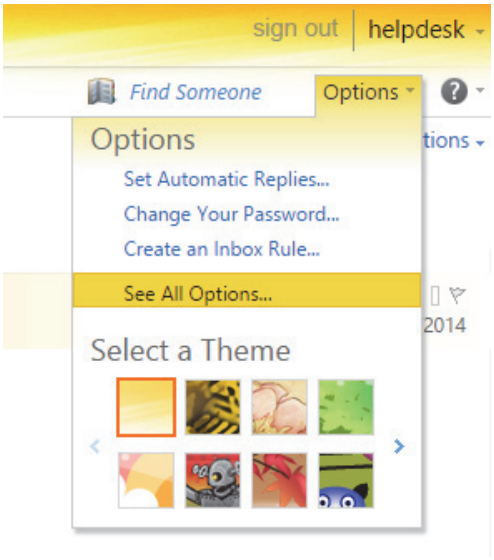
Online Archiving: Setting Up Your Retention Policies

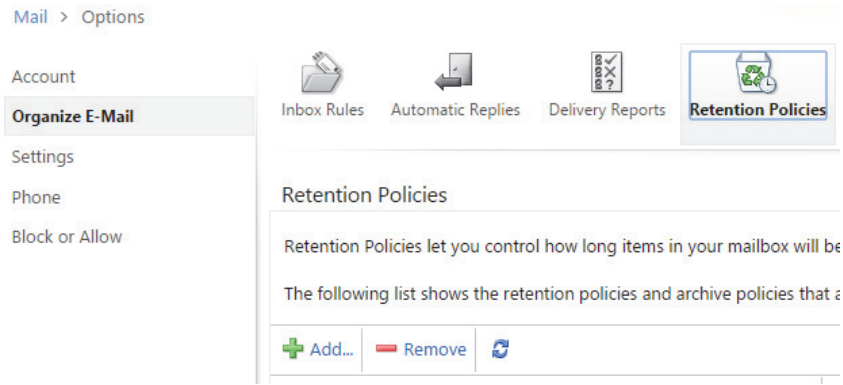
Unlike normal archiving, which runs on a fixed schedule (think of it like trash pickup), online archiving works by moving messages to your online archive once they reach a given age (think of it as your messages having an expiration date). The default age Microsoft sets for all folders is one year; you'll probably want to set shorter ones for at least some folders.

Before you can set your own retention policies, you'll need to add them to your list, as only a few are enabled by default. You'll need to be logged into the Outlook Web App for this.



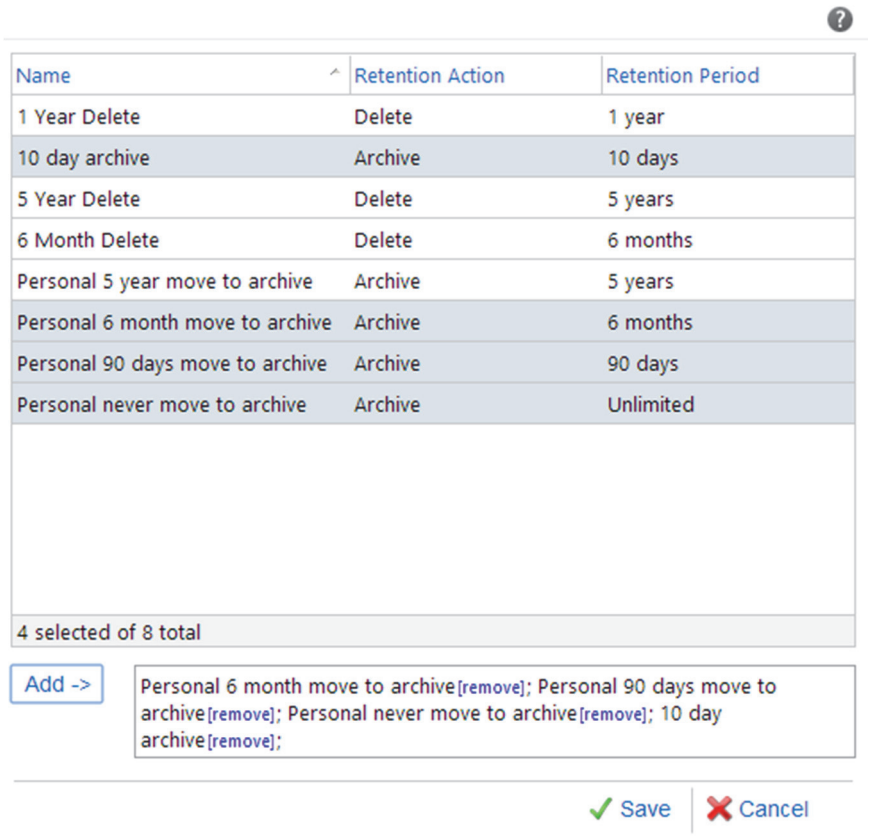
Step 1

- Go to Options > See All Options.



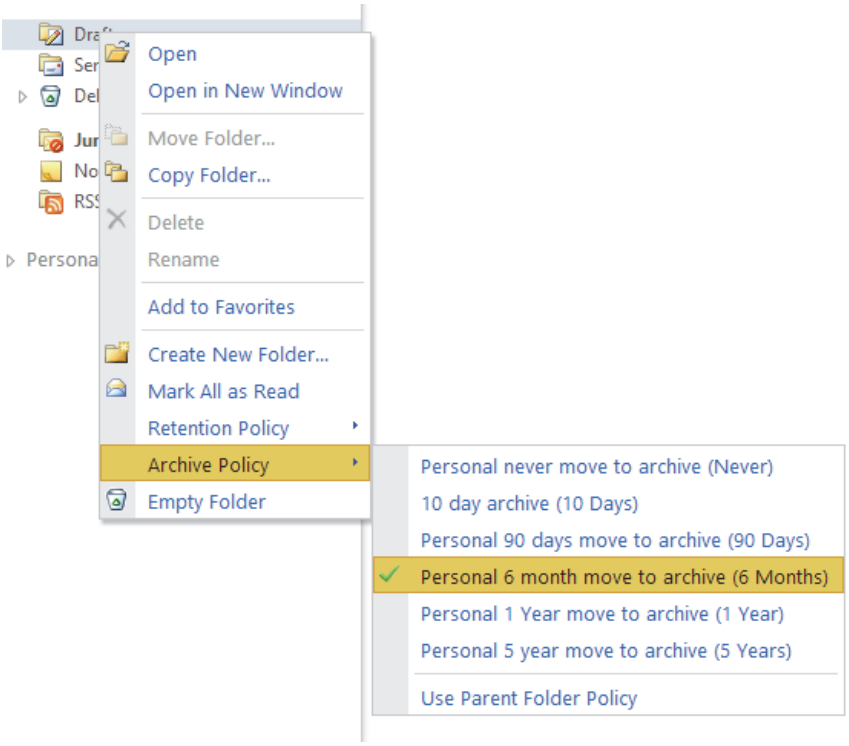
Step 2

- Choose "Organize E-Mail" on the left, then "Retention Policies" at the top. Click "Add."



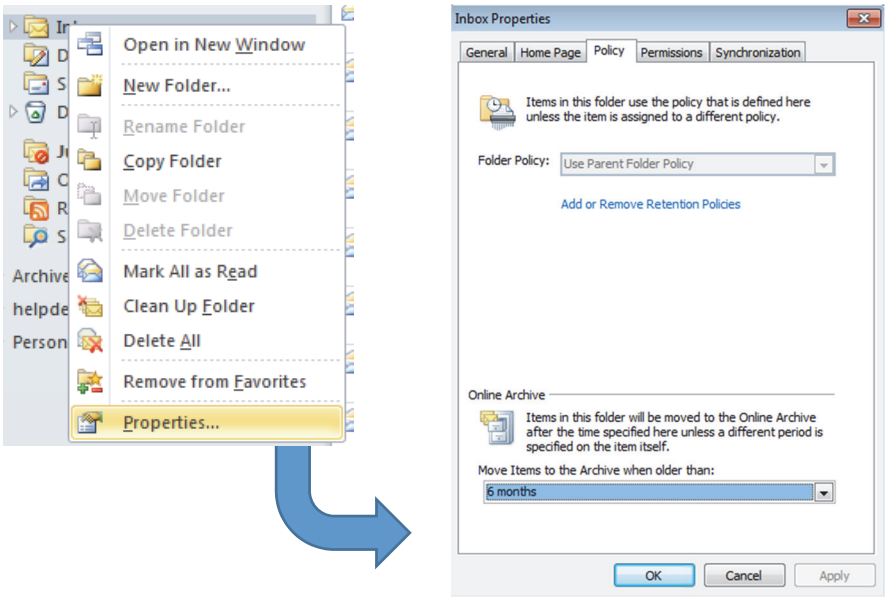
Step 3

- Highlight any policies you want to have available, and click "Add" so you see them in the box below.
- You can add any policies you like, but we strongly suggest you avoid the "Delete" policies so you don't inadvertently set one of your important folders to delete messages rather than archive them.
- When you've added the policies you want, click "Save."



Step 4

- Return to your inbox, and right click on the Inbox folder on the left.
- You'll see two new options near the bottom—"Retention Policy" and "Archive Policy." Expand Archive Policy.
- We recommend "6 month move to archive" for most people's inboxes. Any folders inside your Inbox will inherit this policy.
- If you want to override this setting for any folders within your Inbox, or other folders such as Sent Items or Drafts, repeat the process for them and choose the appropriate policy.



Step 5

- You can also change this from the Outlook client. Right click on any folder and choose "Properties."
- Go to the "Policies" tab at the top of the window. At the bottom, you'll see a drop down menu containing the archive policies you added.

Step 6

- You're all done! You can access your Online Archive from anywhere you have internet access.
- In the Outlook Web App, it's listed on the left as "Personal Archive – Last name, First name."
- In Outlook 2010, it's listed on the left as "Archive – your email@law.unm.edu".