Microsoft 365 Archive SharePoint – Checklist

Download Your Checklist!
By the end of this article, you'll have a checklist that helps you enable Microsoft 365 Archive for SharePoint, archive inactive sites/security settings, and manage reactivation costs and compliance.

1. Understand Microsoft 365 Archive

- Learn what M365 Archive does
- Know limitations & licensing

2. Identify Inactive SharePoint Sites

- Use reports to find inactive sites
- Confirm with site owners

3. Prepare Sites for Archiving

- Clean unnecessary data
- Ensure metadata is intact

4. Enable Archive Feature

- Enable archive in Admin Center
- Assign policy to target sites

5. Set Security & Access Rules

- Define who can access archived sites
- Configure retention settings

6. Track Storage & Costs

- Track archived storage usage
- Estimate cost savings

7. Reactivate Sites When Needed

- Reactivate archived sites when required
- Be aware of reactivation costs

8. Monitor & Review Compliance

- Review policies regularly
- Adjust based on compliance needs

Why This Checklist Matters:
Use this checklist to optimize storage costs, maintain access to needed content, and ensure your archived sites follow your organization's compliance and governance policies.