

Archive

#Microsoft365

Relation Topics [Archive Online](#) | [Retention Policy](#) | [Retention Policy - MRM](#) | [Deleted Retention Policy](#)

1. In the new EAC, navigate to **Recipients > Mailboxes**.
2. In the list of mailboxes, select the user to enable their mailbox for archive.
3. In the flyout pane, select **Others**, and under **Mailbox archive**, select **Manage mailbox archive**

AE

Adam Eham

User mailbox

Hide mailbox

Email forwarding

Send on behalf

General

Organization

Delegation

Mailbox

Others

Custom attributes

Custom attributes

Automatic replies

Manage automatic replies

Convert to shared mailbox

Convert to shared mailbox

Mailbox archive

Manage mailbox archive

Mail tip

Off

Manage mail tip

Member of

Group membership

Recover deleted items

Recover deleted items

Litigation hold

Manage litigation hold

Recipient limit

Set recipient limit

4. On the **Manage mailbox archive** pane, turn on **Mailbox archive**, and then **Save**.

Enable Archive Mailbox - Using PowerShell

```
Enable-Mailbox -Identity <username> -Archive
Disable-Mailbox -Identity <username> -Archive
```

Auto-Expanding

However, Microsoft 365 provides auto-expanding archiving for Office 365 Enterprise E3 and E5 licenses. This must be enabled before the archive mailbox reaches its maximum size. When auto-expanding archive is enabled, it can take up to 30 days before free space is added to the archive mailbox.

Run Test: <https://aka.ms/PillarArchiveMailbox>

```
# Enable Unlimited Archiving for the Organization

Get-OrganizationConfig | FL AutoExpandingArchiveEnabled

Set-OrganizationConfig -AutoExpandingArchive

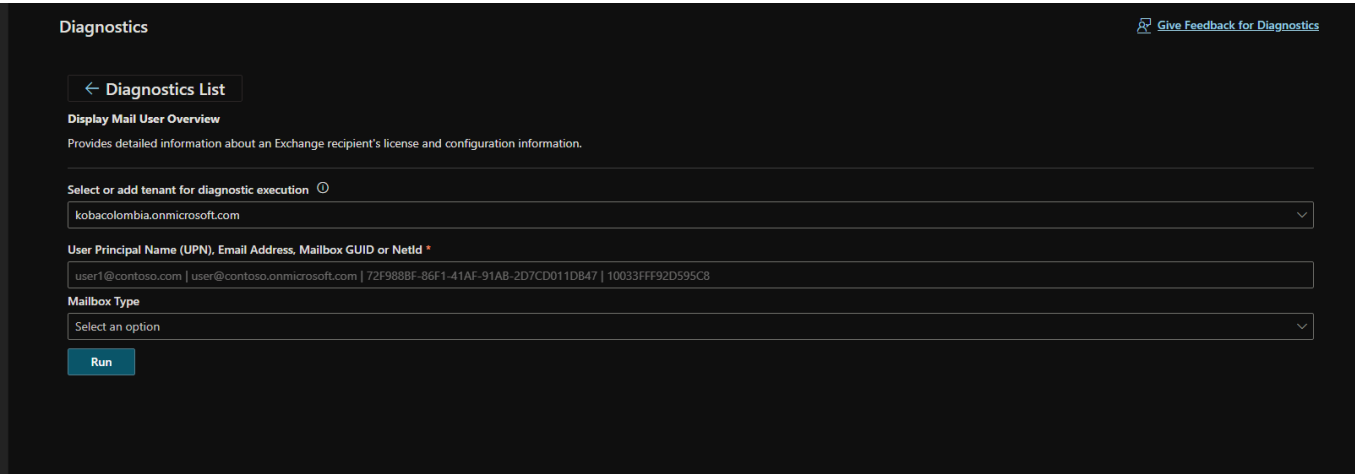
# Enable Unlimited Archiving for a User Mailbox

Get-Mailbox -Identity bcuadra@support365.cloudns.ph | FL
AutoExpandingArchiveEnabled


Enable-Mailbox bcuadra@support365.cloudns.ph -AutoExpandingArchive
```

No archive

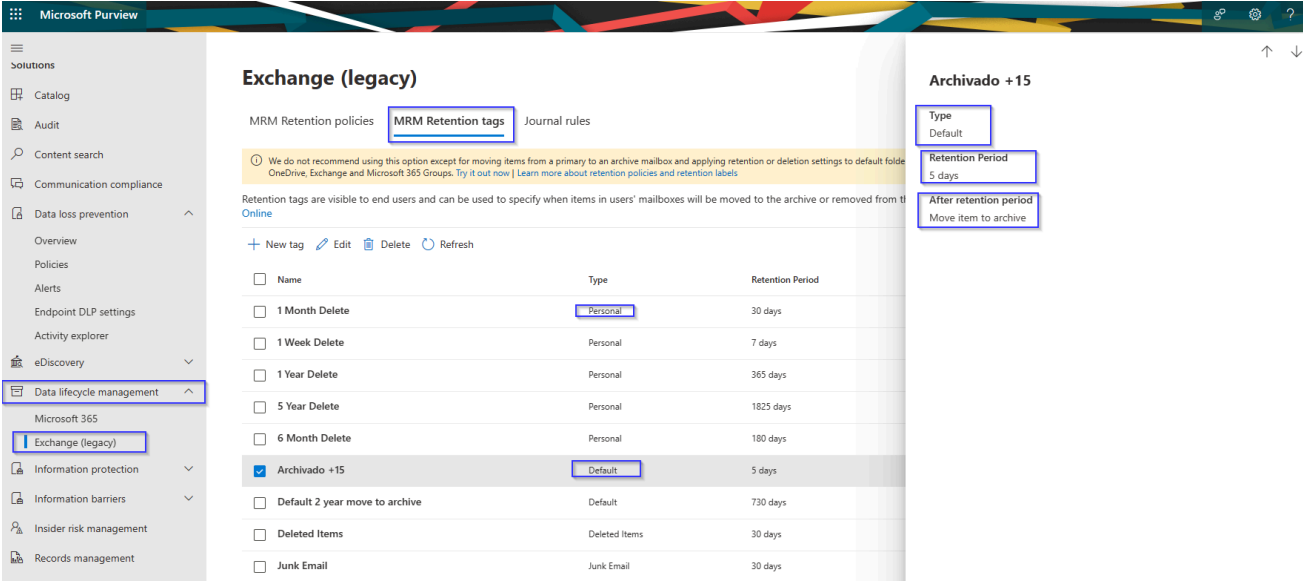
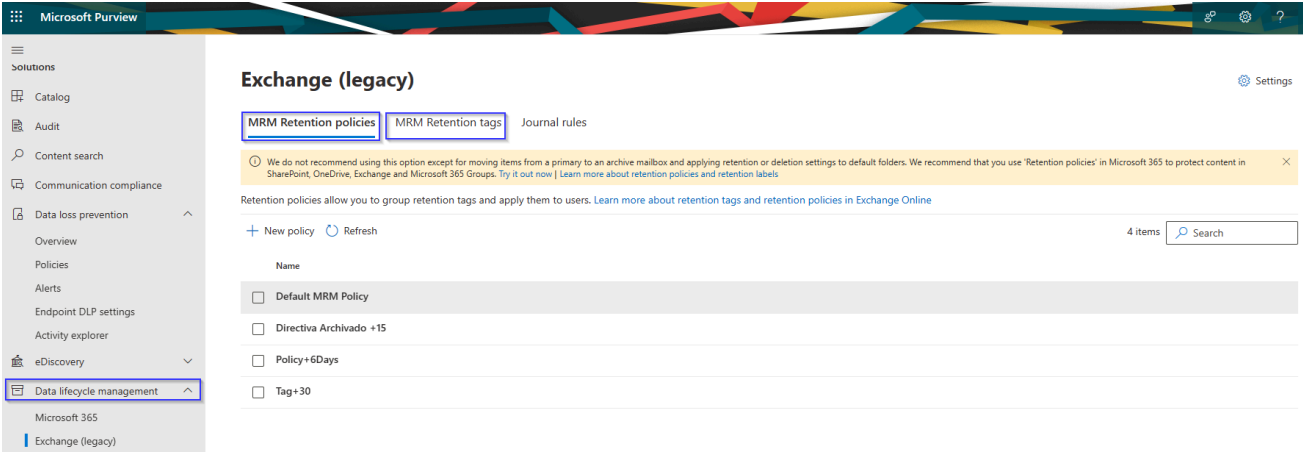
Using Assist 365, check ELC Status, with "Display Mail User Overview"



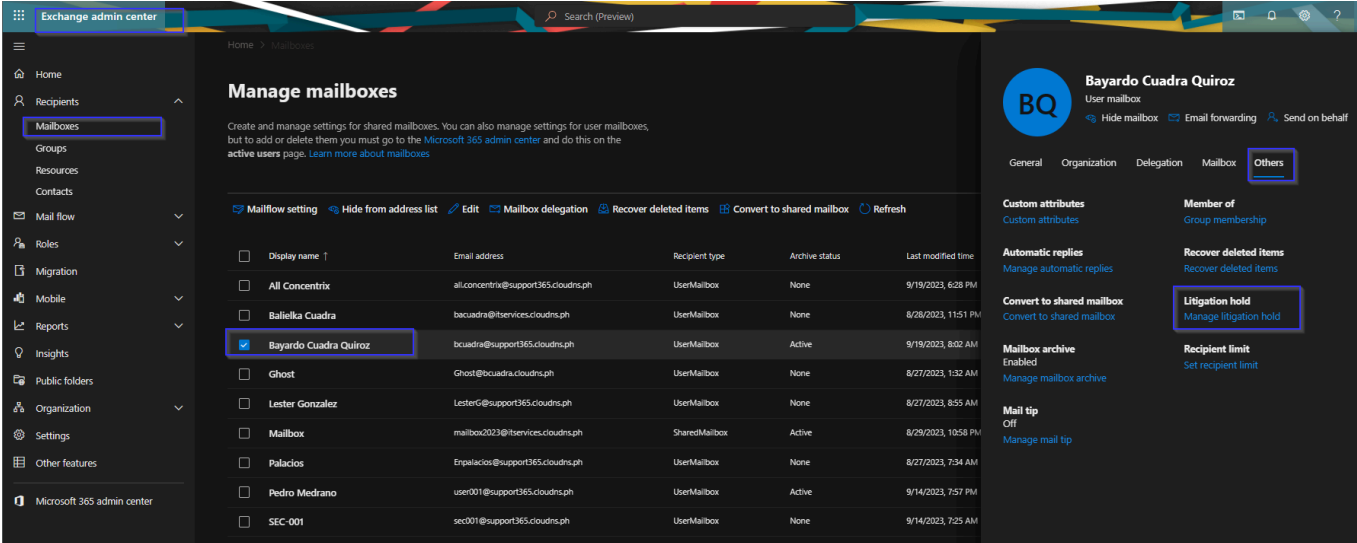
ELC Process should be - FALSE.

 ELC Processing Disabled	False
---	-------

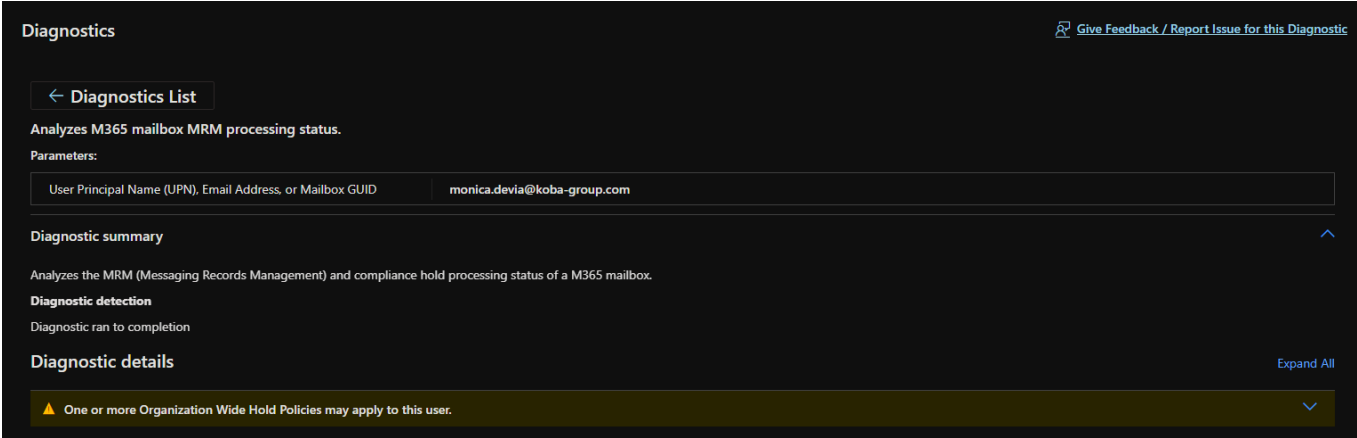
1. In compliance > Data cycle Management > Check MRM Policy, and Tag. Verify the is no personal.



2. Active Litigation Hold.



Using Assist 365, for verify Litigation Hold Status. "Analyzes M365 mailbox MRM processing status"



3. In compliance > Data cycle management > Microsoft 365 > Retention policies. Verify that the user is not in a retention policy. Exclude to mailbox.

Data lifecycle management

Overview Retention policies Labels Label policies Adaptive scopes Policy lookup Import

Your users create a lot of content every day, from emails to Teams and Yammer conversations. Use retention policies to keep the content you want and get rid of what you don't need. [Learn more about creating retention policies.](#)

If your role group permissions are restricted to a specific set of users or groups, you'll only be able to manage policies for those users or groups. [Learn more about role group permissions.](#)

View role groups

New retention policy

Edit

Delete

Disable policy

Export

Inactive mailbox

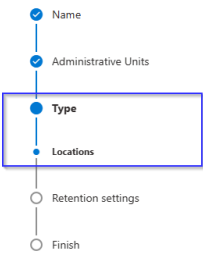
Refresh

1 of 2 selected

Search

Name	Created by	Last modified
<input type="checkbox"/> Backup	Bayardo Cuadra Quiroz	Aug 26, 2023 8:37 PM
<input checked="" type="checkbox"/> RetentionPolicy2023	Bayardo Cuadra Quiroz	Sep 20, 2023 7:54 AM

Data lifecycle management > Edit retention policy



Choose where to apply this policy

The policy will apply to content that's stored in the locations you choose.

You can set up data connectors to import content from non-Microsoft apps like Slack, WhatsApp and many more, for use with this solution. [Set up now](#)

Status	Location	Applicable Content	Included	Excluded
<input checked="" type="checkbox"/> On	Exchange mailboxes	Items in user, shared, and resource mailboxes: emails, calendar items with an end date, notes, and tasks with an end date. Doesn't apply to items in Microsoft 365 Group mailboxes. More details	All mailboxes Edit	None Edit
<input type="checkbox"/> Off	SharePoint classic and communication sites	Files in classic sites or communication sites or team sites that aren't connected to a Microsoft 365 group, and files in all document libraries (including default ones like Site Assets). More details		
<input type="checkbox"/> Off	OneDrive accounts	All files in users' OneDrive accounts. More details		
<input type="checkbox"/> Off	Microsoft 365 Group mailboxes & sites	Items in the Microsoft 365 Group mailbox, and files in the corresponding group-connected SharePoint team site. Doesn't apply to files in SharePoint classic or communication sites or SharePoint team sites that aren't connected to Microsoft 365 Groups. More details		
<input type="checkbox"/> Off	Skype for Business	Skype conversations for the users you choose.		

Wait for the Delayhold police to act. after you remove the user from the hold policy.

Set-Mailbox Usuario@Dominio.com -RemoveDelayHoldApplied

Force archive:

Start-ManagedFolderAssistant -Identity bcuadra@support365.cloudns.ph

Display process:

Get-MailboxStatistics -Identity bcuadra@support365.cloudns.ph -Archive |
Select DisplayName, TotalItemSize, ItemCount

Verify Archive

Centro de administración de Exchange

Búsqueda (versión preliminar)

Inicio

Destinatarios

Buzones

Grupos

Recursos

Contactos

Flujo de correo

Roles

Migración

Móvil

Informes

Conclusiones

Carpetas públicas

Organización

Configuración

Otras características

Centro de administración de Mic...

Administrar buzones

Cree y administre la configuración de los buzones compartidos. También puede administrar la configuración de los buzones de usuario, pero para agregarlos o eliminarlos, debe ir a la Centro de administración de Microsoft 365 y hacer esto en la página de activo usuarios . Más información acerca de los buzones

Agregar un buzón compartido

Configuración de flujo de correo

Actualizar

Exportar buzones

<input type="checkbox"/>	Nombre para mostrar ↑	Dirección de correo electrónico	Tipo de destinatario	Estado del archivo	Hora de la última m...
<input type="checkbox"/>	All Concentrix	all.concentrix@support365.cloudns.ph	SharedMailbox	None	8/27/2023, 12:51 PM
<input type="checkbox"/>	Ballella Cudra	bcuadra@bseervices.cloudns.ph	UserMailbox	None	8/28/2023, 11:51 PM
<input type="checkbox"/>	Bayardo Cuadra Quiroz	bcuadra@support365.cloudns.ph	UserMailbox	Active	9/9/2023, 11:40 PM
<input type="checkbox"/>	Ghost	Ghost@bcuadra.cloudns.ph	UserMailbox	None	8/27/2023, 1:32 AM
<input type="checkbox"/>	Lester Gonzalez	LesterG@support365.cloudns.ph	UserMailbox	None	8/27/2023, 8:55 AM
<input type="checkbox"/>	Mailbox	mailbox2023@bseervices.cloudns.ph	SharedMailbox	Active	8/29/2023, 10:58 PM
<input type="checkbox"/>	Palacios	Erpalacios@support365.cloudns.ph	UserMailbox	None	8/27/2023, 7:34 AM
<input type="checkbox"/>	SEC-001	sec001@support365.cloudns.ph	UserMailbox	None	9/9/2023, 11:35 PM
<input type="checkbox"/>	SEC-002	sec002@bcuadra.cloudns.ph	UserMailbox	None	9/5/2023, 11:27 PM
<input type="checkbox"/>	SEC-003	sec003@support365.cloudns.ph	UserMailbox	None	9/5/2023, 9:17 PM
<input type="checkbox"/>	Support 365	Support365@bcuadra.cloudns.ph	UserMailbox	None	8/27/2023, 12:28 PM

BQ

Bayardo Cuadra Quiroz

User mailbox

Ocultar buzón

Reenvío de correo electrónico

General

Organización

Delegación

Buzón

Otros

Atributos personalizados

Atributos personalizados

Respuestas automáticas

Administrar respuestas automáticas

Convertir en buzón compartido

Convertir en buzón compartido

Archivo del buzón

Habilitado

Administrar el archivo del buzón

Supercedencia de correo

Desactivada

Administrar información sobre correo

Miembro de

Pertenencia al grupo

Recuperar elementos eliminados

Recuperar elementos eliminados

Suspensión per litigio

Administrar suspensión por litigio

Límite de destinatarios

Establecer límite de destinatarios

Until 1.5 TB

```
Get-MailboxStatistics -Identity bcuadra@support365.cloudns.ph -Archive |  
Select DisplayName, TotalItemSize, ItemCount
```

```
$logProps = Export-MailboxDiagnosticLogs bcuadra@safe.cloudns.us -  
ExtendedProperties  
$xmlprops = [xml]($logProps.MailboxLog)  
$xmlprops.Properties.MailboxTable.Property | ? {$_.Name -like "ELC*"}  
  
Get-MailboxStatistics -Identity bcuadra@safe.cloudns.us -Archive | Select  
DisplayName, TotalItemSize, ItemCount  
  
Start-ManagedFolderAssistant -Identity bcuadra@safe.cloudns.us
```

ElcLastRunDeletedFromRootItemCount - items from Deleted Items folder that expire and should be moved to Recoverable Items automatically

ElcLastRunDeletedFromDumpsterItemCount – items from Recoverable Items folder that are purged

ElcLastRunArchivedFromRootItemCount - items that are being moved from the primary mailbox Inbox or Top of Information Store, into the archive's Inbox or Top of Information Store

ElcLastRunArchivedFromDumpsterItemCount - items that are being moved from the primary mailbox Recoverable Items folder into the archive mailbox Recoverable Items folder

ElcLastSuccessTimestamp - the last time when MRM processed the mailbox without encountering any errors; in case of MRM throttling, these errors can be temporary, which means that items will continue to be moved/deleted but at a slower rate than usual.

> *Autor: Bayardo Cuadra*