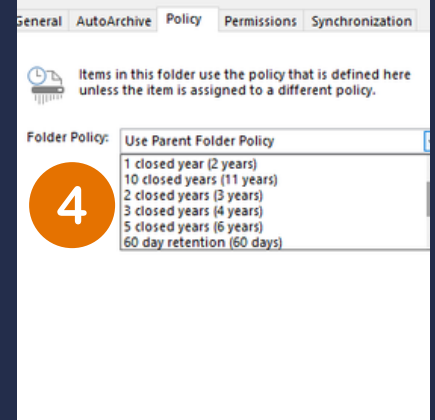
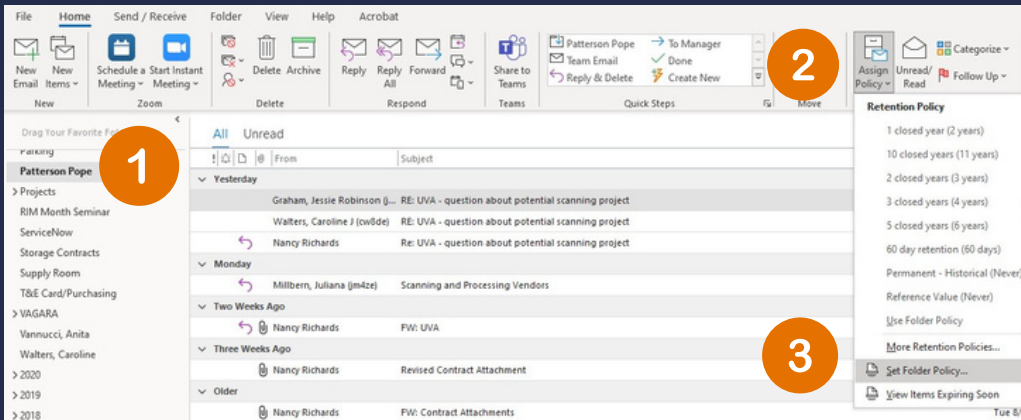


RECORDS RETENTION IN MICROSOFT 365 - OUTLOOK

SETTING POLICIES AT THE FOLDER LEVEL

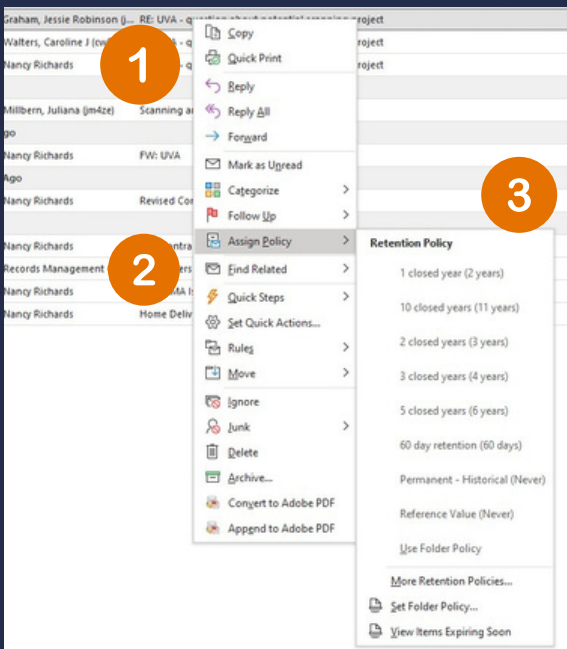
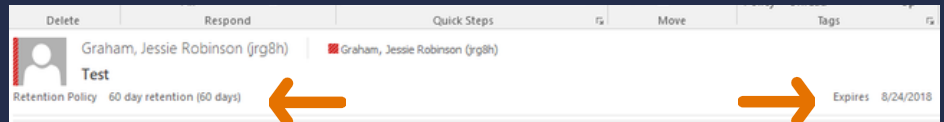
1. Highlight folder
2. Assign Policy
3. Set Folder Policy
4. Select retention



SETTING POLICIES BY MESSAGE

1. Right click message
2. Assign Policy
3. Select retention

Retention information displayed in message



TIPS AND TRICKS

Use the Reference Value policy to retain documents you need indefinitely.

Assign Policy button and right-click both work for folders and messages.

A folder policy will delete all messages in that folder according to the policy.

Cannot set policies on Inbox, Sent, or Deleted folders.