

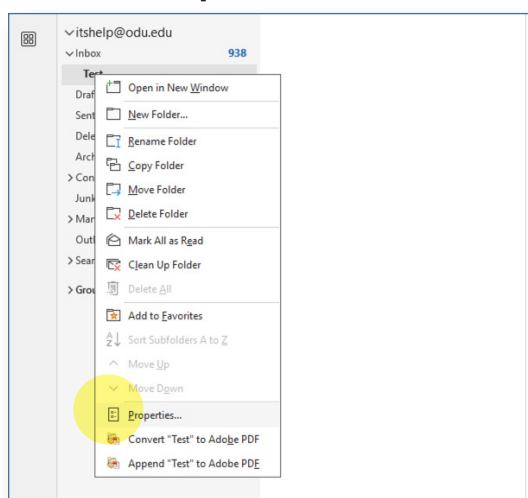
Email: Using Retention Tags

It is ODU's policy to retain email messages only as long as necessary for business purposes. Emails in certain folders are automatically deleted after a specific period of time unless they are tagged with an individual retention policy or moved to a folder with a different retention policy. You can assign a retention policy of 2 years, 3 years, 5 years, 10 years or permanent.

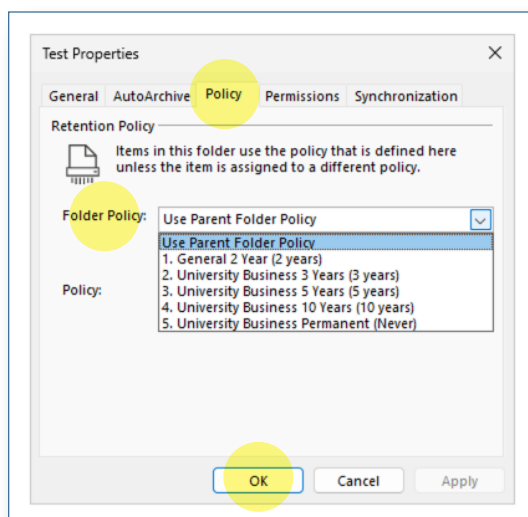
Outlook Classic (Windows)

Set retention tags for a folder

1. To change the retention policy on an entire folder, right click on the folder and select **Properties**.

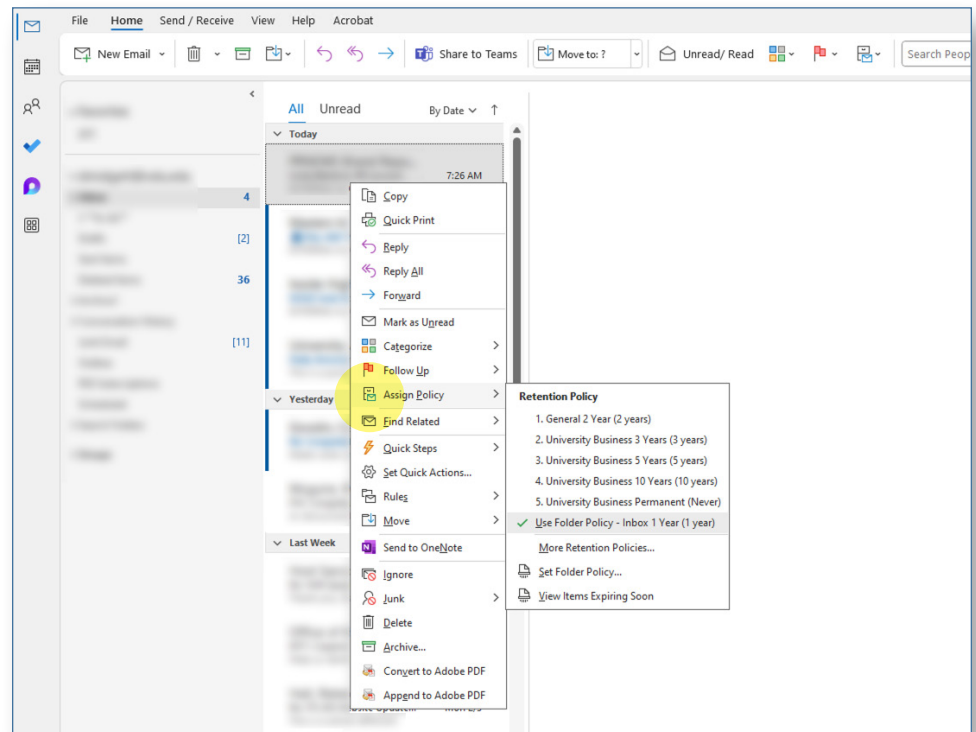


2. Click on the **Policy** tab, choose a **Folder Policy** and click **OK**.



Set retention tags for a single message

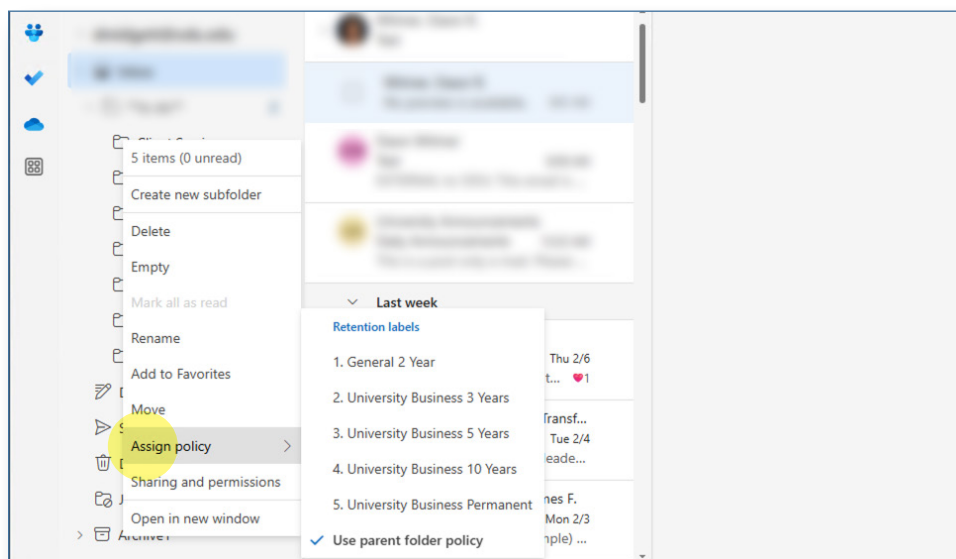
1. Right click on a message, select **Assign Policy**, then choose a **Retention Policy**.



New Outlook (Windows)

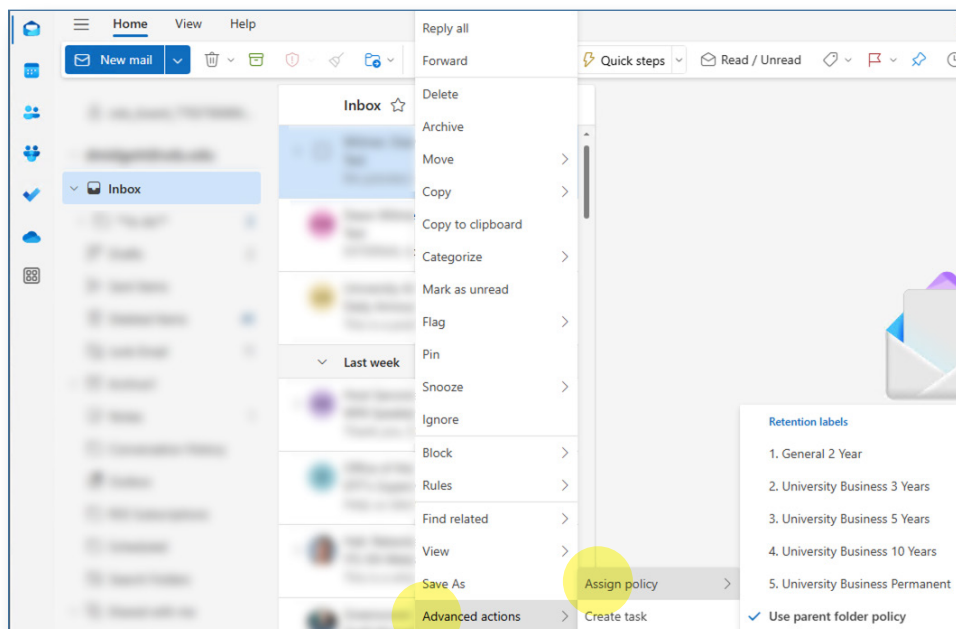
Set retention tags for a folder

1. Right click on a folder, select **Assign policy**, then choose a **Retention label**. All messages that you move to this folder inherit the label you assign.



Set retention tags for a single message

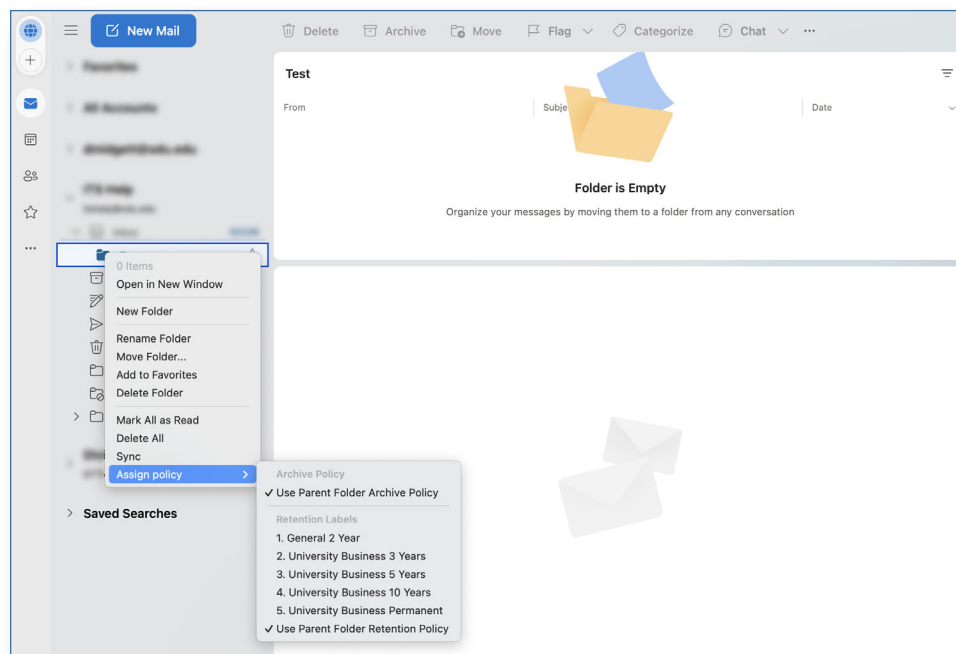
1. Right click on a message, select **Advanced actions**, then **Assign policy**, and choose a **Retention label**.



Outlook for Mac

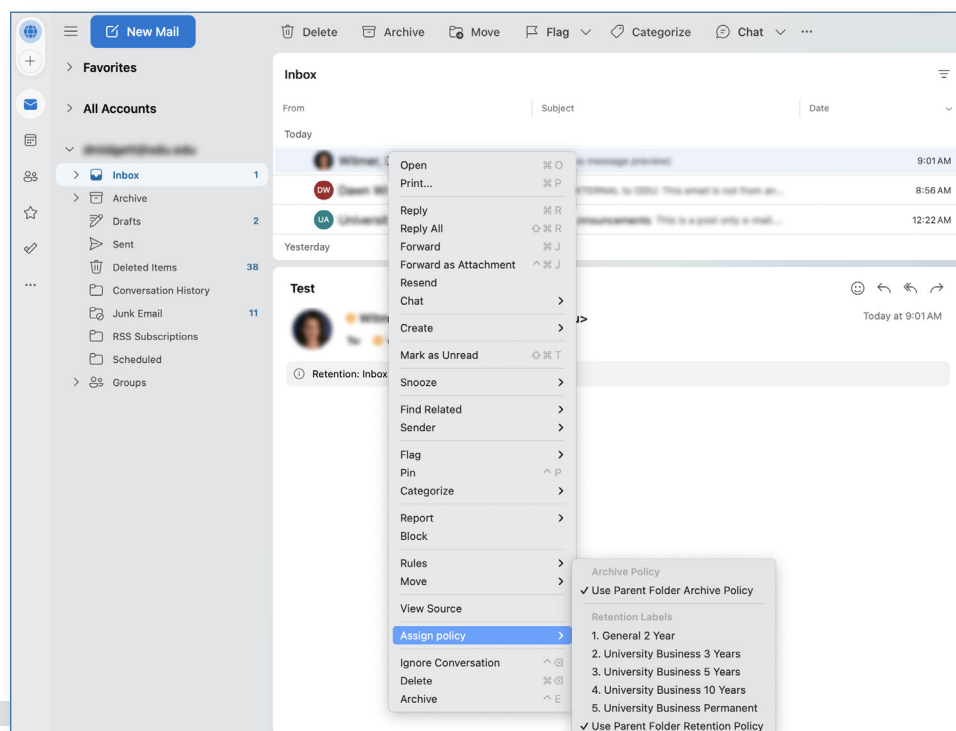
Set retention tags for a folder

1. Right click on a folder, select **Assign policy**, then choose a **Retention Label**. All messages that you move to this folder inherit the label you assign.



Set retention tags for a single message

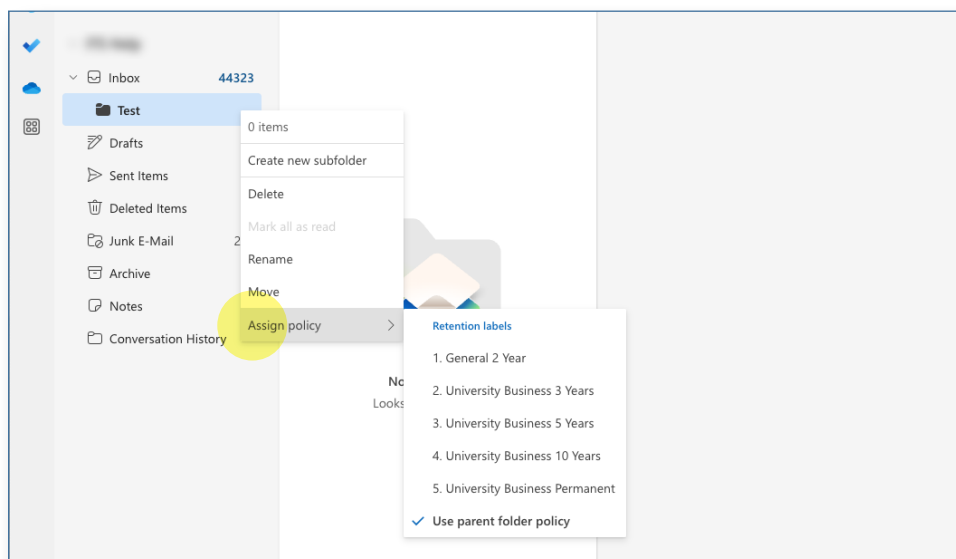
1. Right click on a message, select **Assign policy**, then choose a **Retention Label**.



Outlook Web App (outlook.odu.edu)

Set retention tags for a folder

1. Right click on a folder, select **Assign policy**, then choose a **Retention label**. All messages that you move to this folder inherit the label you assign.



Set retention tags for a single message

1. Right click on a message, select **Advanced actions**, then **Assign policy**, and choose a **Retention label**.

