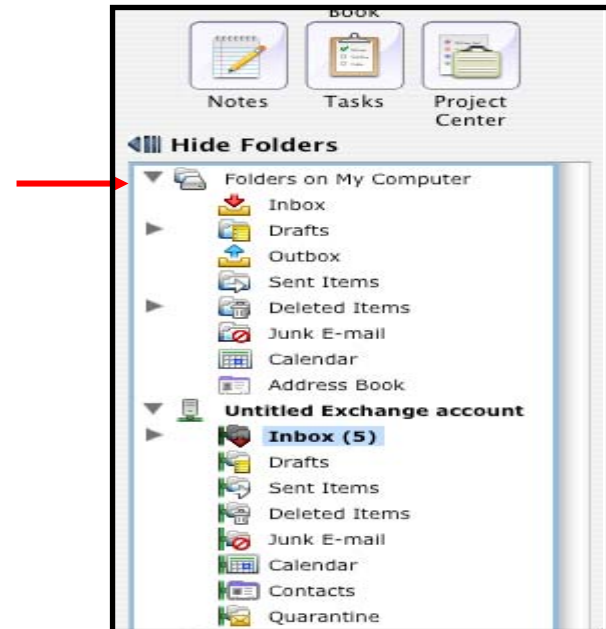
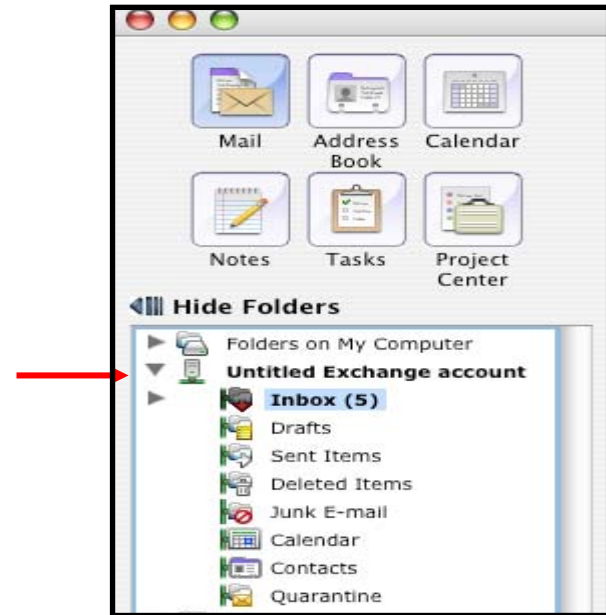


# How To Preserve Mail Items

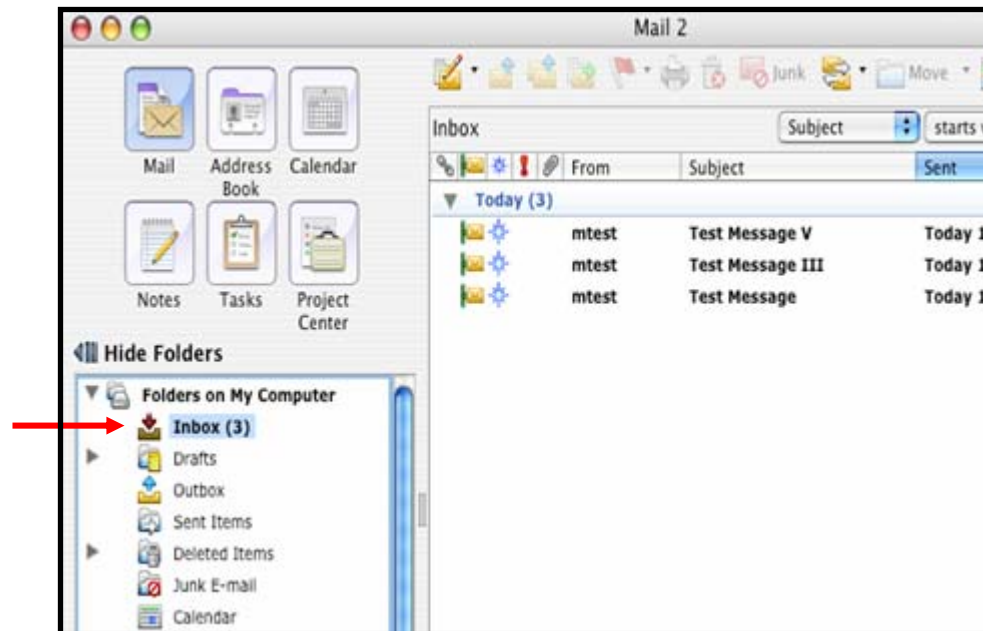
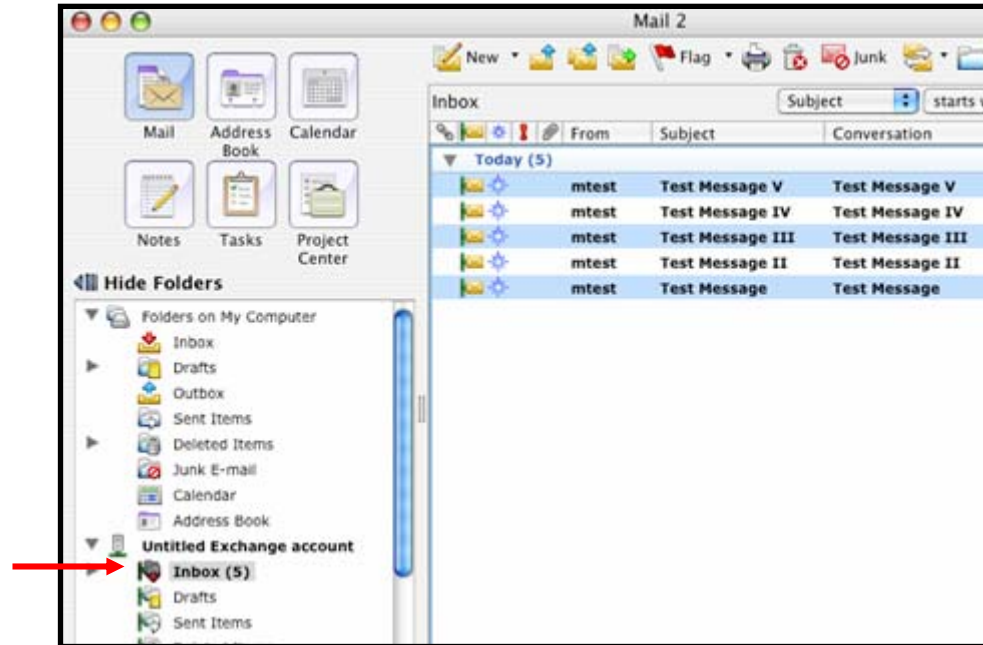
MS Entourage on MAC OS X

1. Ensure the “Folders on My Computer” is expanded in the Entourage Folder pane



2. Select/Highlight the mail items you wish to preserve, and drag them to the corresponding folder under “Folders on My Computers”

Note: The process is the same for preserving your calendar items.



\*Contacts are not effected by the 90 Day Email Deletion Policy and will be retained