



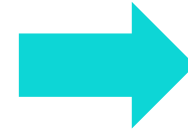
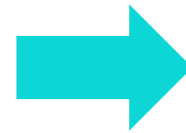
THIS IS WHY YOU NEED A GOOD
INFORMATION ARCHITECTURE



Microsoft 365 Archive for SharePoint

Explore • Explain • Experience • Expand • Expert

SharePoint Storage Simply Put



You keep adding content to SharePoint until you hit quota

When your tenant is full you purchase more storage from Microsoft at \$0.20 GB pm

Archive offers storage at 25% of the cost - \$0.05 GB pm

Note there is a site reactivation fee of \$0.60 GB

Our Analysis



Good News

- 25% the cost of SharePoint Storage
- Administration screen highlight good sites for archive
- Supports retention policies, eDiscovery, sensitivity labels, metadata and DLP
- Works at a site level (all document libraries & lists)



Not So

- Fee to restore applies to the whole site – not a file
- Works at site level (pros/cons)
- Right now: No visibility of archived files to end users

SharePoint Storage Commercials



Included



10 GB per licensed user



Plus 1 TB per tenant

Extra



\$0.20 GB per month
=
\$200 TB per month

Archive



Store: \$0.05 GB per month
= \$50 TB per month



Reactivation fee \$0.60 GB

You don't pay for archiving if your total storage does not exceed you tenant allowance

Therefore...



- **Put a strategy in place now because...**
 - You only pay for archive once you exceed your tenant's storage quota
 - You'll get the best results from a larger number of small Sites and having a good understanding of your document lifecycle
- **This is not going to work if..**
 - You archive an 500gb site and regularly need a file
 - You haven't separated your archive data and active data
 - End users need to search the archive*
 - You dumped your "S:" drive into a single site ← **This happens a lot**

* For now – this is on the roadmap. eDiscovery is available.

We would generally recommend



- A larger number of sites with
 - Standardise Libraries
 - Simple Security
- Rather than
 - A small number of sites with...
 - Lots of document libraries, and thousands of files
 - Or a single library with all your content

It all comes down to a good Information Architecture

Small Print



- No reactivation fee if the request is made within 7 days of the archive being created
- You need space in your tenant to rehydrate to (or buy it)
- Residency requirements are honoured
- As it stands
 - Sites that are backed up as part of the Microsoft 365 Backup shouldn't be archived.
 - If you archive a site that has a library syncing to a device, that device's sync client will display errors after the site is archived



Ready to take the next step?



ANY QUESTIONS, GET IN TOUCH WITH US...

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