ASSIGNING LABELS IN OUTLOOK   OUTLOOK WEB APP (OWA)
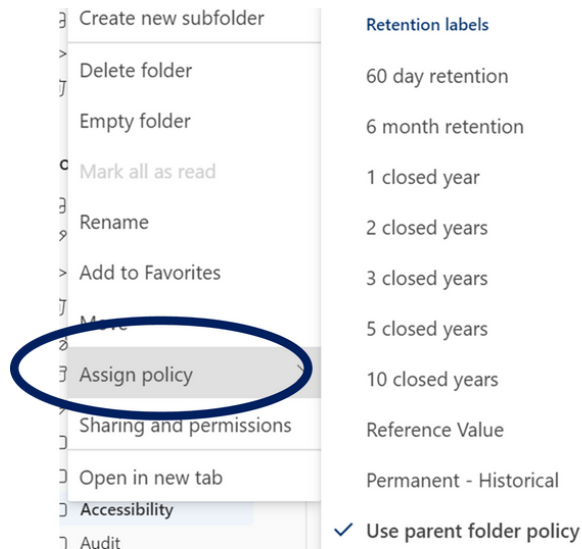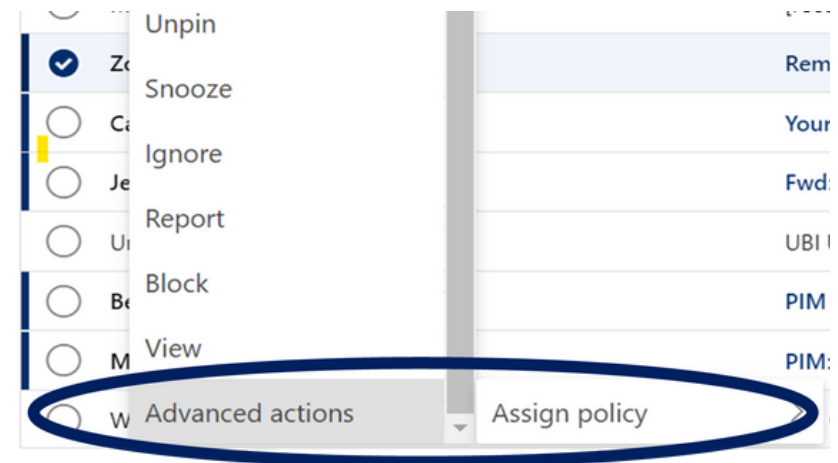
Right-click method - Folder

- Select/highlight the email.
- Right-click and select Assign policy.
- Select retention time period from the list.

Right-click method - Individual email

- Select/highlight the email.
- Right-click and select Advanced actions.
- Click Assign policy.
- Select retention time period from the list.

NOTE ABOUT PARENT FOLDERS

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

✉ records@virginia.edu

➤ recordsmanagement.virginia.edu

Assign Policy button

Available on the ribbon, but placement may be different depending on screen size and ribbon arrangement.