

ASSIGNING LABELS IN OUTLOOK

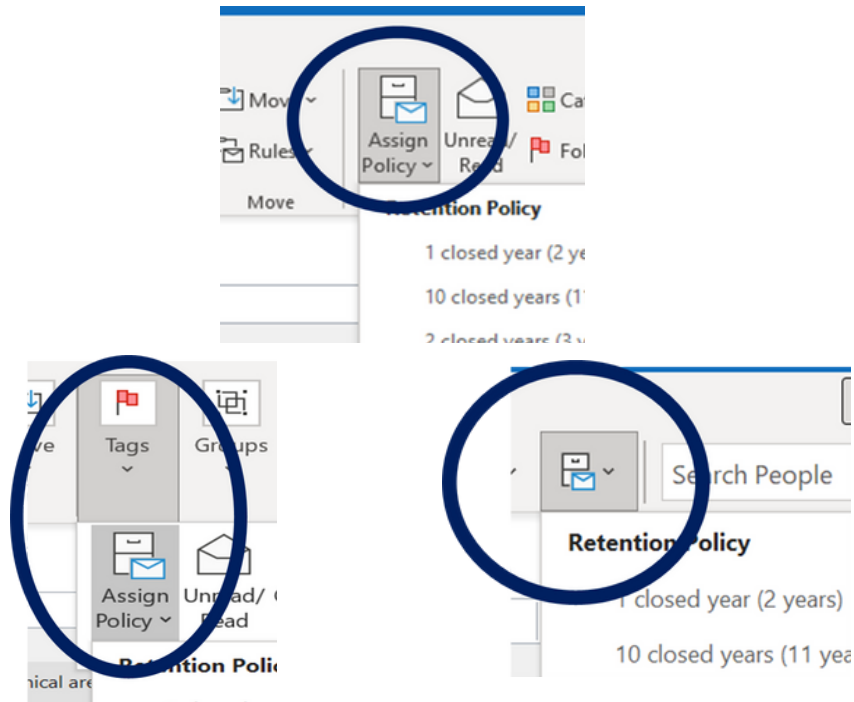
DESKTOP CLIENT (PC)

Assign Policy button

OR

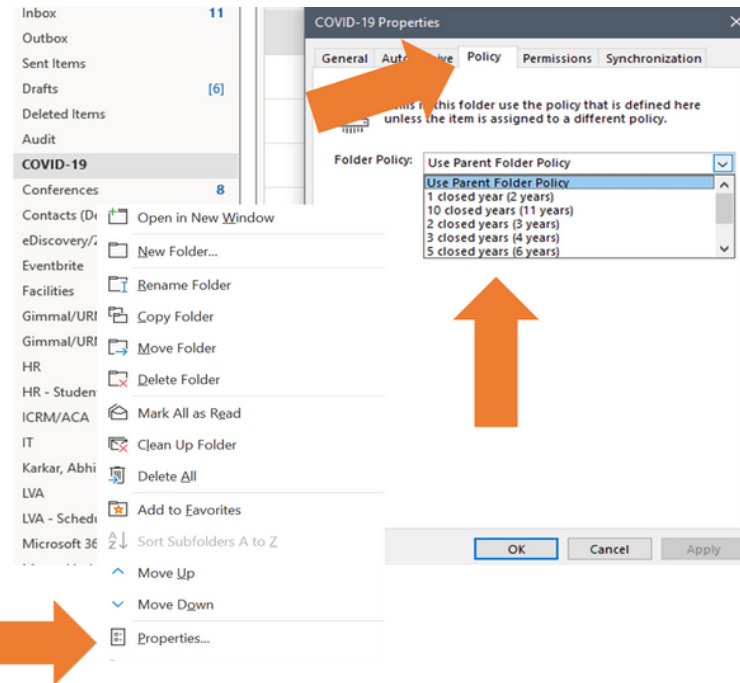
Right-click method

Located on the Home ribbon, but it may look different depending on screen size and ribbon arrangement.



ASSIGN A LABEL USING THE BUTTON

- Select/highlight the email or folder.
- Click the Assign Policy button.
- Select retention time period from the list.



ASSIGN A LABEL USING RIGHT-CLICK

- Select/highlight the email or folder.
- Right-click and select Properties.
- Click Policy tab.
- Select retention time period from the list.

NOTE ABOUT PARENT FOLDERS

Use Parent Folder Policy means that a subfolder or email within a folder will inherit the retention assigned to the higher level folder.

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