Outlook

Exchange

MS 365 Outlook and exchange
Tools and practices for good governance

Nearly every organisation on the planet uses email. If your organisation has standardised on the M365 suite, then you likely spend a good portion of your workday living in Outlook. As a result, that's where much of our content lives too.

Like all other sources and repositories of content, Outlook and Exchange need to be considered in your information governance strategy.
You might already be familiar with items such as messages, calendar invitations, contacts, notes, and attachments, which are stored in visible folders. But, Exchange has some hidden and powerful deletion opportunities that you might not be taking advantage of yet. Because Exchange serves as one of two software development kits available in 365 – the other being SharePoint – it stores other applications' content as well.

In this lesson, you will learn how to:
- Assess policy and technical functionality that informs governance choices in 365, particularly Exchange.
- Begin a 365 governance committee charter, initially informed by the 365 Exchange Online migration project.
- Plan your Exchange governance roadmap with your technology partners.