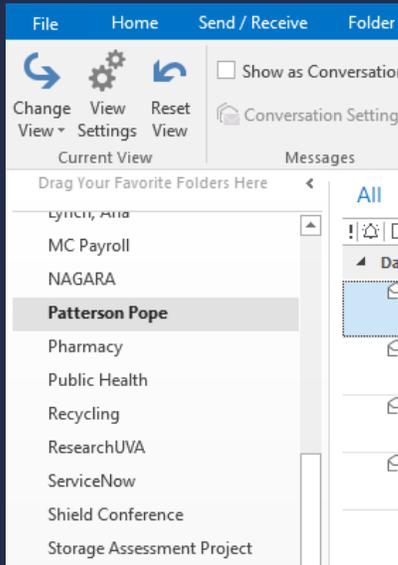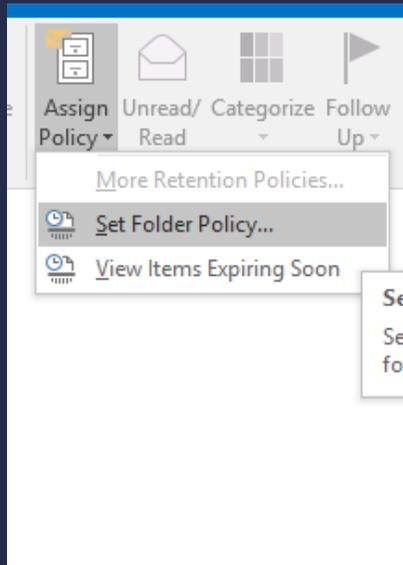# RECORDS RETENTION IN OFFICE 365 - OUTLOOK

TWO WAYS TO SET RETENTION POLICIES
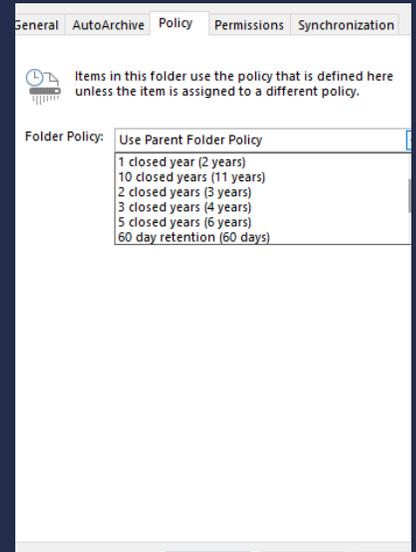
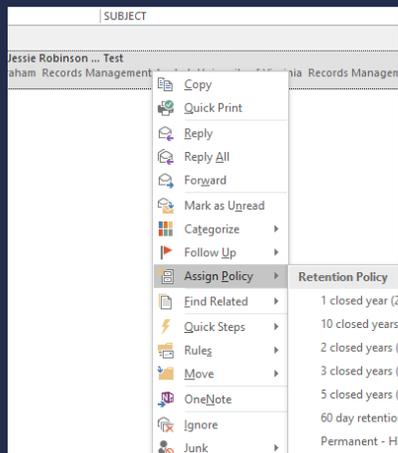### AT THE FOLDER LEVEL

Highlight the folder

**Click Assign Policy
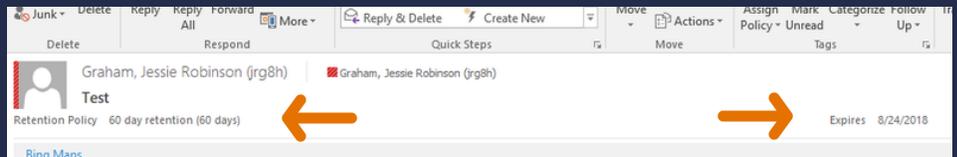Select Set Folder Policy**

**Select retention
Click OK**

INDIVIDUALLY BY MESSAGE

**Right click message
Select Assign Policy
Select retention**

Retention information displayed in message

TIPS AND TRICKS

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