



Information Lifecycle Management for Microsoft 365

Ensure the integrity of your collaboration workspaces and content



Reduce risk

Implement robust information management practices to ensure that you're not holding on to too much—or too little—information. File and data lifecycle management ensures that you are only holding on to what is relevant, useful, or legally required to retain, minimizing your organization's exposure.



Decrease storage costs

Reduce data storage costs and mitigate overage fees by purging information you no longer need. With storage costs on the rise, holding on to extraneous content can impact your bottom line. Apply automated retention and disposal rules to manage your Microsoft 365, Exchange Online, SharePoint on-premises, and file systems data.



Optimize efficiency

Improve productivity by ridding your collaboration workspace of redundant, obsolete, and trivial (ROT) content that can cause users to waste time sifting through polluted search results or inadvertently use the incorrect version of a file. Plus, improve the speed and accuracy of search, analytics and e-discovery solutions.

When it comes to managing information, balance collaboration and control

A robust File and Data Lifecycle Management strategy is critical to ensuring the integrity of any collaboration platform, as well as mitigating enterprise risk. In order to apply the appropriate file and data lifecycle management policies, organizations must accurately capture, track, and record all Office 365 collaborative workspaces as they are created.

The collaboration workspaces associated with short-lived projects, engagements, and initiatives—and the content contained within—often linger long after the project is over. This redundant, obsolete, and trivial content not only hinders productivity and causes intense frustration for end users struggling to find up-to-date information, but it also creates unnecessary risk exposure. Therefore, organizations should action lifecycle outcomes as soon as possible after it is no longer relevant or required by law to retain.

AvePoint's approach to data lifecycle management is twofold. First, an application lifecycle policy is applied to the Microsoft 365 container (Team, Group, Site) itself. Second, content within Microsoft 365 is managed by applying business rules automatically across workspaces, to manage the information lifecycle upon creation/upload within that workspace.

Backed by AvePoint's powerful security and governance framework, AvePoint's Confidence platform provides a low-friction, holistic approach to operational governance. Rest easy knowing that your Office 365 workspaces and content are under control.

CONTAINER-LEVEL MANAGEMENT

- With AvePoint's Cloud Governance, you can empower users to create Teams, Sites and Groups in real-time, backed by a sustainable, efficient, and secure governance framework. From the very moment a Microsoft 365 workspace is provisioned, it enters the lifecycle management process.
- Organizations can right-size their policies to ensure that provisioned assets have correct classification, retention, metadata, and access controls in place from the outset. Going forward, workspace owners can also be automatically asked to review permissions and metadata and revise or confirm as necessary. Admins can oversee configuration settings, membership, and ownership change requests, with the ability to delete, revert, or notify of unauthorized changes. An intuitive dashboard provides increased transparency of content ownership and activity.
- Empower end users, improve data quality, reduce cost, and speed up processes with automated, structured end-of-life processes that trigger alerts for potentially idle or irrelevant sites and content.
- Organizations must be able to track and easily report on what collaborative workspaces they have, why it exists, who it belongs to, when that information was last verified, and more. Cloud Governance ensures that data owners and admins always have a current and complete inventory of all Microsoft 365 workspaces.

FILE DATA MIGRATION

- AvePoint's [Fly](#) migration solution enables organizations to seamlessly migrate their on-premise files directly into Office 365. Detailed pre-migration discovery reports allow the organization to manage and maintain metadata, permissions, and complex data structures.
- Integrate legacy data into modern information management frameworks by filtering and restructuring content as it moves into Office 365. With automated data synchronization, Fly captures changes throughout the duration of the migration product. Metadata, domains, and other information can be remapped during the migration process, ensuring that legacy information being moved into Office 365 is in line with data governance and information management policies.

CONTENT-LEVEL MANAGEMENT

- Just as workspaces must go through an information lifecycle process, the content within them should be subject to the same. With [Cloud Records](#), you can easily automate business rules to manage your entire content lifecycle—from creation to classification and retention—without user intervention. Manage content from electronic sources, as well as physical records, in a centralized, intuitive platform.
- With comprehensive oversight and extensive out-of-the-box reporting, organizations can not only understand the current state of lifecycle processes, but easily adjust approvals, terms, policies, and more. Plus, information managers can use delegated administration capabilities to permit defined groups or users to manage content repositories and access security-trimmed search results and reporting.

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