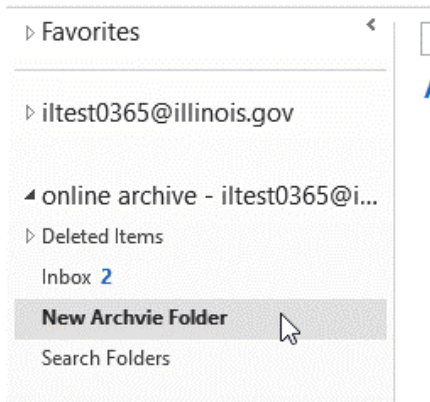
Manually create a new folder in your Archive.



To create a new folder in your Archive,

1. Right-Click your Online Archive Root folder
2. From the dialog, Select New Folder

3. In the Name box, type the Name of your new folder.



Your new folder will be listed under your Archive folder. You can now drag and drop any e-mail that you wish to store.