

Microsoft 365: Changes to look out for

Outlook archive

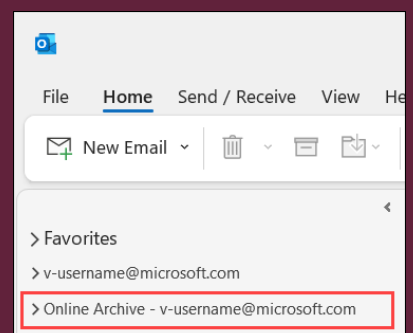


An Outlook online archive mailbox can store older email messages where they won't occupy space in your primary mailbox. This specialised mailbox appears alongside your other mailbox folders in Outlook.

- ✓ Emails older than three years will be moved automatically to Outlook's Online Archive - no user action is required.

Operating system: Outlook for Windows

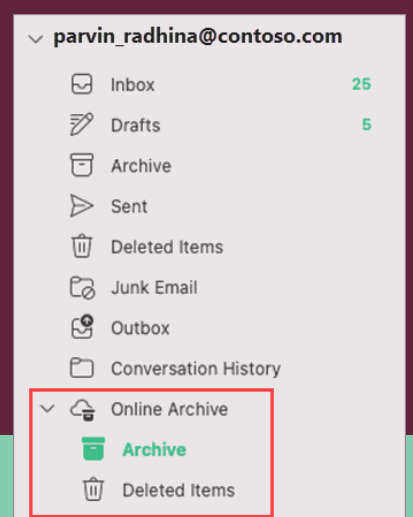
- 1 Open your Windows Outlook mail.
- 2 In the folder list panel, locate the **Online Archive** folder.
- 3 Optionally, explore existing Online Archive folder contents.
- 4 Drag and drop email messages to and from your archive folder as needed.



Operating system: Outlook for Mac

Your Online Archive folder will appear in Outlook for Mac if you have a Microsoft 365 account.

- 1 Open Outlook for Mac.
- 2 Find and expand your **Online Archive** folder in the folder list to see its contents.
- 3 Drag and drop email messages to and from your archive folder as needed.



Note: New Outlook for Mac supports only the mail module. If you moved folders, calendar items, contacts, tasks, or notes to your archive in any other version of Outlook, such as Outlook for Windows, you won't be able to view them in the online archive mailbox using the new Outlook for Mac.

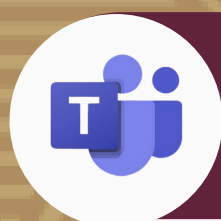


OneDrive and SharePoint File

File versioning in SharePoint and OneDrive keeps a detailed history of changes, including the date/time and the user who made the change. Users with appropriate permissions can view, delete and restore specific versions if they have the correct permissions. SharePoint automatically saves versions when you click "Save" or with autosave every few minutes.



For security reasons, file versioning for OneDrive and SharePoint will be limited to five versions (to restrict access to a limited number of files). You will be notified when this limit is reached.



MS Teams Recordings

Microsoft Teams recordings and transcriptions auto-expire after 60 days for compliance and security reasons. Owners should finalise meeting minutes promptly to avoid losing a record of the meetings.



Additional resources

[Versioning in SharePoint](#)

[How versioning works in lists and libraries](#)

[View previous versions of Office files](#)