How To Reduce Office 365 Storage by 80% in 4 Steps

Microsoft Partner

Microsoft

Gold Application Development
Gold Collaboration and Content
Gold Cloud Productivity
Gold Messaging
Gold Datacenter

Collaborate with Confidence

Accessible content is available upon request.

Why?

Isn’t that why I went with a cloud service?

Doesn’t my cloud provider have me covered?

Do I really need it?

How would I do that anyway?

The Need to Reduce Storage

COST

Additional storage needs

Unused accounts

RISKS

Compliance requirements

Retention needs

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Step 1: Cut Your ROT Information

Where is it?

- File Share
- SharePoint
- Office 365
- Databases

What is it?

File Level Analysis

- Redundant, outdated and trivial (ROT) data
- File types (Music, log files, etc..)

Content Level Analysis

- Sensitive data
- Date Created
- Owner

Who can access it?

- Who owns it?
- Who can read it?
- Who can edit it?

Item Analysis

This report identifies object level characteristics, including size, last modified date, version counts, etc.

AvePoint

Web Application Name
- Select All
- (Blank)
- SharePoint - 80

Site Collection URL
- Select All
- (Blank)
- https://portal.avepoint.net/collab/2015 Release Proc...
- https://portal.avepoint.net/collab/6Degree
- https://portal.avepoint.net/collab/accounting
- https://portal.avepoint.net/collab/ACS Infrastructure...
- https://portal.avepoint.net/collab/ACS_Committee
- https://portal.avepoint.net/collab/ACS_Execution_Co...
- https://portal.avepoint.net/collab/ACS_Japan
- https://portal.avepoint.net/collab/ACSManagement

Site URL
- Select All
- (Blank)
- https://apps-139b2e057c173f.avepointapps.com/sites/sales/chica...
- https://apps-22bebc1b3cb5d5.avepointapps.com/sites/ACES/Ya...
- https://apps-3126cb03a116a3.avepointapps.com/sites/IT/Bambo...
- https://apps-4bf96b0937b456.avepointapps.com/collab/BJ Office...
- https://apps-5f196f476cae8c.avepointapps.com/sites/marketing/...
- https://apps-5f196f476cae8d.avepointapps.com/sites/marketing/...
- https://apps-5f196f476cae8e.avepointapps.com/sites/marketing/...
- https://apps-5f196f476cae8f.avepointapps.com/sites/marketing/

Last Modified
- Select All
- 2017
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009
- 2008

Item Type
- Select All
- Attachment
- Document
- Folder
- ListItem

Version Count

0 — 1065

ist URL	Objects	VersionCount
ttps://portal.avepoint.net/collab/finance/accounting/Shared Documents	51909	60623
ttps://portal.avepoint.net/sites/crm/1 History	50880	50880
ttps://portal.avepoint.net/sites/marketing/GlobalDesign/Lists/Design Requests	23837	47492
ttps://portal.avepoint.net/sites/marketing/events/Events	21007	30542
ttps://portal.avepoint.net/sites/IT/Lists/Workflow History	30204	30204
ttps://portal.avepoint.net/sites/crm/Lists/Sync Tracking List	131247	30018
ttps://portal.avepoint.net/collab/finance/accounting/Invoices	17641	23130
ttps://portal.avepoint.net/collab/Japan/Support/Reviews	6946	22969
otal	**992647**	**1055616**

Original

SC Count	Site Count	Item Count	All Ver. Item Size in GB
242	625	992,647	755.94

Revised

SC Count	Site Count	Item Count	All Ver. Item Size in GB
242	625	992,647	755.94

@ListURL	Document Name	Size
ttps://portal.avepoint.net/sites/townhall/Style Library	ACS Town Hall Intro Graphic.jpg	93655
ttps://portal.avepoint.net/sites/townhall/Style Library	allmedia.js	6990
ttps://portal.avepoint.net/sites/townhall/Style Library	AlternateMediaPlayer.xaml	35633
ttps://portal.avepoint.net/sites/townhall/Style Library	Angie Gasior - Storytellers.jpg	37206
ttps://portal.avepoint.net/sites/townhall/Style Library	AudioPreview.png	13196

Count of Document Name by Year

Site Collection URL	Documents
	2926

Step 2: Automate Lifecycle Management

AvePoint Cloud Governance

1. Team identified for potential closeout
2. End-user opens task assignment
3. End-user completes closeout task
4. Approval workflow activated
5. Team sent to be archived

YOUR CHOICE OF STORAGE

Content never gone for good.
Re-import anytime.

Empower End-users
Structured lifecycle closure shift management from IT to end users.

Reduce sprawl in Teams
Content is always an import away giving end users confidence they can close content without fully losing it.

Safeguard retention and compliance
Ensure content that is archived is properly vetted for any retention or compliance requirements.

Power BI

Microsoft Teams

teams.microsoft.com/_#/conversations/19:998a10ad-38ab-4ff1-99d5-bb4698f10bdf_97bfce07-3288-4c21-b27d-727a8e79223f@unq.gbl.spaces?ctx=chat

Microsoft Teams

Search

AvePoint

RH

Chat

Recent

AVA 11:29 AM
Successfully restored 'Forecasts.xlsx'.

MyHub 10/25
Sent a card

Texas Water Development Board: Pr...

MyHub Chat Home About

You have a new task.

Requested by **System Account**
Sat, Oct 16, 2021 4:50 AM

Summary: Delete Workspace NSF_Crisis Critical
Type: Group/Team/Community Lifecycle Management

View details

Yesterday

MyHub Yesterday 2:55 PM

You have a new task.

Requested by **System Account**
Mon, Oct 25, 2021 2:55 PM

Summary: Delete Workspace Private Internal_HR Collab_North America
Type: Group/Team/Community Lifecycle Management

Type your questions here

Justin Walker

Step 3: Adopt a Defensible Destruction Approach

Retention & Disposal Schedule

The rules (laws & regulations)

Classification Scheme/ Taxonomy

The descriptors (metadata)

Application of labels/terms to content

Users, locations, automation

Microsoft Teams

teams.microsoft.com/_#/apps/c3ff6344-f6f0-4bfa-8697-b9d47b32ca4b/sections/teams-app-home?slug=28:97bfce07-3288-4c21-b27d-727a8e79223f

Microsoft Teams | Search | AvePoint | RH

Activity | MyHub | Chat | Teams | Calendar | AVA | Apps | Help

MyHub | Home | Chat | About

Start a request | To-do list | Workspaces | My tasks | Requests | Create a workspace

To-do list

Approvals

Due date

Delete Workspace Private Internal_HR Collab...
Group/Team/Community Lifecycle Management
AT Auto-generated task

Delete Workspace external_vendor_Crisis Crit...
Group/Team/Community Lifecycle Management
AT Auto-generated task

Delete Workspace SanBTest_Crisis Critical
Group/Team/Community Lifecycle Management

Confirmations

COVID19 Response_Crisis Cr
Renew Microsoft Team
Waiting for confirmation (Task overdue

Investor Management
Renew Site Collection
Waiting for confirmation (Task overdue

Project Management Recor
Renew Site Collection

View details: Archive the Micr...

Approve | Reassign | Reject

Request information | Basic settings

Request ID	386
Request summary	Archive the Microsoft Team external_matter_513571_62345-831
Notes to approvers	
Service type	Group/Team/Community Lifecycle Management
Requester	Auto-generated task
Status	Waiting for Approval
Modified	2021-10-15 06:08:22

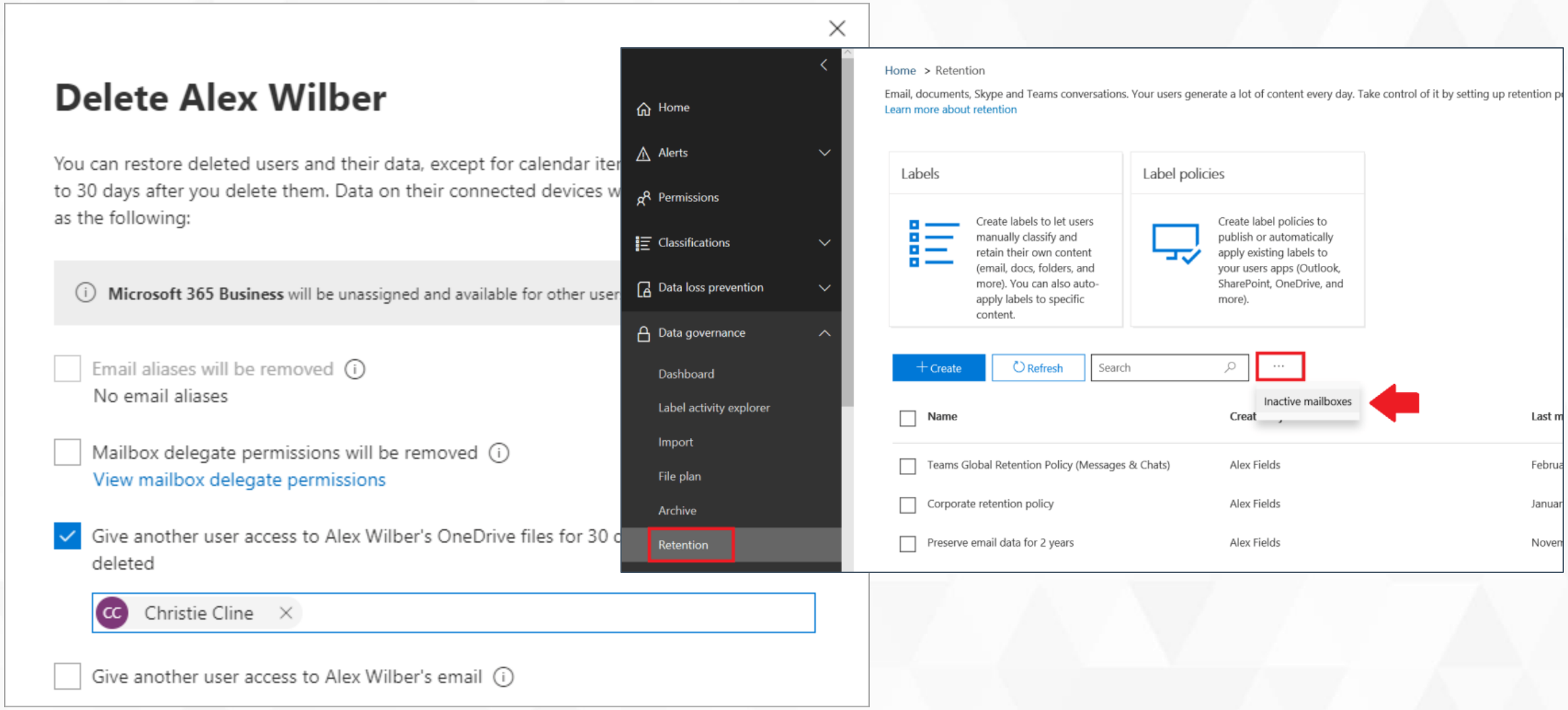
Approval history

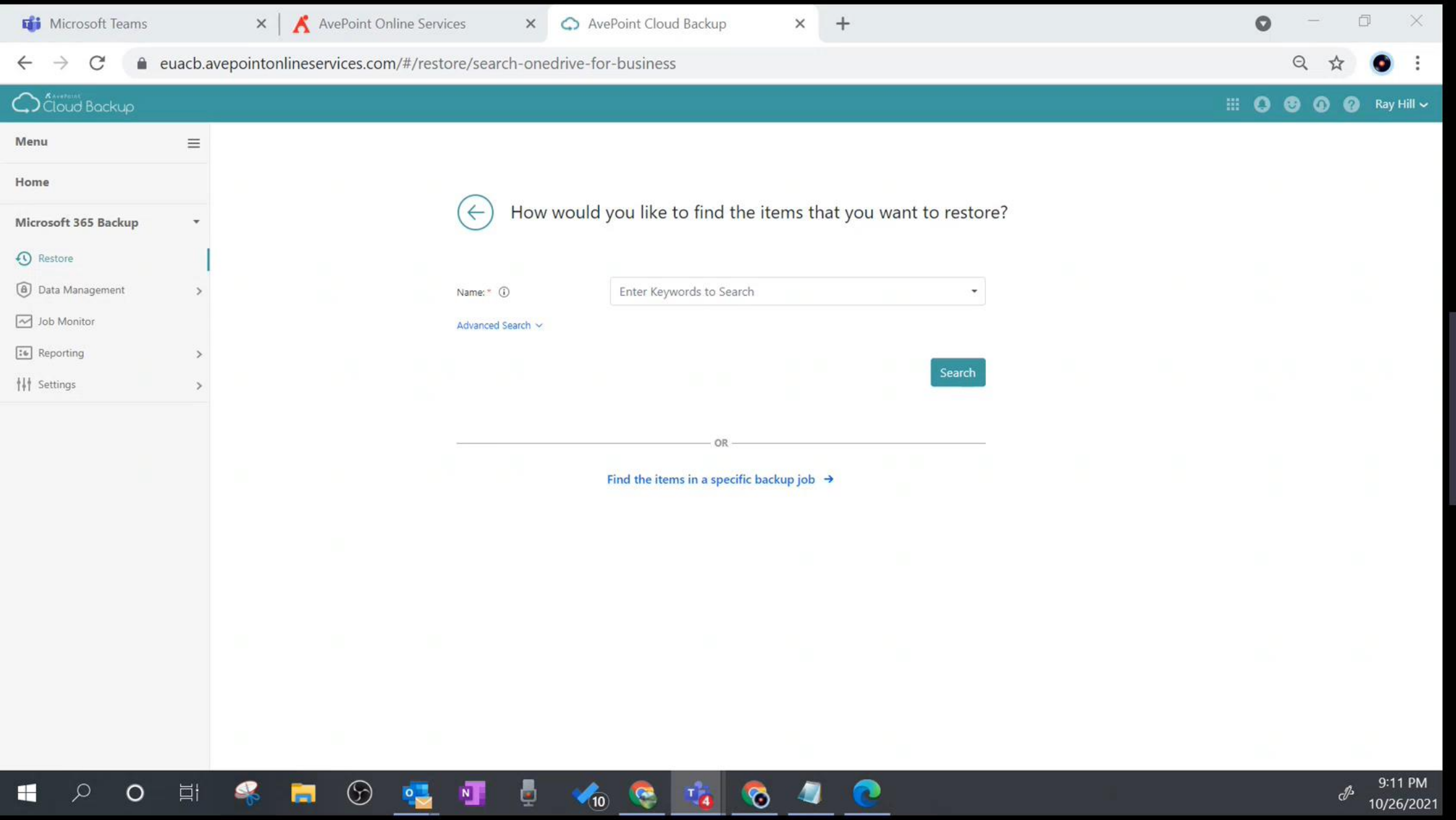
Approver | Action | Comment | Modifie

Justin Walker

9:03 PM
10/26/2021

Step 4: Backup Content To Remove Inactive Accounts




Microsoft Teams
AvePoint Online Services
AvePoint Cloud Backup
euacb.avepointonlineservices.com/#/restore/search-onedrive-for-business
Cloud Backup
Ray Hill
Menu
Home
Microsoft 365 Backup
Restore
Data Management
Job Monitor
Reporting
Settings
How would you like to find the items that you want to restore?
Name: *
Enter Keywords to Search
Advanced Search
Search
OR
Find the items in a specific backup job
Justin Walker
9:11 PM
10/26/2021

Resources

- AvePoint Discovery Tool
- AvePoint Cloud Governance
- AvePoint Cloud Backup
- Office 365 Backup Capacity & Savings Calculator

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thank you

Gracias	ευχαριστώ	Danke	Grazie	благодаря
Hvala	Obrigado	Kiitos	شكراً	Tak
Ahsante	Teşekkürler	متشكرم	Salamat Po	감사합니다
Cám ơn	شكريه	Terima Kasih	Dank u Wel	Děkuji
நன்றி	Köszönöm	ありがとうございます	ขอบคุณครับ	Dziękuję
谢谢	Tack	Mulţumesc	спасибо	Merci
תודה	多謝晒	дякую	Ďakujem	धन्यवाद

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