SharePoint Archiving



Move inactive SharePoint data to CTERA to save money

Most SharePoint Online environments carry years of inactive files at full cloud storage rates. CTERA's archiving solution for SharePoint Online acts as an intelligent lifecycle layer — discovering, tiering, and governing cold data while your teams keep working in SharePoint without disruption.

Organizations of all sizes have standardized on Microsoft SharePoint as their collaboration hub. But collaboration generates data — and most of that data quickly becomes inactive. Users stop touching files after 6, 12, or 24 months, yet they continue to consume expensive SharePoint Online per-GB capacity indefinitely.

CTERA does not replace SharePoint. It extends it. CTERA archiving for SharePoint discovers inactive content and automatically tiers it to low-cost object storage, dramatically shrinking your SharePoint Online footprint and costs.

The SharePoint Storage Problem

- **Runaway Storage Costs**
  SharePoint Online charges per GB — When you pass your included storage, every inactive file costs the same as your most active content. Without a lifecycle layer, costs compound month after month with no end in sight.
- **Manual Archiving**
  Historically, administrators wanting to execute archiving policies for SharePoint below a site level had to build scripting, constantly maintain the scripts, and can easily miss the vast majority of inactive files. While Microsoft introduced file-level archiving, it lacks policy-based archiving, and data is still stored in M365 archives.
- **Invisible Inactive Data**
  IT teams have no easy way to quantify what percentage of SharePoint Online storage hasn't been touched in over a year — making budget justification and storage forecasts pure guesswork.
- **Compliance & Governance Gap**
  Inactive files shared externally remain exposed long after they are relevant — creating unnecessary breach and regulatory risk that grows silently alongside your storage bill.

+60%
Average inactive file rate in SharePoint Online

$288K
Typical yearly storage cost of inactive SharePoint data

~70%
Potential cost reduction with CTERA

120TB
Inactive storage on a basis of 200TB deployment

© 2026 CTERA Networks Ltd. All rights reserved.

Key Benefits of SharePoint Archiving

1 Reduce SharePoint Online Costs by Up to 70%

Tier inactive files to object storage at a fraction of SharePoint Online per-GB average pricing. The 12- and 24-month inactive buckets alone typically represent 40%+ of your monthly bill — immediate, measurable savings from day one.

2 Instant Visibility into SharePoint Data & Potential Savings

The CTERA Archiving Assistant for SharePoint scans your entire environment and delivers a fully quantified inactive-data report in hours — no PowerShell, no manual sampling, no guesswork. Finance and IT can align with a single dashboard.

3 Transparent File Access for End Users

While most SharePoint data ages over time, users occasionally need to revisit past files. With CTERA, archived files remain instantly accessible. The CTERA Archiving Assistant creates links in SharePoint that redirect users directly to their files stored in the CTERA file system, making the experience seamless and effortless, with no SharePoint Online storage cost.

4 AI-Validated Ransomware Defense

CTERA Ransom Protect achieved 100% detection across all ransomware families, blocking attacks in a median of 24.5 seconds with less than 2.28% of files affected — independently validated by Synergy7.

5 WORM Compliance & Long-Term Archive

CTERA Vault delivers immutable, WORM-compliant storage for regulated content. Combined with CTERA Classify for automated sensitivity labelling, CTERA provides a complete governance stack from active SharePoint Online data to deep archive.

How It Works



Discover

The CTERA Archiving Assistant for SharePoint scans every SharePoint Online site, drive, and file — classifying content by inactivity bucket (6, 12, 24+ months), file type, size, and external sharing exposure, then maps each bucket to a real monthly dollar cost.



Analyze

Interactive dashboards give IT and Finance an instant, quantified picture of storage sprawl. Identify your top inactive sites, highest-cost buckets, and riskiest externally shared content — all in one view, with no scripting required.

© 2026 CTERA Networks Ltd. All rights reserved.

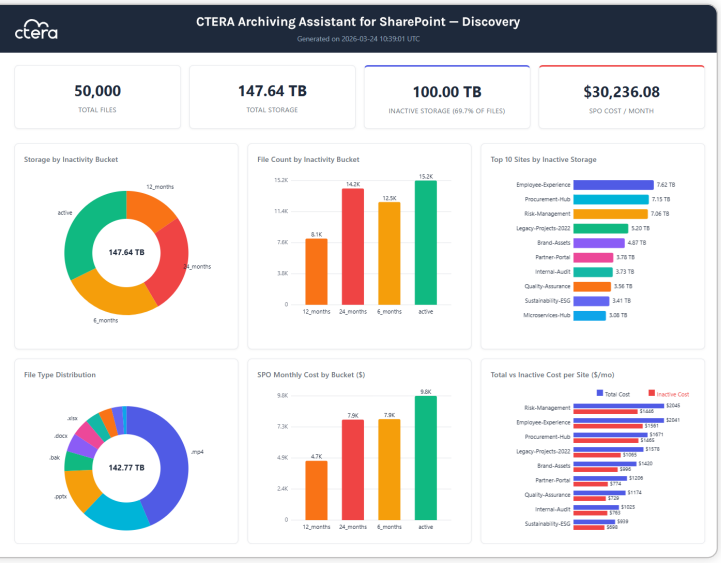
How It Works, continued...

Tier

Policy-driven lifecycle rules in the CTERA Archiving Assistant automatically move inactive files from SharePoint Online to low-cost object storage such as Azure Blob, Amazon S3, or an on-premises CTERA Vault object store. A CTERA Solutions Engineer will work with you to design and implement the right tiering approach, sharing best practices and recommending the appropriate tooling for implementing tiering in your environment. Admins can define thresholds per site or globally, and once configured, the selected tools enforce these policies on a scheduled basis without manual intervention.

Access

Users access inactive files easily through shortcut links to the file via the CTERA Web Interface with near zero SharePoint Online storage cost.



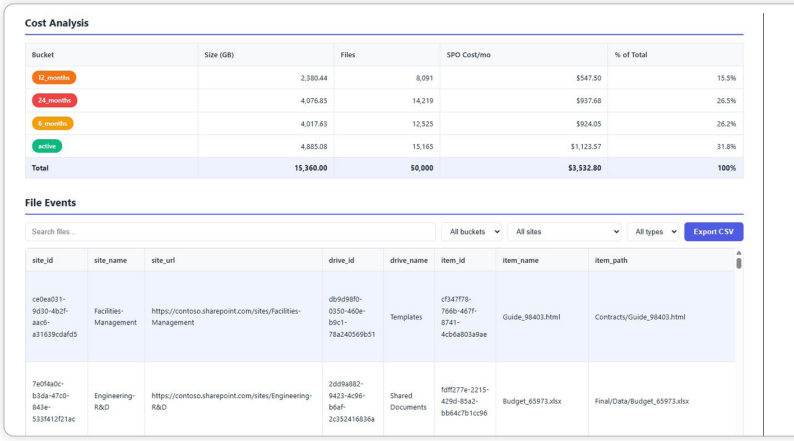
CTERA Dashboard — inactivity buckets, top inactive sites by GB, SharePoint Online cost per bucket, file type distribution, and total cost vs. inactive cost per site.

CTERA Archiving Assistant for SharePoint: See Your SharePoint Online Storage Costs Before You Act

Before tiering a single byte, CTERA gives you detailed visibility into your SharePoint Online environment. The Archiving Assistant for SharePoint generates a full TCO picture of your SharePoint Online environment — broken down by inactivity bucket, site, file type, and sharing risk. It turns abstract storage costs into a concrete, prioritized remediation roadmap.

Granular Cost Analysis & File-Level Audit Trail

Drill from portfolio-level cost dashboards down to individual file events. The Cost Analysis table maps every inactivity bucket to an exact SharePoint Online monthly charge — so you can calculate ROI with precision and export file-level data for stakeholder sign-off.



Cost Analysis view — per-bucket size (GB), file count, SharePoint Online cost/month, and % of total spend, with a searchable, filterable file events log exportable to CSV.

© 2026 CTERA Networks Ltd. All rights reserved.

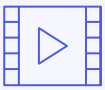
Why CTERA: Complete Capabilities for an Intelligent Data Platform

CTERA goes beyond simple tiering. Every capability below is built into the CTERA Intelligent Data Platform.



AI Ransomware Protection

CTERA Cyber Protection delivers 100% detection across major ransomware families (REvil, LockBit and more) — independently validated by Synergy7. Powered by AI and machine learning with zero-day protection, honeypot decoys, and near-instant rollback from immutable, air-gapped snapshots. Attacks are blocked in seconds, not hours.



Large File & Media Support

CTERA handles files of any size — from multi-gigabyte CAD drawings to high-resolution video archives — with high-speed file streaming direct from object storage. No local download required. CTERA Fusion Direct enables native S3 access for AI pipelines and analytics without duplication.



CTERA Vault — Archive Tier

CTERA Vault provides a dedicated long-term archive tier with WORM immutability and policy-based retention. Combine SharePoint Online tiering with CTERA Vault for a complete active–warm–cold-archive data lifecycle, dramatically reducing total storage costs across all retention horizons.



Security & Compliance

CTERA Vault provides WORM (Write Once, Read Many) compliance for regulated industries. Combined with CTERA Classify for automated sensitivity labelling (PII, PHI, IP) and support for GDPR, HIPAA, SOX, and CCPA, CTERA delivers a complete compliance stack for tiered data.



Multi-Region Resiliency

Built-in geo-replication across multiple object storage regions ensures business continuity and data durability. Edge filers cache hot data locally for low-latency access at every site — with automatic failover and no single point of failure across your global file infrastructure.



S3 Access via Fusion Direct

CTERA Fusion Direct (US Patent 12,007,952) unifies file and object in a single federated namespace. Tiered SharePoint Online data is immediately accessible as native S3 objects — enabling AI training pipelines, analytics, and HPC workloads to consume archived enterprise content without copying or translating data.



AVAILABILITY

SharePoint Archiving is available as part of the CTERA Intelligent Data Platform. Ransom Protect, CTERA Vault, and CTERA Classify are available as licensed add-ons. Contact your CTERA representative for licensing and deployment options.

Learn how CTERA can turn your SharePoint Online cost problem into a governed, optimized, AI-ready data estate, and see it in action.

GET A DEMO

© 2026 CTERA Networks Ltd. All rights reserved.