

Office 365 Retention Tags

IMPORTANT NOTE:

The use of Office 365 retention tags is for grooming of personal email that is NOT business critical and does not need to be saved long term. This is a powerful tool that can be set individually by each user and should be carefully considered before applying to messages or folders.

For example, the “1 Week Delete” tag will delete a message after 7 days, where the message will be **permanently deleted and cannot be recovered**.

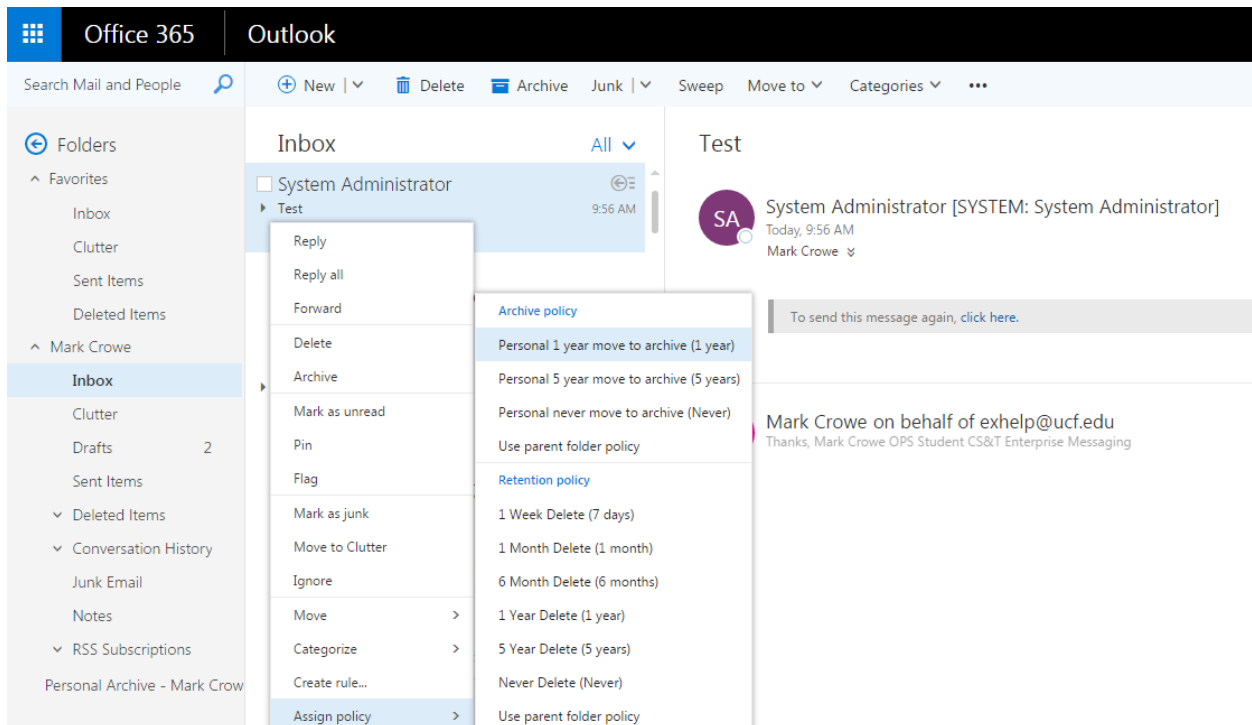
In Office 365, you have the option to set retention policies for emails that arrive in your inbox.

The available retention policy durations include:

- 1 Week Delete
- 1 Month Delete
- 6 Month Delete
- 1 Year Delete
- 5 Year Delete
- Never Delete (applies for up to 7 years)

To set a retention policy for a message, right-click on the message in your inbox and select **Assign policy**.

Then, you can select your retention policy.



The screenshot displays the Outlook interface. The top navigation bar shows 'Office 365' and 'Outlook'. The left sidebar contains a 'Folders' pane with 'Inbox' selected. The main area shows an email from 'System Administrator' with the subject 'Test'. A context menu is open over the email, listing actions like 'Reply', 'Delete', and 'Assign policy'. The 'Assign policy' option is expanded, showing a list of retention policies: 'Personal 1 year move to archive (1 year)', 'Personal 5 year move to archive (5 years)', 'Personal never move to archive (Never)', 'Use parent folder policy', and a 'Retention policy' section with '1 Week Delete (7 days)', '1 Month Delete (1 month)', '6 Month Delete (6 months)', '1 Year Delete (1 year)', '5 Year Delete (5 years)', and 'Never Delete (Never)'. The email content on the right shows the sender's name and a message body starting with 'Mark Crowe on behalf of exhelp@ucf.edu'.