

NSU's New Online Archive Policy for NSU

November 21, 2024

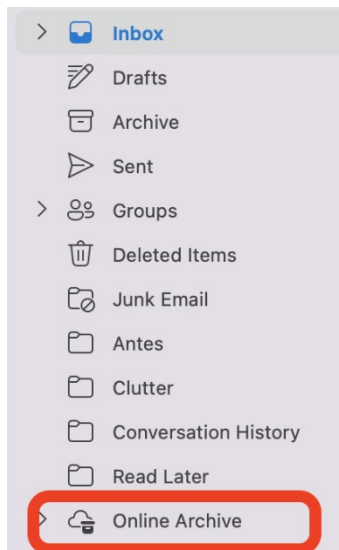
SharkIT Services

The Office of Innovation and Information Technology (OIIT) is pleased to announce the implementation of Microsoft 365 Online Archive. The Online Archive lets you take advantage of an additional 100 GB of mailbox storage in a new folder that is connected to your existing Microsoft 365 email account.

OIIT will initiate this feature to all NSU students, faculty, and staff beginning on November 21st. This project will take several weeks to complete but people will begin seeing the Online Archive (depending on Outlook version, it could be called Personal Archive) folder in their Outlook accounts over several weeks. There is no action required by you and no emails are deleted with this project.

Why are we initiating Online Archive

Microsoft has imposed size restrictions to our Microsoft 365 account. All NSU email accounts have limited storage, and some people may be reaching our mailbox limit. The Online Archive (or Personal Archive) mailbox is the preferred method for managing email data that's over two years old.



With our new policies, any mail or calendar items older than two years will be automatically moved to corresponding folders in your Online Archive, freeing up valuable space in your primary inbox. You can also manually move items.

Do I need to do anything to enable the Online Archive Mailbox feature?

No. The Online Archive feature will be enabled for all students by OIIT.

Is this different than my current Archive folder?

Yes – the folder “Archive” in Outlook is one of the default folders like Sent Items and Deleted Items. It is simply a folder that is part of your mailbox. The Online Archive (Personal Archive) provides additional mailbox storage and includes older items being moved automatically to clear up space.

How do I use Online Archiving?

You should not need to do anything to use Online Archiving. After implementation, you will see a new folder called Online Archive – username@mynsu.nova.edu or Online Archive – username@nova.edu (Personal Archive – username@mynus.nova.edu or Personal Archive – username@nova.edu). If you have emails in your Inbox older than 2 years, those will automatically be moved to your Online Archive in the same folder in which they were located in your Inbox. You can also manually drag emails to your Online Archive if you like as well.

Can I only access my Online Archive using the Outlook application?

No, in addition to the Outlook application, you can also access your Online Archive through our mail web portal at <https://Sharkmail.nova.edu>. Online Archive is NOT accessible from a mobile mail app or the built-in mail applications on Mac or Windows.

What if I don't see the Online Archive folders in my Outlook folder list?

Once we start the implementation, it will take several weeks to complete with all students, faculty, and staff. If, after several weeks, you do not see the Online Archive folder, confirm that you are using Outlook for Windows, Outlook for Mac, or the Sharkmail Web App. If that is confirmed and you do not see the Online Archive, then please contact us using any method below.

Phone Students: 954-262-4357

Toll Free: 800-541-6682
ext. 24357

Phone Staff: 954-262-0070

Email: SharkITServices@nova.edu

Hours of Operation

Monday-Friday **7 a.m. – 7 p.m.**

Saturday **8:30 a.m. - 5 p.m.**

Sunday **Closed**

Closed on University Holidays