RECORDS RETENTION IN OFFICE 365 - OUTLOOK

TWO WAYS TO SET RETENTION POLICIES

AT THE FOLDER LEVEL







Click Assign Policy Select Set Folder Policy

Select retention Click OK

INDIVIDUALLY BY MESSAGE

SUBJECT				
Jessie Robinson Test				
aham Records Managemen	6	<u>C</u> opy		nia Records Managem
	4	Quick Print		
	R	Reply		
	Q	Reply <u>A</u> ll		
	P	For <u>w</u> ard		
	0	Mark as Unread		
		Categorize	►	
		Follow Up	Þ	
		Assign <u>P</u> olicy	►	Retention Policy
		Eind Related	÷	1 closed year (2
	4	Quick Steps	F	10 closed years
	-	Rule <u>s</u>	×	2 closed years (
	*	Move	×	3 closed years (
	N	OneNote		5 closed years (
	R	lanore		60 day retention
		Junk		Permanent - Hi

Right click message Select Assign Policy Select retention



University Records Management Office

records@virginia.edu

recordsmanagement.virginia.edu