

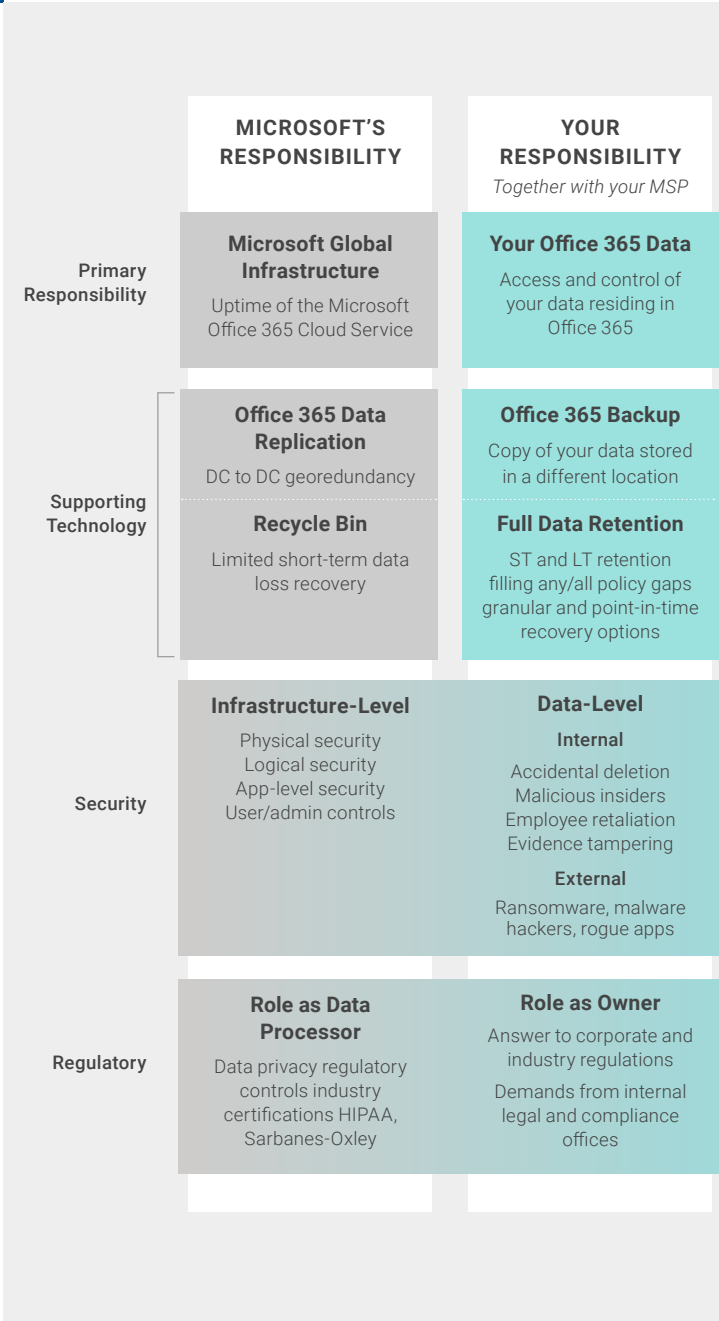
# Protecting Your Microsoft Office 365 Data

## A Shared Responsibility

As more organizations adopt Microsoft® Office 365®, questions may arise about the role of Microsoft in keeping your data safe and recoverable. It's important to know that, while Microsoft is primarily focused on availability, your trusted IT managed services provider (MSP) is the one to rely on for helping ensure recoverability and retention of Office 365 data.

Just as you count on us to manage and protect your other computing resources and data, we expect to be the one you call upon when you discover data retention gaps or suffer accidental data loss with Office 365.

The chart on the right outlines the shared responsibility model, showing what Microsoft provides and what you—together with your MSP—must still handle.



\*Learn more from the [Office 365 Trust Center](#).

### OFFICE 365 DEFAULT DATA RETENTION

Many businesspeople do not fully realize there are limits to Microsoft's default data-retention policies. If you do not choose our data protection solution for Office 365, you may find yourself in an unpleasant situation where vital material has been permanently deleted. Without a backup, even the most skilled MSP will not be able to recover your data. The coverage provided by Microsoft and the coverage we offer is highlighted in the tables below (assuming use of Business Essentials or Business Premium):

## Office 365 Exchange Retention

	1 wk.	1 mo.	3 mo.	1 yr.	2 yrs.	5 yrs.	7 yrs.
<b>Active Exchange inbox or folder data</b>	In Office 365*				Moved to archive**		
<b>Active Exchange Data</b>	Retained and recoverable with SolarWinds Backup***						
<b>Deleted Exchange items</b>	Trash folder (90 days)		Recycle bin 1 (14 days)	Recycle bin 2 (30 days)	Permanently Deleted		
	Retained and recoverable with SolarWinds Backup						
<b>Employee leaves the company, Exchange account deleted</b>	In Office 365	Recycle bin	Permanently Deleted				
	Retained and recoverable with SolarWinds Backup						

\* If using Office 365 Business Essentials or Business Premium, 50 GB of active data storage is available.

\*\* If using Office 365 Business Essentials or Business Premium, 50 GB of archive data storage persists as long as the subscription is active. If a user account or mailbox is deleted, after 90 days, the archive is permanently deleted. Admins must set up archiving rules, or end users must manually move items into the archive. NOTE: This data is accurate as of January 2020.

\*\*\* Active data is backed up on an ongoing basis, and for seven years all restore points are maintained. Active data restore points more than seven years old will be deleted.

## Office 365 OneDrive Retention

<b>Active OneDrive data</b>	In Office 365*			
<b>Active OneDrive data</b>	Retained and recoverable with SolarWinds Backup***			
	1 wk.	1 mo.	3 mo.	1 yr.
<b>Deleted OneDrive files</b>	Recycle bin (90 days)			Permanently deleted
	Retained and recoverable with SolarWinds Backup			
<b>Employee leaves the company, OneDrive account deleted</b>	In Office 365	Recycle bin	Permanently deleted	
	Retained and recoverable with SolarWinds Backup			

## Office 365 SharePoint Retention

Active SharePoint data	In Office 365**			
Active SharePoint data	Retained and recoverable with SolarWinds Backup***			
	1 wk.	1 mo.	3 mo.	1 yr.
Deleted SharePoint sites & items	Recycle bin (90 days)			Permanently deleted
	Retained and recoverable with SolarWinds Backup			

\* If using Office 365 Business Essentials or Business Premium, 1 TB of active data storage is available per OneDrive user and persists as long as the subscription is active.

\*\* If using Office 365 Business Essentials or Business Premium, 1 TB of active storage is available per SharePoint site collection.

\*\*\* Active data is backed up on an ongoing basis, and for one year all restore points are maintained. Active data restore points more than one year old will be deleted.

NOTE: This data is accurate as of January 2020.

## SolarWinds Backup for Office 365

SolarWinds® Backup for Office 365 is designed to be a secure data protection solution for Office 365 Exchange™ OneDrive® and SharePoint®. It extends your data protection by helping ensure the retention and recoverability of your Office 365 data.

Contact us today to help ensure your data is fully protected.

