

Email Retention and Archives

Updated email retention policies and email archive procedures

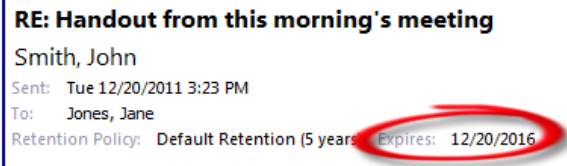
DEFAULT POLICY- APPLIES TO YOUR PRIMARY MAILBOX

Email Retention

- Messages will move to the online archive 18 months from the original send/receive date.
- Messages will be deleted from the online archive 5 years from the original send/receive date.
- Exceptions: Items in 'Deleted Items', 'RSS Feeds', and 'Sync Issues' folders will be deleted after 90 days.

Email Archive

- Your online archive is located in the navigation pane beneath your inbox, in both Outlook 2007 and 2010 for Windows and the Outlook Web Application. Your online archive is **not** available in Outlook 2011 for Mac.
- Only the owner of a mailbox has access to the archive, not users with delegate access.
- In most accounts, messages will be deleted from the archive 5 years from the original send/receive date.
- The date that a message will be deleted from the online archive is listed in the message .
- The online archive takes the place of auto archiving. You can no longer auto archive your email. Messages that were archived prior to the Exchange 2010 migration will remain in their same location.
- If you need to retain your messages beyond 5 years, you will need to do a manual archive of your inbox annually.



RESOURCE ACCOUNT POLICY- FOR RESOURCE ACCOUNT OWNERS ONLY

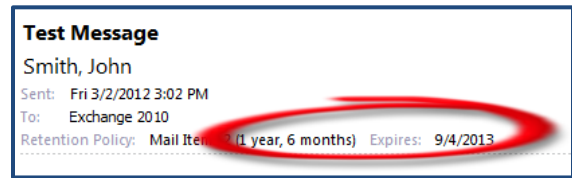
Owners of resource accounts may choose from three email archive and retention policies. The default 90-day policy will be applied to your account automatically. To choose either the 18-month policy or the 5-year policy, please contact the TSC at ext. 2-8765 or tsc@depaul.edu.

Default 90-Day Archive and Retention Option

- Applied to resource mailboxes by default. Do nothing to select this option.
- Messages will be deleted 90 days from the original send/receive date.
- The date that a message will be deleted from the inbox is listed in the message.
- Messages will not be archived.

18-Month Archive and Retention Option

- Applies to resource mailboxes where the owner has selected the 18 month archive and retention policy. Contact the TSC to select this option.
- Messages will be moved to the online archive 90 days from the original send/receive date.
- Messages will be deleted from the online archive 18 months from the original send/receive date.
- The date that a message will be deleted from the online archive is listed in the message.
- Exceptions: Items in 'Deleted Items', 'RSS Feeds', and 'Sync Issues' folders will be deleted after 90 days.
- Your online archive is located in the navigation pane beneath your inbox, in both Outlook 2007 and 2010 for Windows and the Outlook Web Application. Your online archive is not available in Outlook 2011 for Mac.
- Only the owner of a mailbox has access to the archive, not users with delegate access.



5-Year Archive and Retention Option

- Applies to resource mailboxes where the owner has selected the 5 year archive and retention policy. Contact the TSC to select this option.
- Messages will be moved to the online archive 90 days from the original send/receive date.
- Messages will be deleted from the online archive 5 years from the original send/receive date.
- The date that a message will be deleted from the online archive is listed in the message.
- Exceptions: Items in 'Deleted Items', 'RSS Feeds', and 'Sync Issues' folders will be deleted after 90 days.
- Your online archive is located in the navigation pane beneath your inbox, in both Outlook 2007 and 2010 for Windows and the Outlook Web Application. Your online archive is not available in Outlook 2011 for Mac.
- Only the owner of a mailbox has access to the archive, not users with delegate access.
- The online archive takes the place of auto archiving. You can no longer auto archive your email. Previously archived messages will remain in their same location. If you need to retain your messages beyond 5 years, you will need to do a manual archive of your inbox annually.

