ASSIGNING LABELS IN OUTLOOK

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.

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