Enabling Auto-Expanding Archive for a User Mailbox in Microsoft 365

**Scenario:**
A user reported their archive mailbox was nearly full (close to 100 GB). They were concerned about losing data and wanted to expand their archive without deleting emails. The user's mailbox was licensed with **Exchange Online Plan 2**, which supports auto-expanding archive.

**Objective:**
Enable auto-expanding archive for the mailbox safely, without affecting emails or other services.

**Steps Taken:**

**Step 1: Verify the mailbox license**

- Ensure the mailbox has **Exchange Online Plan 2** or another qualifying license.
- Microsoft 365 Admin Center → Users → Active Users → Check licenses.

**Step 2: Connect to Exchange Online**

1. Install PowerShell (if using a Mac or new environment).
2. Install the Exchange Online module:
3. Install-Module ExchangeOnlineManagement -Force
4. Import-Module ExchangeOnlineManagement
5. Connect to Exchange Online as a Global Admin:
6. Connect-ExchangeOnline -UserPrincipalName <GlobalAdminEmail>

**Step 3: Enable auto-expanding archive for the user mailbox**

Enable-Mailbox -Identity <UserMailboxEmail> -AutoExpandingArchive

**Step 4: Verify**

Get-Mailbox -Identity <UserMailboxEmail> | FL AutoExpandingArchiveEnabled

Expected output:

AutoExpandingArchiveEnabled : True

**Step 5: Disconnect safely**

Disconnect-ExchangeOnline -Confirm:$false
exit

**Outcome:**

- The mailbox can now grow beyond 100 GB automatically.
- No emails or folders were deleted.
- Users can continue using Outlook normally.

**Key Notes:**

- Auto-expanding archive cannot be enabled via the Microsoft 365 web interface; PowerShell is required.
- Expansion occurs automatically when the archive nears full capacity.