Auto-Expanding Archive (Exchange Plan 2)

A full guide to this process can be found here - https://learn.microsoft.com/en-us/purview/enable-autoexpanding-archiving

USER MUST HAVE EXCHANGE ONLINE PLAN 2 LICENCE **BEFORE** COMPLETING THESE STEPS

The steps have to be done in order or this won't work

Most clients have predefined retention policy's but if you need to create a new one, follow this guide: https://learn.microsoft.com/en-us/exchange/security-and-compliance/messaging-records-management/create-a-retention-policy

STEPS TO COMP

Step 1: - Head to office 365 admin tenant & access Exchange Admin Centre

Step 2: Turn on In-Place Archive for the affected user and call it "(User's name) Archive" (This is under Mailbox in the user settings in exchange)

Step 3: Open Powershell and run - Connect-ExchangeOnline then log in with appropriate 365 tenant admin account

If you can't run Connect-ExchangeOnline - try these:

https://learn.microsoft.com/en-us/powershell/module/microsoft.powershell.security/set-executionpolicy?view=powershell-7.5 (set execution policy unrestricted)

https://learn.microsoft.com/en-us/powershell/exchange/connect-to-exchange-online-powershell?view=exchange-ps (Import exchange module)

Step 4: Once logged in, run the command Enable-Mailbox "User Email Address" -autoexpandingarchive

Step 5: Confirm with the user how long they want before archiving takes place (typically 2 years, will need to create a new retention policy for longer)

Step 6: Navigate to the user in Exchange admin centre and select the appropriate retention policy (this is under Other in exchange and we be set as Default RMM policy originally)

Revision #2
Created 18 November 2025 10:39:52 by Kwasi Nuamah
Updated 18 November 2025 10:52:42 by Kwasi Nuamah