

From: [DII - O365 Project](#)
To: [SOV - Business and IT Leaders](#)
Subject: Microsoft Office 365 Information (from our Frequently Asked Questions)
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Attachments: [image003.png](#)



We have added a lot of information to our website, including a Frequently Asked Questions page. We will be sending these out for informational purposes for all users to highlight some of the more popular questions. Please forward to your users.

The project webpage is located here: http://dii.vermont.gov/news_issues/projects/office365

Here are a couple questions many users have asked:

What size are the email boxes in Office365?

50 GB. Yes, you read that right: each mailbox is 50 GB, quite an increase from the current 1 GB standard mailbox provided in our current email environment.

Does Office365 come with an email archive (currently known as Enterprise Vault)?

Yes. It works differently than the Enterprise Vault we currently use. In effect, every user has two mailboxes in Office365; the second 'mailbox' is labeled 'archive' and generally functions in the same manner as the first mailbox. The 'archive' mailbox has no space limitation. You should follow your department/agency public record retention policies for archiving email.

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