



3rd Quarter | 2023

<https://office365.delaware.gov>



Teams Recordings: 120-Day Expiration

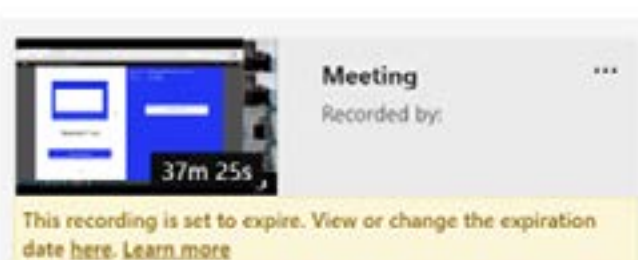
120-Day Expiration on New Teams Meeting Recordings

Microsoft Teams Updates and Features

O365 Resources and Learning Links

On the evening of October 13, 2023, a new Microsoft (MS) Teams policy will be implemented for Teams Meeting recordings. Newly created MS Teams recordings will automatically expire 120 days after they are recorded if no action is taken. The expiration policy will only apply to recordings made after implementation of the policy; Teams recordings made before will remain unaffected.

The 120-day expiration was chosen because, on average, 99% of recordings are never watched again after 60 days, and recordings take up a lot of storage space. On average, 7MB of storage is consumed per minute of a recorded Teams meeting.



Observing a yellow banner underneath Teams meeting recordings (see example to the right) lets you know that the auto-expiration feature is enabled. It is also important to note that the recording owner can override the Teams recording expiration date for each recording.

When a recording expires, it is moved to the recycle bin, and the owner will receive an email notification to take action if needed. The owner can retrieve the expired recording from the recycle bin for up to 90 days. [Learn how to restore a deleted file HERE.](#)

IMPORTANT: This new feature will not impact recordings created before the 120-day expiration is implemented on October 13, 2023.

[READ MORE HERE](#)

Microsoft Teams Updates and Features

Egress Banner Update. Color schemes can allow users to be able to see information more clearly. While this is important for designing a product or tool for any audience, it is vital for audiences with low vision. It was brought to our attention by our Digital Accessibility Manager that the Egress banner would be more accessible if the color schema were updated. On October 13, 2023, the Egress background color will change from orange to blue.

Pictured below: Current Egress Banner with Orange background and White text:

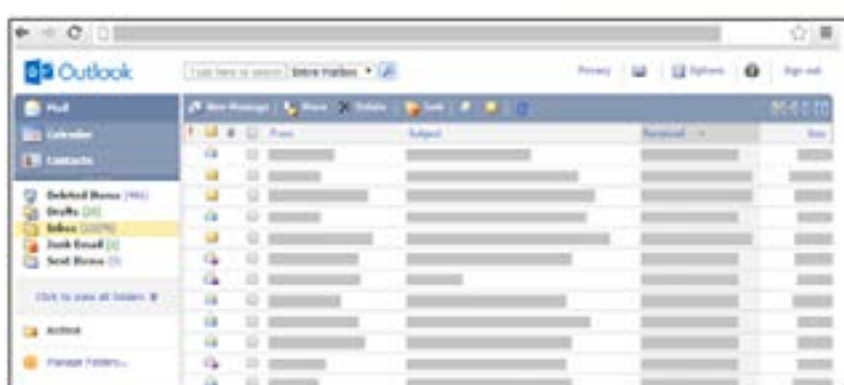
This email, created by jo m@delaware.gov, has been securely delivered using Egress Switch and was decrypted on Thursday, August 10, 2023 12:01:03 AM-04:00

Pictured below: Egress New Look with Blue background with White text:

This email, created by jo m@delaware.gov, has been securely delivered using Egress Switch and was decrypted on Wednesday, August 9, 2023 5:38:25 PM-04:00

Outlook on the Web makes it simple to keep your email, calendar, and contacts at your fingertips. To ensure access to all the features, your devices should have the latest web browsers available. If you are using an older browser, you may see the light version of Outlook. [READ MORE HERE](#)

If Outlook looks similar to the image below, you are in the [LIGHT VERSION OF OUTLOOK](#).



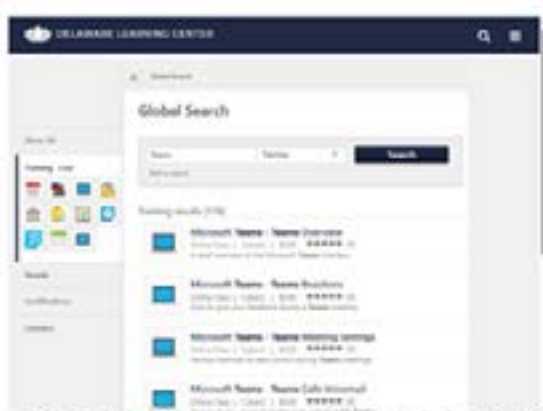
MyHub US Gov added to id.delaware.gov

So you can easily tend to your MyHub To-do actions and work in your workspaces in a more productive way, the "MyHub US Gov" app is now available from your secure login at id.delaware.gov (example displayed to the left.)

[LEARN MORE ABOUT MY HUB](#)

Microsoft 365 Courses Available on the Delaware Learning Center (DLC)

The DLC offers a wealth of online Microsoft videos... from Outlook, Word, PowerPoint, and Excel to Microsoft 365 Teams, OneDrive, SharePoint Online, Power BI, and more (example displayed on the right). Visit the DLC to see all that is available!



[LAUNCH THE DELAWARE LEARNING CENTER](#)

(NOTE: The DLC videos are produced by CyberU and portray the commercial MS products. The State of Delaware licenses are governmental (GCC) versions; nonetheless, the videos offer a wealth of valid information and another learning avenue.)

O365 Resources and Learning Links

[Office365 Website](#)

[O365 Applications](#)

[Message Center](#)

[Learning Pathways](#)

[Training Resources](#)

Want to know more about Office 365? Need an Office 365 Cheat Sheet? Have time for a 5-minute Learning Opportunity? Check out the links above!