

Improve Data Quality, Records and Information Compliance in Microsoft 365



Microsoft 365 Archiving



Intelligent Microsoft 365 Archiving

Intelligently apply lifecycle management policies to dormant Microsoft 365 files, sites, and more based on customizable business rules and filters.

Flexible retention plans allow your organization to easily meet industry regulations. Automatically declare records, or move content out of Microsoft 365 and into a secure location of your choice for future retention, recovery, or secure disposal.



Recover Anything, Anytime, Anywhere

Restore archived content any time you want, back to Microsoft 365 SharePoint Online, Groups, and OneDrive for Business with metadata, workflows, and permissions intact.

Easily browse for content to restore based on its original Microsoft 365 location, or using advanced search and filter conditions.



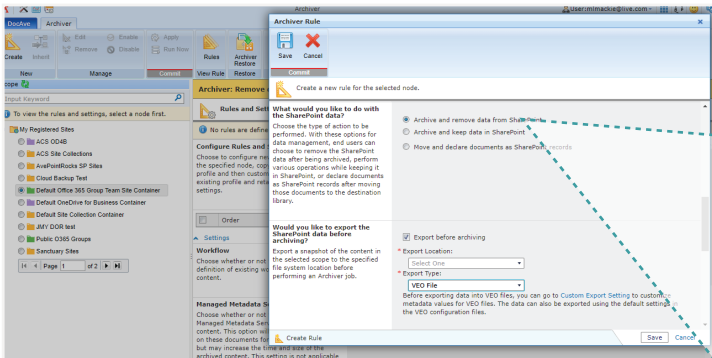
Responsible and Complete Audit Records

Enable consistent, automatic, and auditable disposition of Microsoft 365 content to support compliance with records and information management policies.

Remove and delete content, or retain immutable, read-only copies. Maintain comprehensive audit trails of content that has been archived, declared a record, moved, or deleted.

Improve Data Quality and Automate Retention in Microsoft 365

AvePoint Cloud Archiving helps organizations take full control of stale, unused, or record Microsoft 365 data to improve quality, as well as records and information compliance. Identify stale or record content based on business rules, and move unused or inactive Microsoft 365 content to lower-cost storage tiers with metadata, workflow state, and permissions fully maintained. Move records to the Records Center, or archive and keep data in place. With anytime, granular restore to Microsoft 365 and comprehensive monitoring and auditing, data is always safe, easy to access, and compliant with government and industry regulations.



Archive Groups, Sites, and OneDrive for Business content with business-driven policies to improve data quality or satisfy regulatory retention requirements.

Create a new rule for the selected node.

What would you like to do with the SharePoint data?
 Choose the type of action to be performed. With these options for data management, end users can choose to remove the SharePoint data after being archived, perform various operations while keeping it on SharePoint, or declare documents as SharePoint records after moving those documents to the destination library.

- Archive and remove data from SharePoint
- Archive and keep data in SharePoint
- Move and declare documents as SharePoint records

Would you like to export the SharePoint data before archiving?
 Export an snapshot of the content in the selected scope to the specified file system location before performing an Archiver job.

Export before archiving

* Export Location:
 Select One

* Export Type:
 VEO File

Before exporting data into VEO files, you can go to Custom Export Setting to customize metadata values for VEO files. The data can also be exported using the default settings in the VEO configuration files.

INTELLIGENT ARCHIVING

- Granular Archiving – Archive stale content from Microsoft 365 SharePoint Online, Groups files, and OneDrive for Business – including site collections, sites, lists, libraries, folders, apps, items, document versions, and attachments – with metadata, workflow state, and permissions fully maintained.
- Records Management – Identify and declare records, including the ability to remove or maintain a read-only copy of content, in Microsoft 365 SharePoint Online, Groups files, and OneDrive for Business.
- Content Filtering – Archive content based on built-in or customizable properties – including content type, owner, last modified date and time, last accessed time, file size, parent list type ID, parent folder name, or custom metadata fields.
- Online Storage – Store archived content in any cloud storage drive – including Microsoft Azure, Amazon S3, Rackspace, IBM Tivoli Storage Manager (TSM), NetApp AltaVault, Box, and Dropbox, as well as Secure File Transfer Protocol (SFTP) or File Transfer Protocol (FTP) enabled locations – for hierarchical storage management and enhanced storage optimization.

- Retention Policies – Apply retention policies to preserve or remediate content in compliance with information management policies or to move stale content to less expensive storage tiers.

GRANULAR RESTORE

- Archiver Restore – Granularly restore archived content back to Microsoft 365 SharePoint Online, Groups files, and OneDrive for Business.
- Self-service Restore – Enable end users perform self-service data recovery of archived content quickly and easily with minimal IT involvement through the ReCenter portal.

For a comprehensive list of new features in this release, please view our [Release Notes](#).

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