

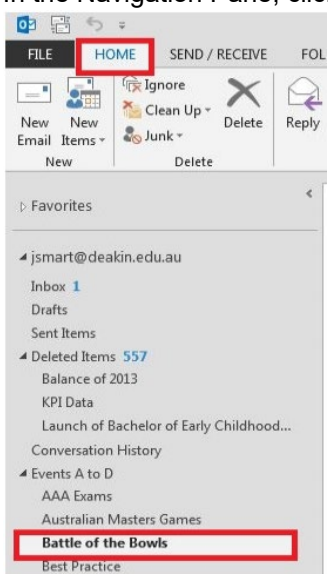
Adjusting Email Retention Outlook

Email retention settings define a period of time until items within an Outlook folder will expire/delete. The retention period begins from the date of creation for emails that you send or the date of receipt for emails that come to your inbox.

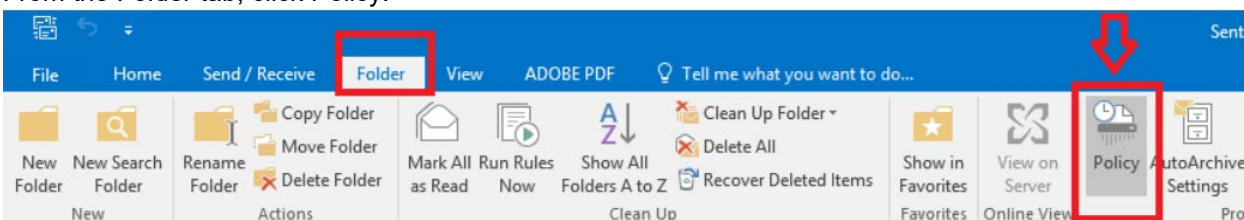
NOTE: Retention periods for your Inbox, Sent items and Draft folders cannot be modified. Retention can only be changed for email folders that you have created. If you wish to retain emails longer than the fixed retention period for these folders, you will need to move email items into a folder that you have created and manually set the retention there.

Setting Up Retention Periods

1. In the Navigation Pane, click to highlight the mail folder whose retention you'd like to change.



2. From the Folder tab, click Policy.



3. From the Folder Policy list, set your desired retention policy and click OK.

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Oak Ridge Schools
TECHNOLOGY DEPARTMENT

