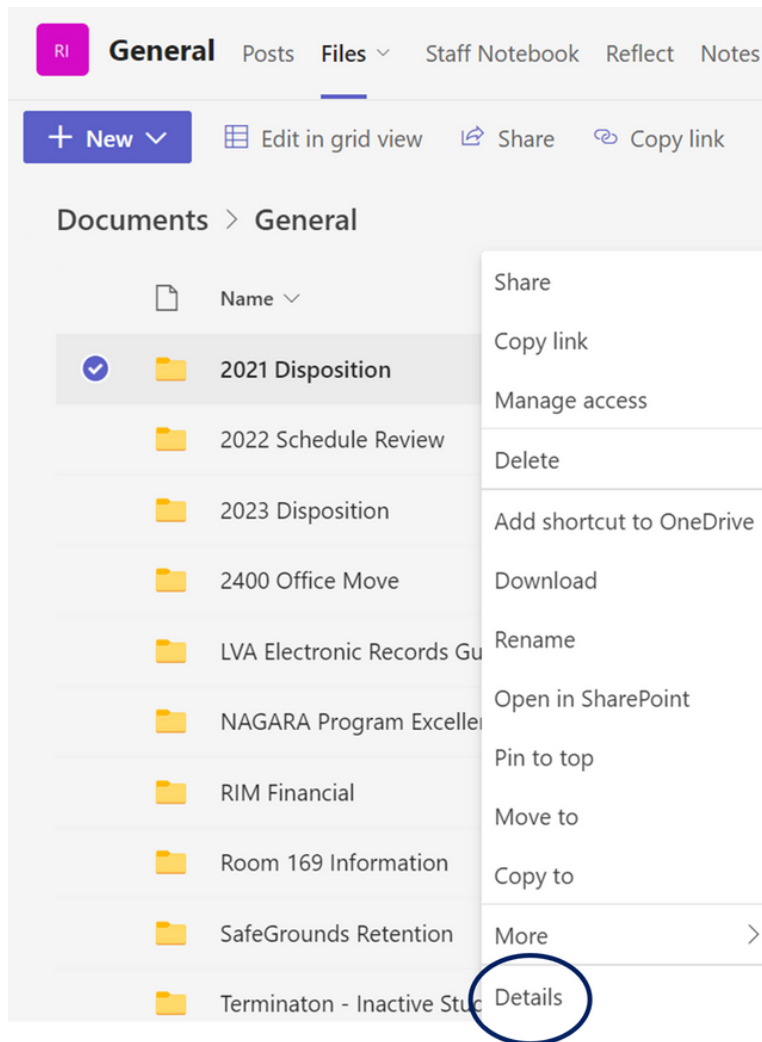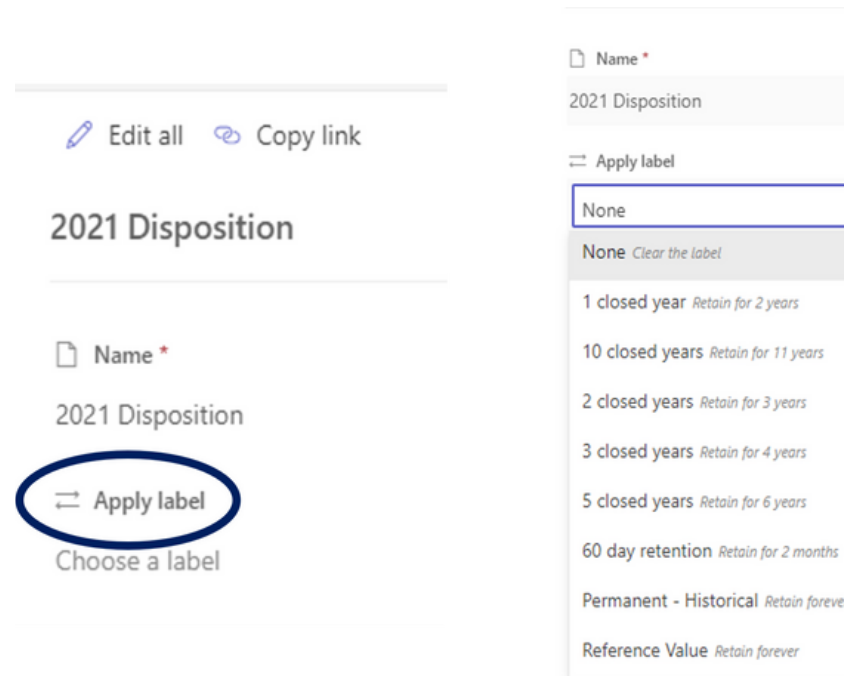# ASSIGNING LABELS IN TEAMS

Right-click Method - Folders & Documents

- Select the Channel.
- Click Files.
- 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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