

# UCF Office 365 Email Standards

## Office 365 Retention Limits – UCF Mailbox Size and Retention

- Primary Mailbox Sizes – 100GB.
- Archive Mailbox Sizes – 100GB
- Default Retention Policy for Office 365
  - a) Messages remain in mailbox indefinitely
  - b) Purge Recoverable Deleted Items after 14 days
- Default Retention Policy for Office 365 (*with Online Archive Mailbox*)
  - c) All Email and Folder contents Move to Archive at 730 Days (2 Years). If no archive exists, messages remain in their current folder indefinitely.
  - d) Purge Recoverable Deleted Items after 14 days
- Deleted Items folder – No Limit by Default. Messages will remain in Deleted Items indefinitely unless the user empties the folder.
- **UCF has implemented a Retention Policy Tag in Office 365 to Delete Mailbox items older than 7 years (2555 days).**

## Office 365 Message Limits – Message Size, Recipient Limits

- UCF currently limits message sizes to 40MB, including attachment
- Message and Attachment size limit Outlook for Mac and OWA – 35MB
- Default Recipient limits per day (established by Microsoft) – 10,000 recipients per day
- Default Recipient limits per message (established by Microsoft) – 500 recipients per message
- ActiveSync device file attachment limit – 25MB

## Information Security Standards for Email

- UCF currently does not allow Automatic rule email forwarding. Individual messages can be manually forwarded to any outside recipient, however, automatically forwarding all email to outside recipients via rule is prohibited.
- UCF currently does not allow transfer of .ZIP files via email, all ZIP files are blocked for inbound email
- UCF currently requires a 6 digit authentication passcode for ActiveSync devices, which will be initiated after 10 minutes of inactivity. The UCF ActiveSync policy will also “wipe” a device after 10 consecutive sign-in failures.

## Default Microsoft Office 365 Exchange Online Limits –

- <https://technet.microsoft.com/en-us/library/exchange-online-limits.aspx>

