EAS Archiving Solution Quick Guide

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Why do we have Enterprise Archiving Solution (EAS)?

• 500MB Quotas in Exchange (for speed, performance, cost for 24,000+ users)
  o EAS has been implemented to help make quotas transparent

• Overall long term storage savings
  o Compression and Single Instance Storage

• Remove necessity for local PST files
• Ability to later include compliance and electronic discovery features

How does EAS work?

• Runs nightly, reading contents of all users’ mailboxes
• Reduces Exchange mailbox size by moving items into the EAS Archives
• Content is still accessible through client interfaces into the EAS Archives

What is a Stub/Shortcut?

• A smaller version of the original message
  o Attachments and advanced formatting are not in the stub
  o The stub points to the full message in the EAS Archives
  o Stubs work seamlessly with Outlook or Entourage (when EAS client is installed)

Archiving Policies

• Based on two things:
  o Message Classes (i.e. Email message, Calendar item, Contacts, etc.)
  o Age

• The policies for email messages are:
  o Any message > 10MB in total size is stubbed the first day
  o All messages 7 days old or older that are >1MB in total size are stubbed
  o All messages 30 days old and older are stubbed, regardless of size
  o Messages 395 days old and older are placed into the archives only
    ▪ There will be no stub or message left behind in the Exchange mailbox
    ▪ These items are accessible by searching or by browsing your archives
  o All items in the Deleted Items folder are stubbed each day

• The policies for calendar items are:
  o Calendar items take on the same policies as messages except for the archive-only age
  o Items 2 years old and older are placed into the archives only
    ▪ There will be no stub or item left behind in the Exchange calendar
    ▪ These items are accessible by searching or by browsing your archives in EWA
  o EAS uses the calendar item end date for timelines, not the creation date

• The policies for other items are:
  o EAS will not stub or archive-only Contacts, Notes, Tasks, or Distribution Lists
EAS Client in Outlook

- Seamless viewing of stubbed messages
- Retrieve and Restore archived messages
- Search by Folder, Subject, Contents, Sender, etc.
- Offline File Sync

Other Resources

- EAS in OWA - [https://owa.emory.edu](https://owa.emory.edu)
- EAS Web Access (EWA) - [https://eas.emory.edu](https://eas.emory.edu)
- EAS Entourage Client (EEC)