Assigning Labels in Outlook Desktop Client (PC)

<table>
<thead>
<tr>
<th>Assign Policy button</th>
<th>OR</th>
<th>Right-click method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Located on the Home ribbon, but it may look different depending on screen size and ribbon arrangement.</td>
<td></td>
<td><img src="image" alt="Right-click method" /></td>
</tr>
</tbody>
</table>

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.