

How to Archive Mailbox Items before Deleting a Microsoft Exchange Mailbox

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Regular maintenance of Microsoft Exchange can improve the performance of your Exchange environment, reducing backup time and completion of other maintenance tasks. To optimize Exchange server performance, you may want to delete unnecessary mailboxes. Items in these mailboxes may be subject to your organization's retention policies, so requiring you to keep these items for a period of time. By applying an [Policies](#) action to the contents of a mailbox, you can archive and retain the content. Once archived, the mailbox items are searchable in ArchiveOne and the original Exchange mailbox and corresponding Active Directory user account can be deleted. The data is searchable even after the mailbox is deleted. Additionally, once content is archived, you can add permissions to allow other users to search and retrieve the data, giving them full control over the mail, calendar, and contact items. For more information, refer to [How to Add Users to Mailbox Manager](#). Once the mailbox you want to delete is in the Mailbox Manager, you can create a policy to run against the mailbox to search all items and using the [Understanding Policy Actions](#). For details on setting up policy actions, see [How to Configure and Run Policies](#).

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