

## **UNT System Microsoft 365 Email Archiving – FAQ**

This FAQ provides additional detail regarding the March 2, 2026 rollout of automatic email archiving across UNT System.

### **1. What is the Online Archive?**

The Online Archive is a separate cloud-based mailbox that stores older email automatically. It is different from the 'Archive' folder inside Outlook that users may manually move messages into. The Online Archive allows older email to be moved out of the primary mailbox while remaining fully accessible and searchable.

### **2. When does archiving begin?**

Automatic archiving begins March 2, 2026.

- Faculty and Staff: Email older than 1 year will move to the Online Archive.
- Students: Email older than 6 months will move to the Online Archive.

### **3. Is my email being deleted?**

No. Archiving does not delete email. Messages are moved to the Online Archive mailbox and remain fully accessible and searchable.

### **4. Will I still be able to search archived email?**

Yes. Archived email remains fully searchable in Outlook and Outlook on the web. Users can search both their primary mailbox and Online Archive. Messages can also be moved back to the primary mailbox if needed.

### **5. Will this affect shared mailboxes?**

Yes. Shared mailboxes will follow the same archiving rule as faculty and staff (mail older than 1 year will move to archive). Permissions and delegated access remain unchanged.

### **6. Does this change retention policies or legal holds?**

No. This change does not alter existing legal holds, eDiscovery processes, or records retention requirements.

### **7. Are mailbox or OneDrive quotas being enforced now?**

No. During the initial rollout, mailbox and OneDrive quotas may be visible but will not be enforced. A separate communication will be sent later in 2026 regarding enforcement timelines.

### **8. What if I do not see the Online Archive?**

Users may need to restart Outlook or ensure their application is up to date. On mobile devices, deleting and recreating the Outlook profile may be required.

## **9. Why is UNT System implementing archiving?**

Archiving helps optimize the Microsoft 365 environment, manage long-term storage growth, and align with Microsoft's updated storage allocation model while preserving access to historical email.