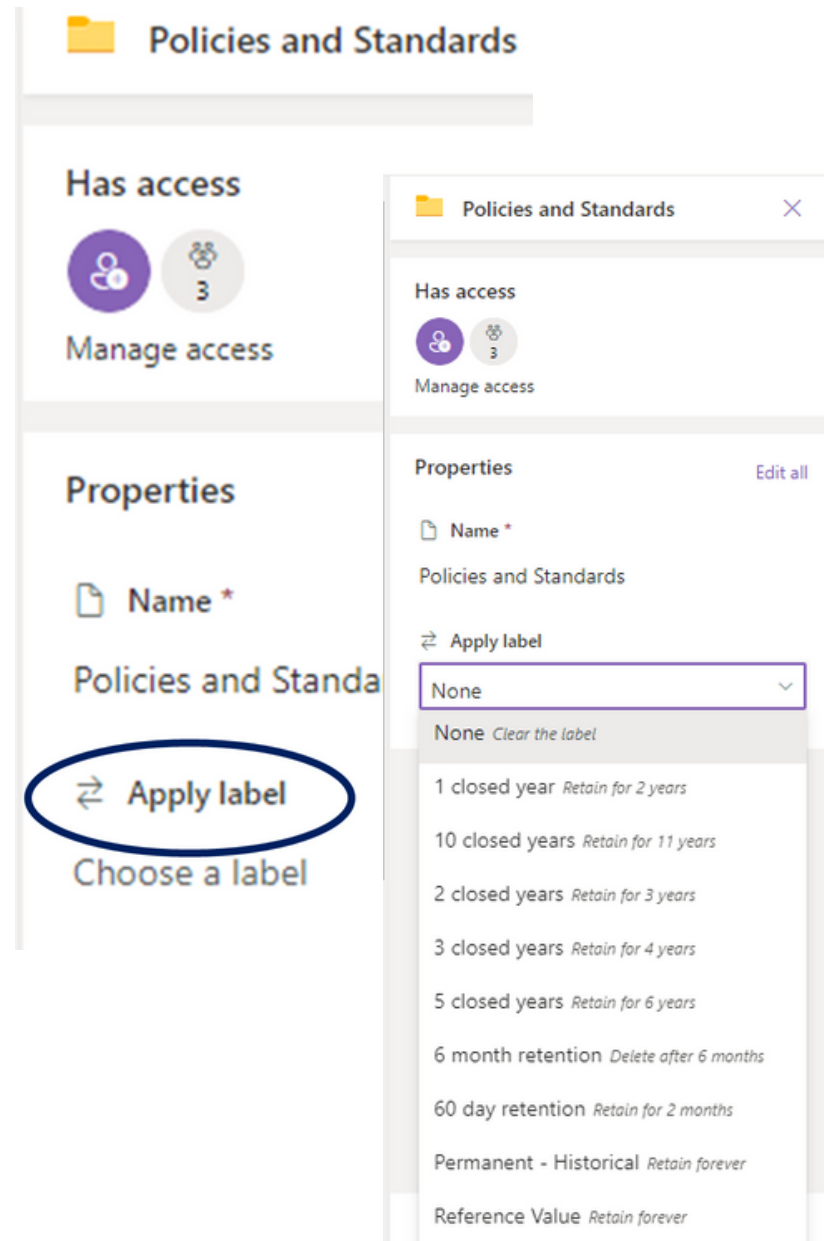
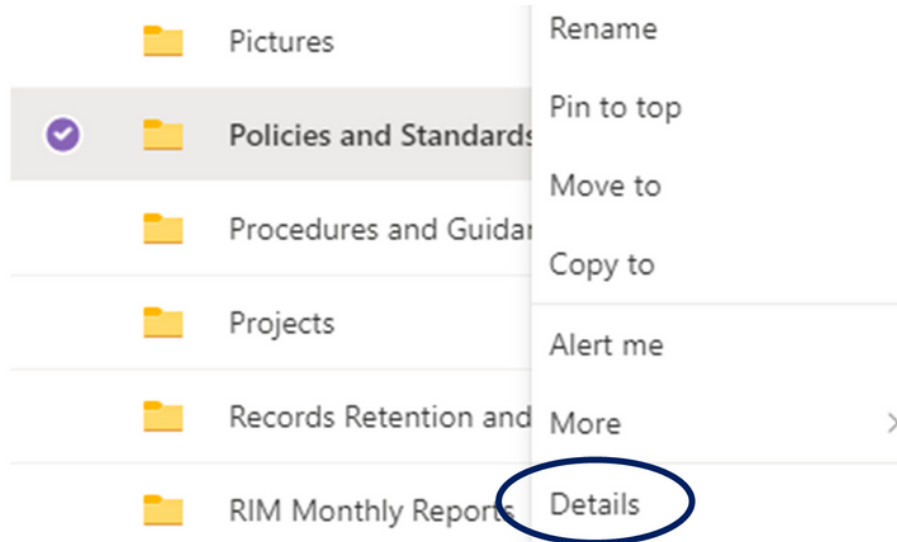


ASSIGNING LABELS IN SHAREPOINT

Right-click Method - Folders & Documents

- Click Documents.
- Select/highlight the folder or document.
- Right-click and select Details.
- Click Choose a label (located under Properties/Apply label).
- Select retention time period from the list.

NOTE: For some document types, scrolling may be necessary to locate Apply label.



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