

Email Retention Policy Job Aid

Outlook on the Web for Business (Office 365)

Procedure

This job aid will demonstrate how to apply a retention policy to an email using Microsoft Outlook on the Web for Business (Office 365). For other clients, please refer to the applicable job aid.

Assign a retention policy email messages

To access *Outlook on the web for business*, click this link and log in with your SSO credentials.

<http://mailbox.lausd.net>

1. In the message list, click a message.



Tip: To select more than one message, press and hold CTRL as you click each message.

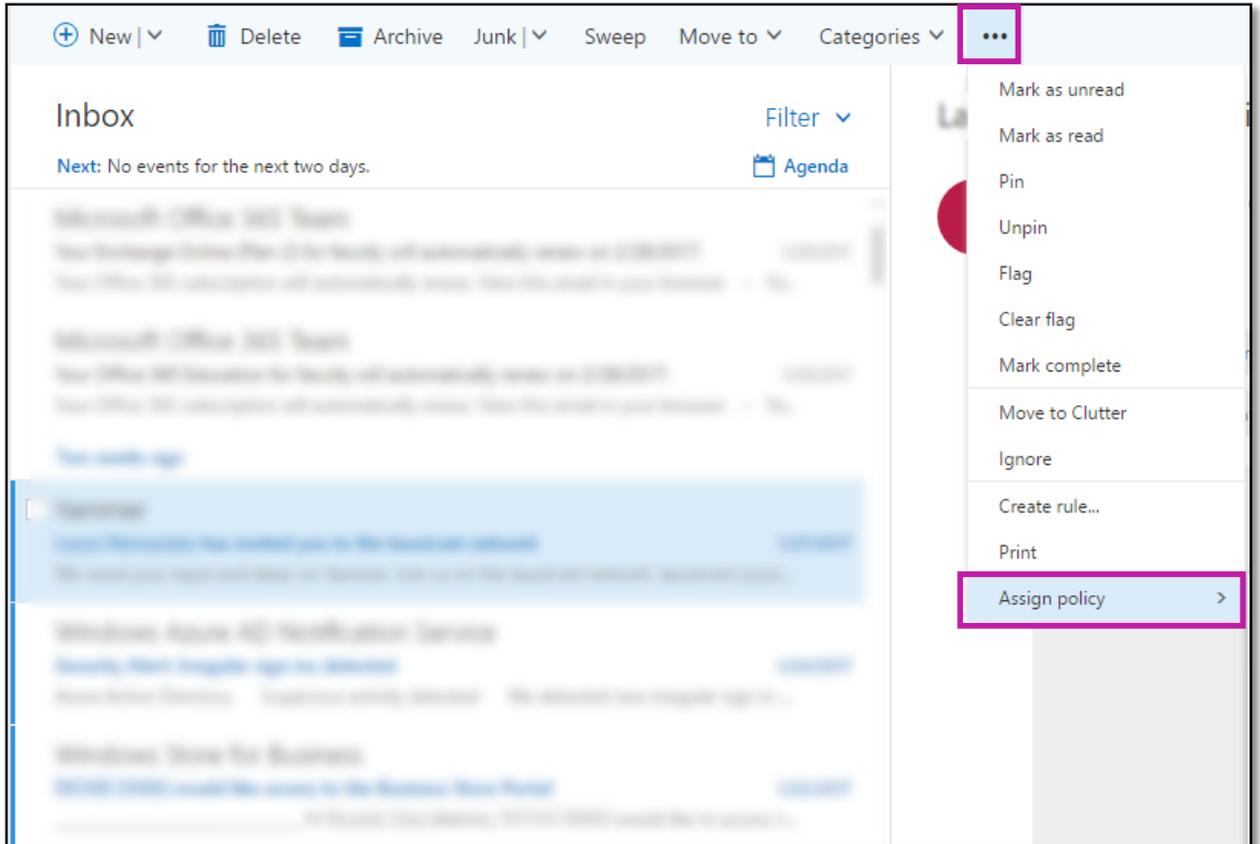
2. Place your cursor over the message and right-click, then place your cursor over **Assign Policy . . .**

The screenshot displays the Outlook on the Web interface. On the left, the 'Folders' pane shows the 'Inbox' folder with 4269 messages. The main area shows an 'Inbox' list with a message selected. A context menu is open over the selected message, with the 'Assign policy' option highlighted at the bottom. The context menu includes options such as Reply, Reply all, Forward, Delete, Archive, Mark as unread, Pin, Flag, Mark as junk, Move to Clutter, Ignore, Move, Categorize, Create rule..., View message details, and Assign policy.

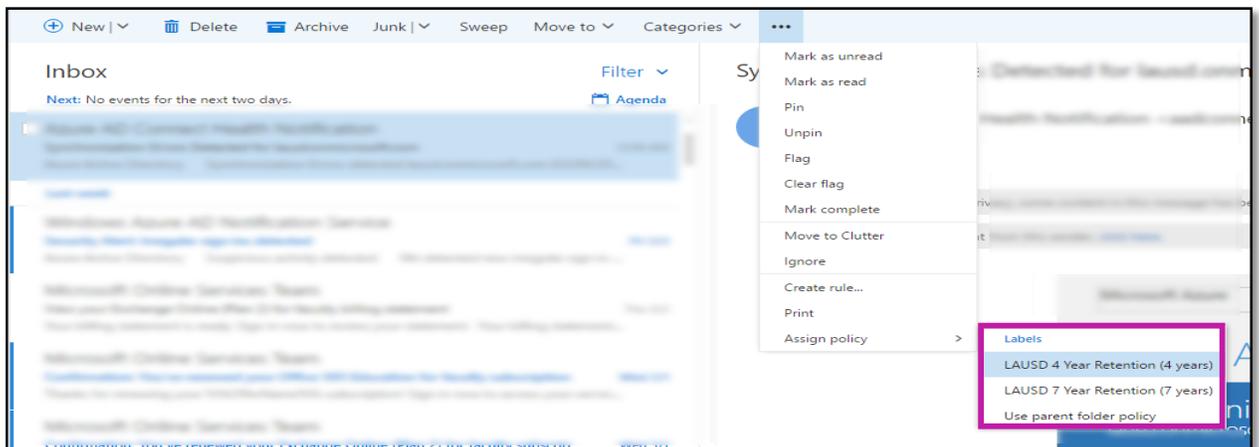


or

Click **More Commands** icon in the ribbon, and place your cursor over **Assign Policy**.
*NOTE: If the **Assign Policy** command is missing from your More Commands menu, please contact your LAUSD Exchange administrator.*



3. Under **Labels**, select the **4 or 7 year retention policy**.



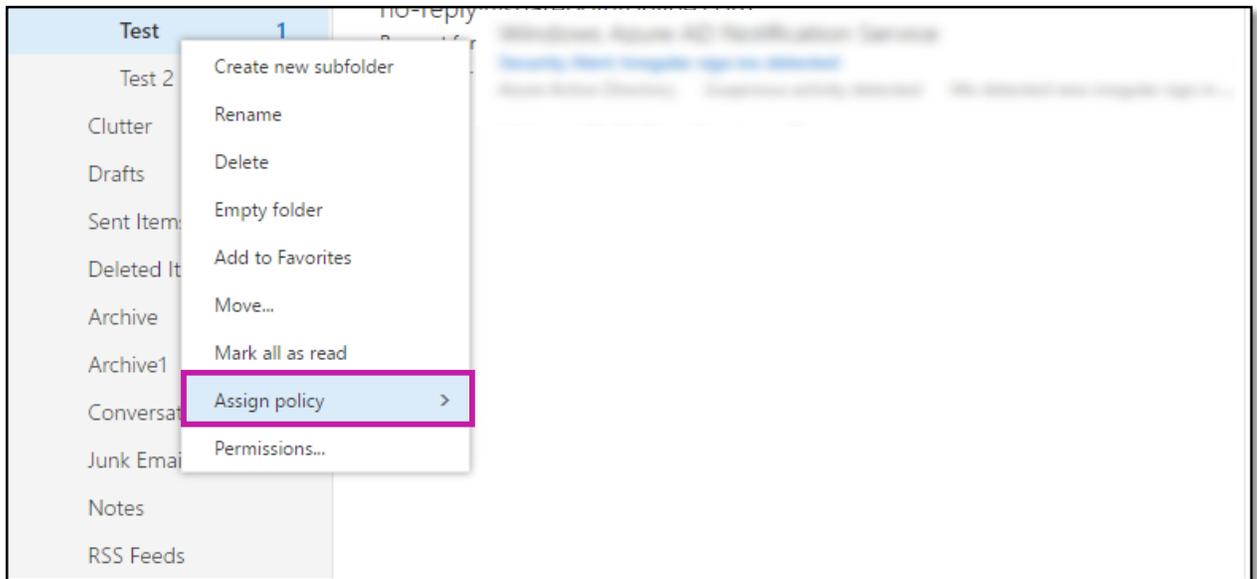


The retention policy for a message appears in the header in the Reading Pane under the recipient names and includes the expiration date. If no retention policy is applied, no information appears under the message recipient names.



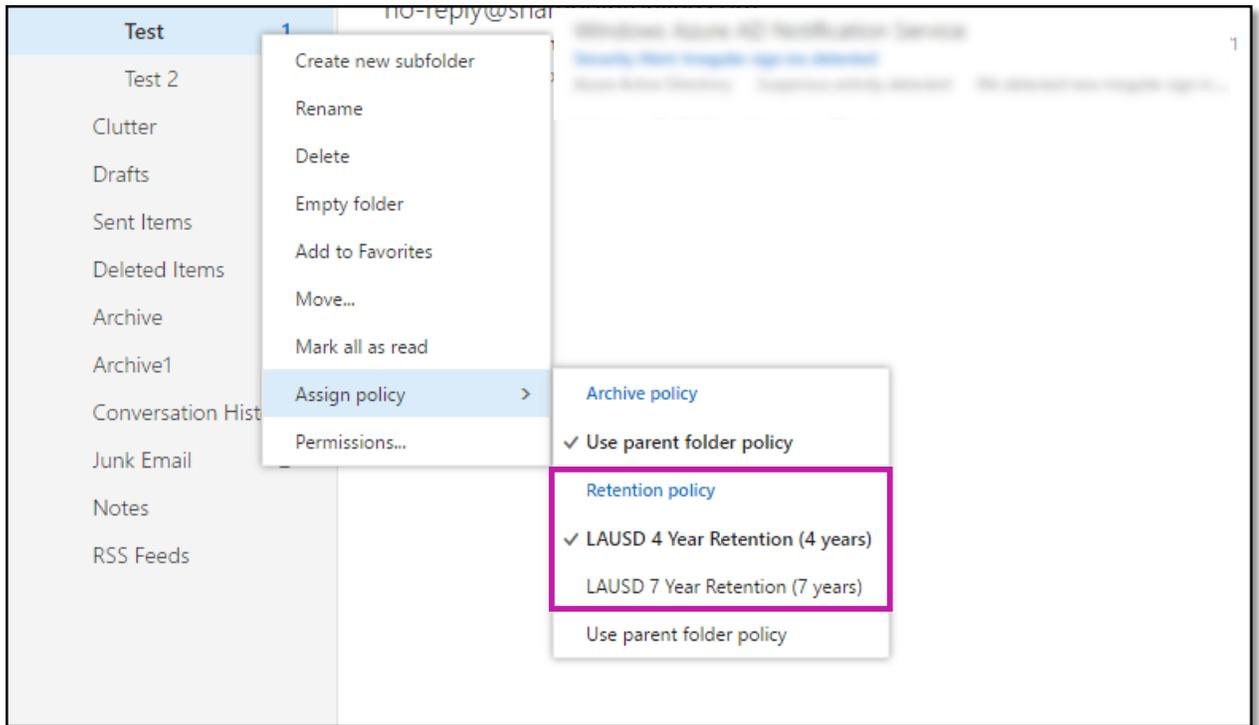
Assign a retention policy to an email folder

1. In the Navigation Pane, right-click a mail folder, then place your cursor over **Assign Policy**.





2. Under Retention Policy, select the **4 or 7 year retention policy**.



Tip: By default, all messages are set to **Use parent folder policy** until you select a new retention policy for that message.

For More Information

Visit <http://achieve.lausd.net/emailretention> for more information about the policy, including retention rules and details on the exemption process.