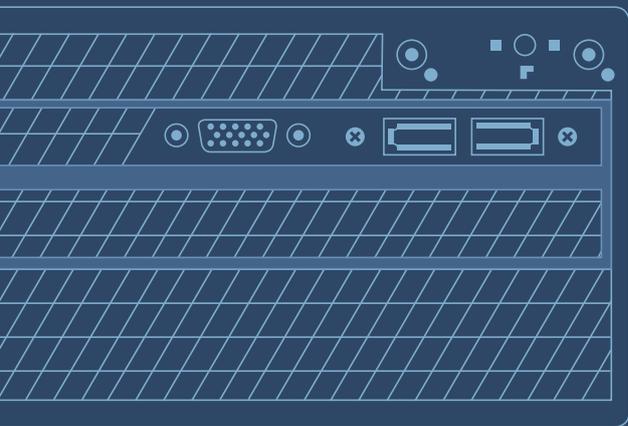




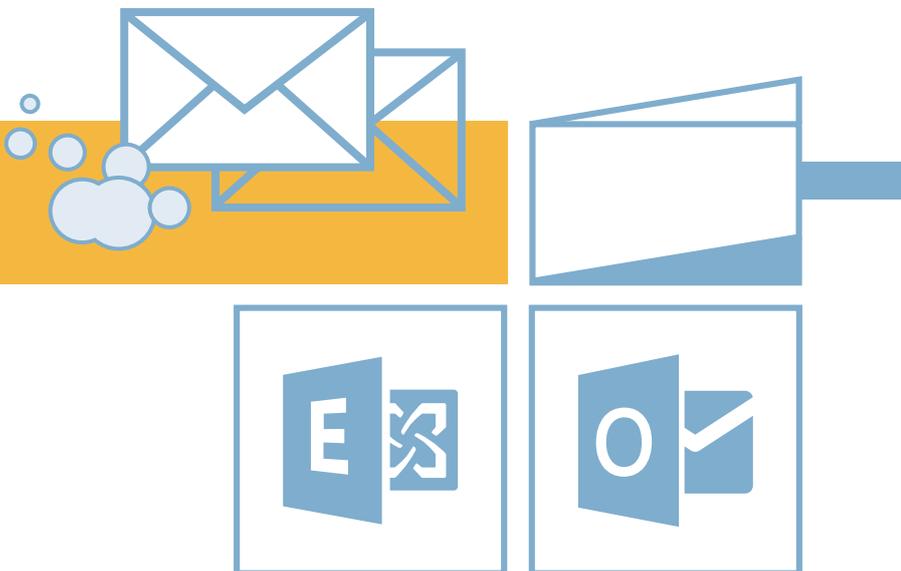
Automatically Removing Older Emails from Exchange and Outlook



Automatically Removing Older Emails from Exchange and Outlook

In this guide, we'll explain how to automatically remove older emails from your mailbox, using Exchange and Outlook's features.

For all organizations already using archiving, this can be an efficient, hands-free way to cut down on the total number of items in Exchange and the disk space their email occupies, which enhances performance and stability.

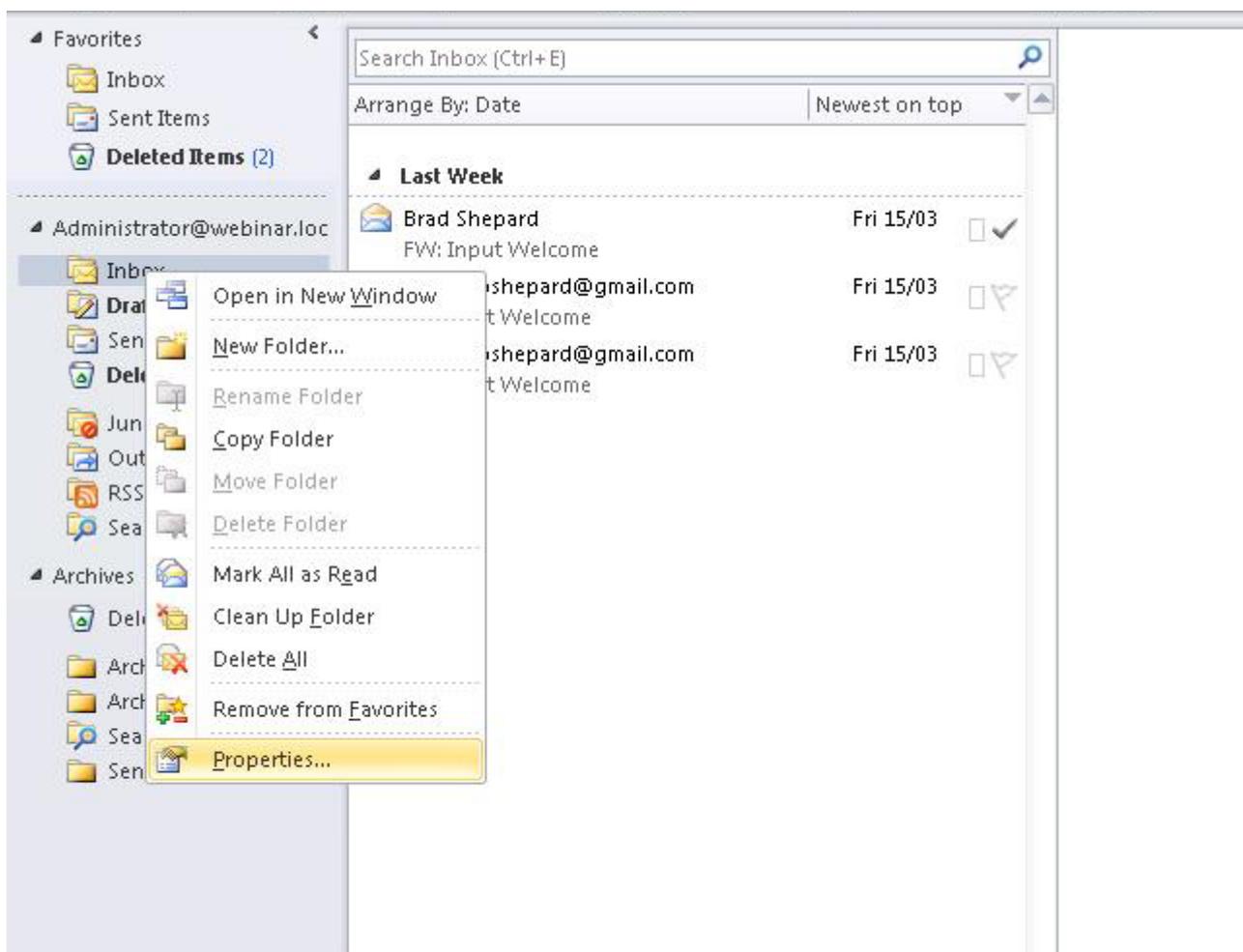


In Outlook



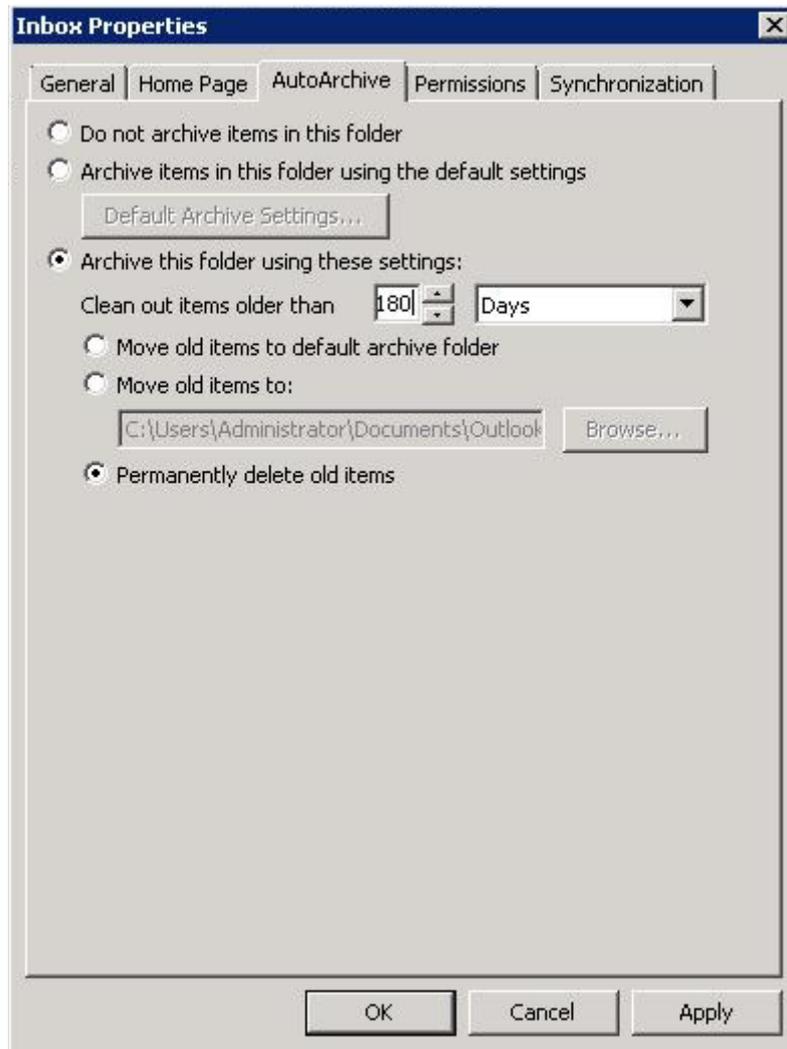
Here, we'll set up an auto-archiving policy that deletes older emails automatically.

First, right-click on a folder and select 'Properties'. We've started with 'Inbox', but you'll need to repeat this process for each folder you want to clean automatically.

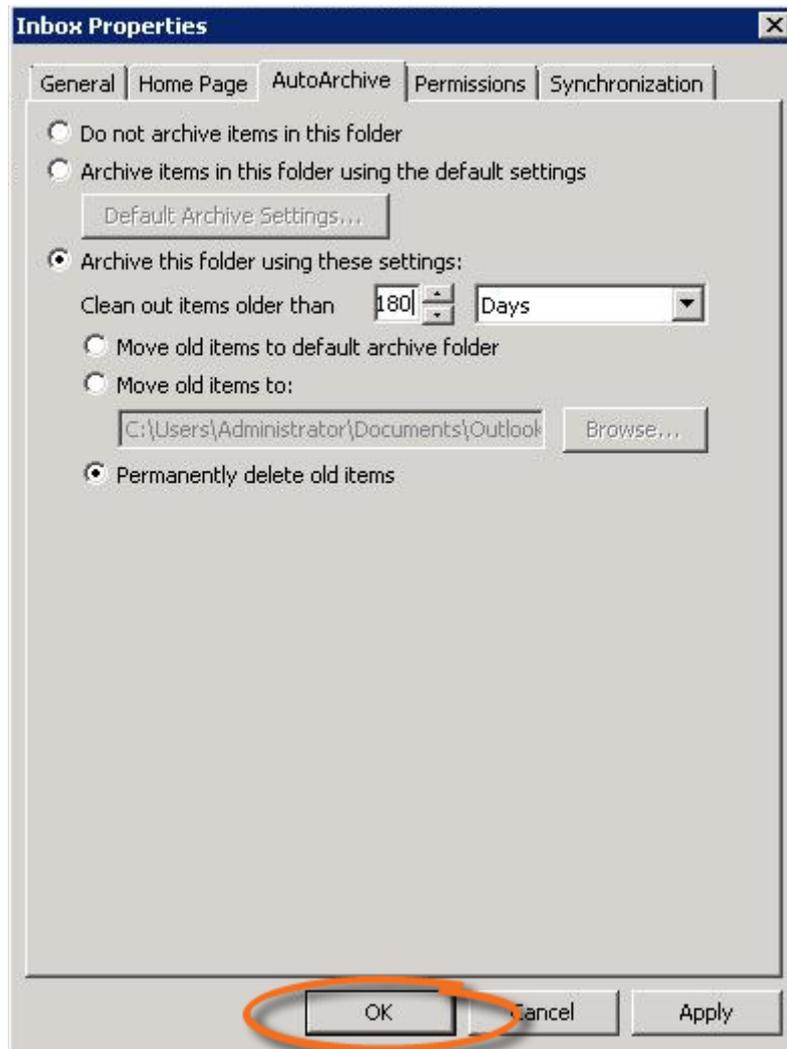


Now, click on the 'Auto-Archiving' tab and set it to archive items older than the 180 days (as shown), or whatever the desired amount of days/months/years may be.

Select the 'Delete' option, as shown.



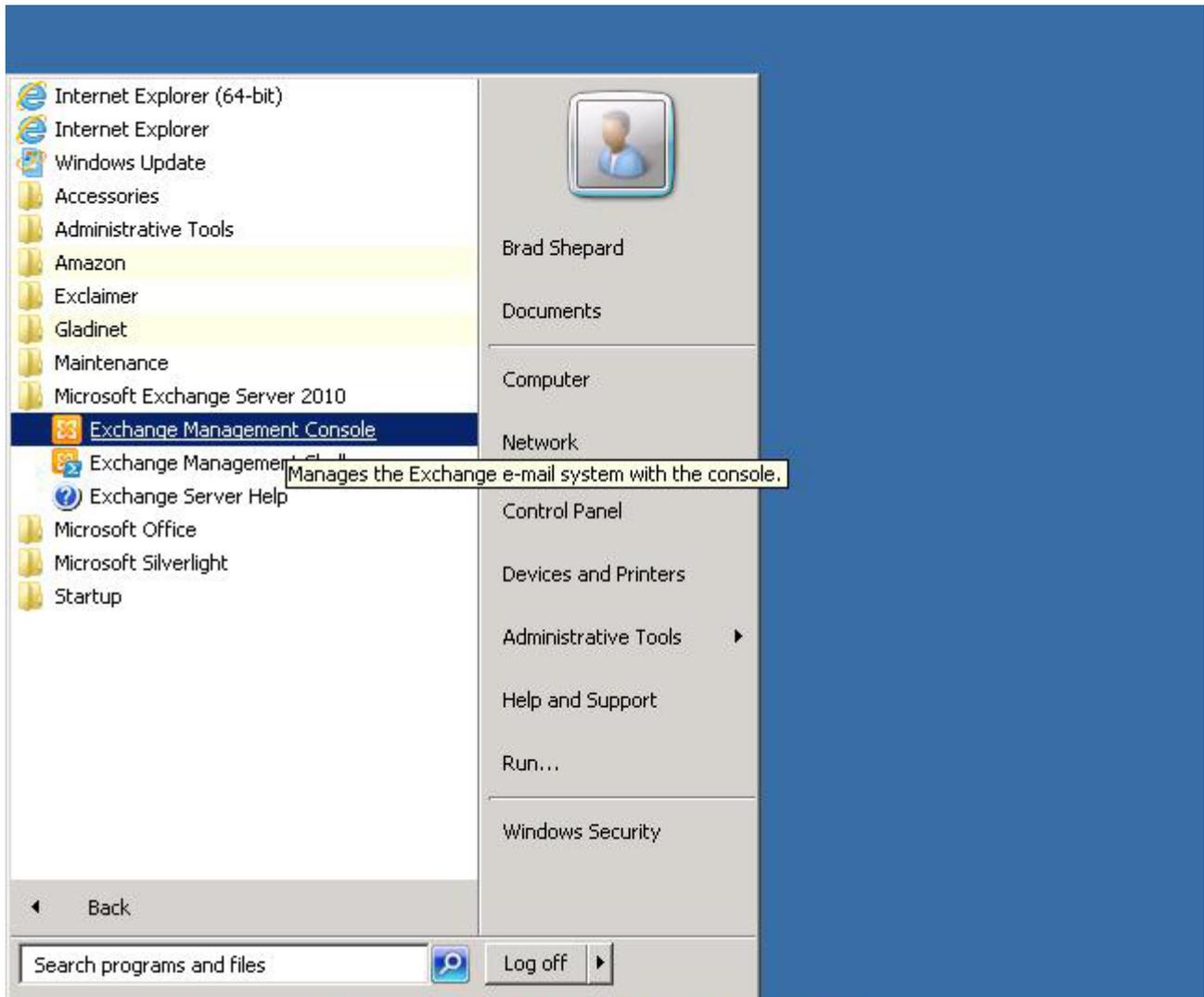
Click 'OK' when finished.



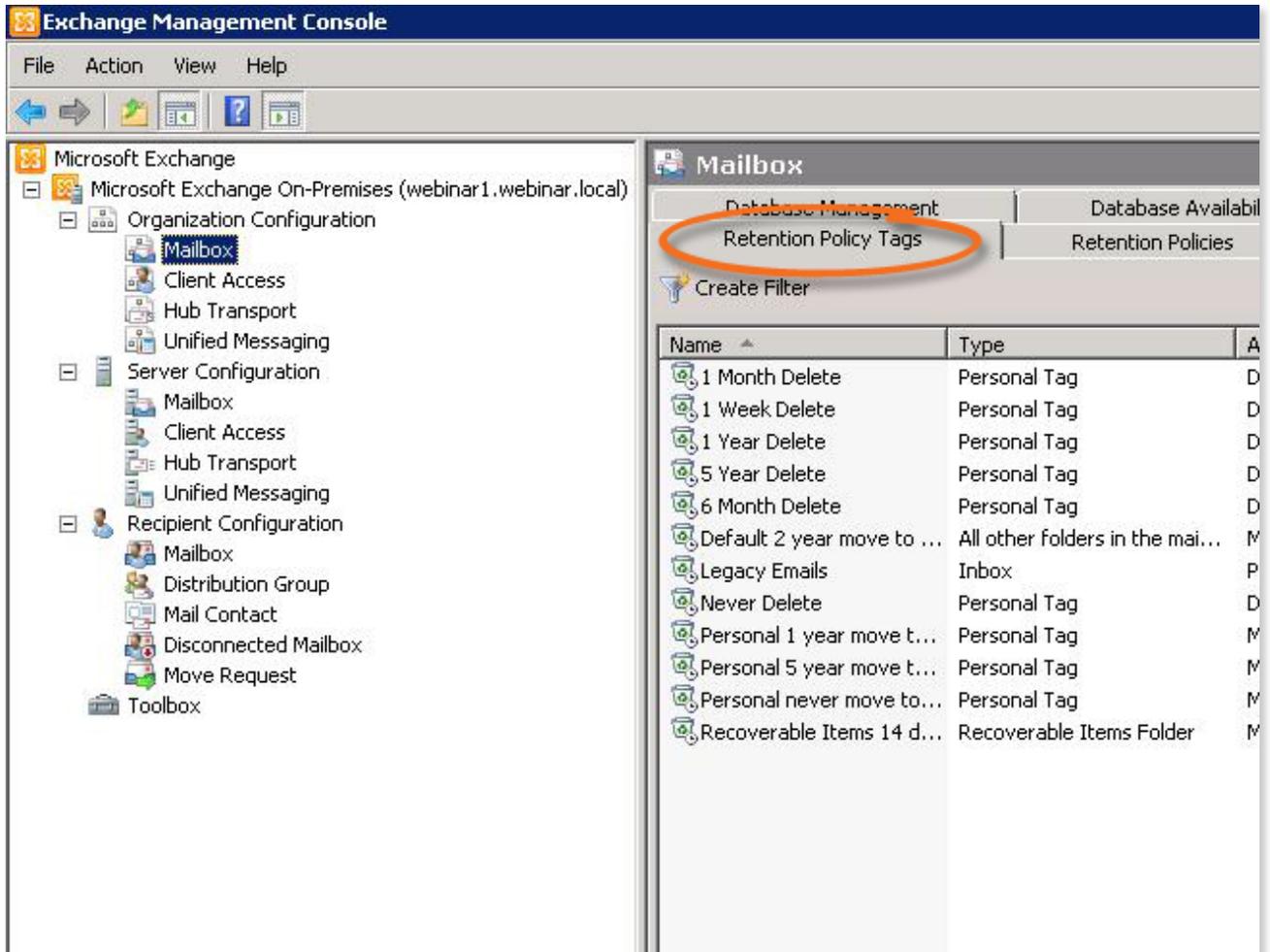
In Exchange



Go to the Exchange Management Console
(under Microsoft Exchange 2010 in the Start menu on your server).



Go to 'Organization Configuration' and select 'Mailbox', then click 'Retention Policy Tags'.



Click 'New Retention Policy Tag' on the right side-bar (as circled).

The screenshot shows the Exchange Management Console interface. On the left, a table displays 12 objects with columns for Action, Age Limit for Retention, and Retention Enabled. On the right, the 'Actions' pane is open, showing a list of actions for the selected mailbox. The 'New Retention Policy Tag...' action is circled in orange. A context menu is also visible at the bottom left of the table area.

	Action	Age Limit for Retention	Retention Enabled
	Delete and Allow Recovery	30	True
	Delete and Allow Recovery	7	True
	Delete and Allow Recovery	365	True
	Delete and Allow Recovery	1825	True
	Delete and Allow Recovery	180	True
e mai...	Move To Archive	730	True
	Permanently Delete	182	True
	Delete and Allow Recovery		False
	Move To Archive	365	True
	Move To Archive	1825	True
	Move To Archive		False
older	Move To Archive	14	True

Actions

Mailbox

- New Mailbox Database...
- New Public Folder Database...
- New Database Availability Group...
- New Sharing Policy...
- New Address List...
- New Retention Policy Tag...**
- Port Managed Folder...
- New Retention Policy...
- New Offline Address Book...
- New Address Book Policy...

Export List...

View

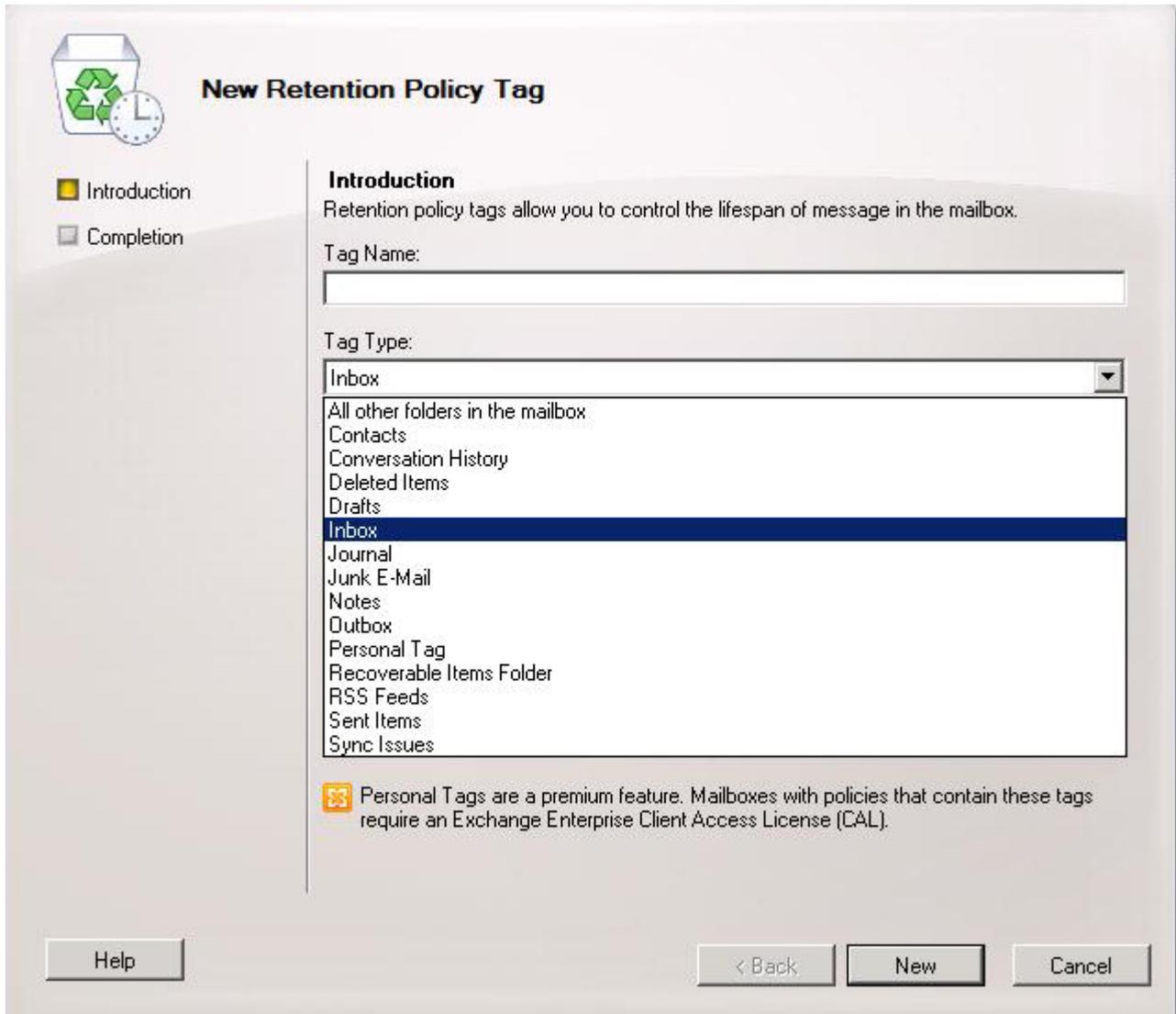
Refresh

Help

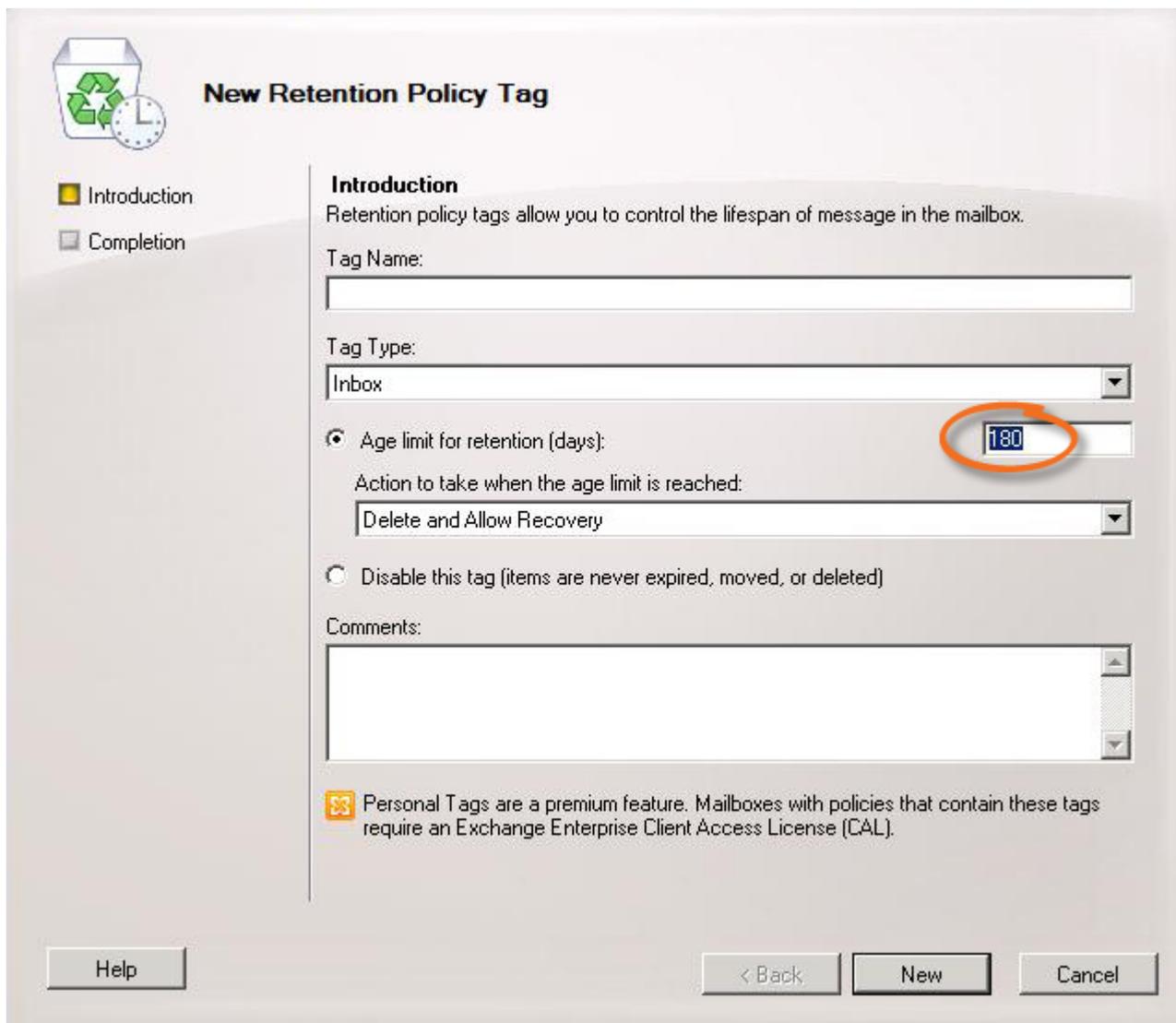
New Retention Policy Tag...
Port Managed Folder...
Export List...
View
Refresh
Help

A 'wizard' will open to guide you through creating your retention policy.

First, select the folder you want to clean from the drop-down menu shown below. We've selected 'Inbox' and, as you'd expect, to clean 'Sent Items' or 'Drafts', you'd need separate policies for each.



Define the number of days an email can be held for. In this example, we've set this to 180, which means emails more than 180 days old will be deleted.



New Retention Policy Tag

Introduction
 Completion

Introduction
Retention policy tags allow you to control the lifespan of message in the mailbox.

Tag Name:

Tag Type:
Inbox

Age limit for retention (days):

Action to take when the age limit is reached:
Delete and Allow Recovery

Disable this tag (items are never expired, moved, or deleted)

Comments:

 Personal Tags are a premium feature. Mailboxes with policies that contain these tags require an Exchange Enterprise Client Access License (CAL).

Help < Back New Cancel

Finally, enter a name for your retention policy and click 'New' to create your retention policy.

New Retention Policy Tag

Introduction
 Completion

Introduction
Retention policy tags allow you to control the lifespan of message in the mailbox.

Tag Name:
Clean-Up Policy

Tag Type:
Inbox

Age limit for retention (days): 180
Action to take when the age limit is reached:
Delete and Allow Recovery

Disable this tag (items are never expired, moved, or deleted)

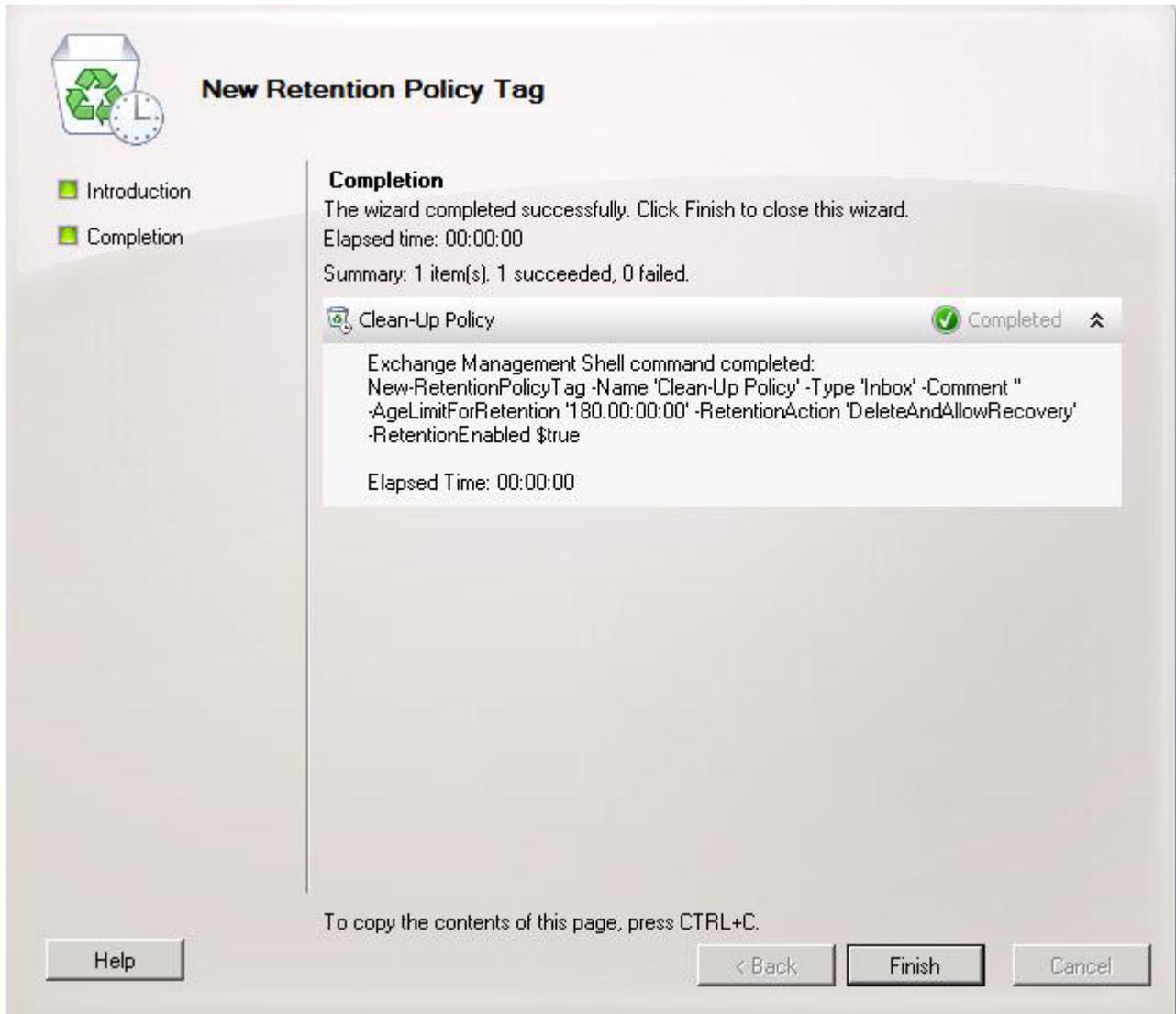
Comments:

Personal Tags are a premium feature. Mailboxes with policies that contain these tags require an Exchange Enterprise Client Access License (CAL).

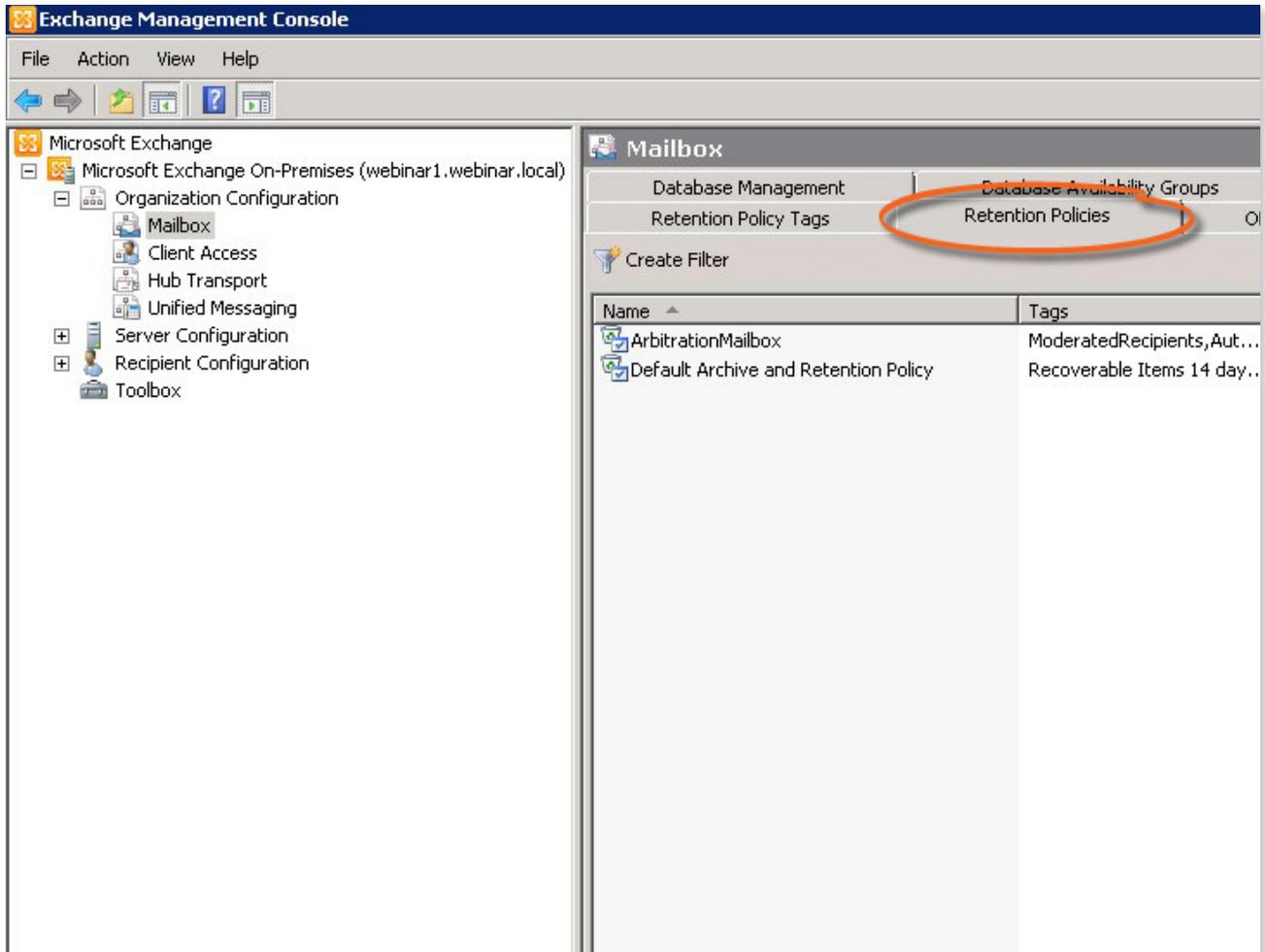
Help < Back New Cancel

The Exchange Management Console will display a progress bar briefly while it creates the policy, followed by a 'Success' message to confirm the policy was created successfully.

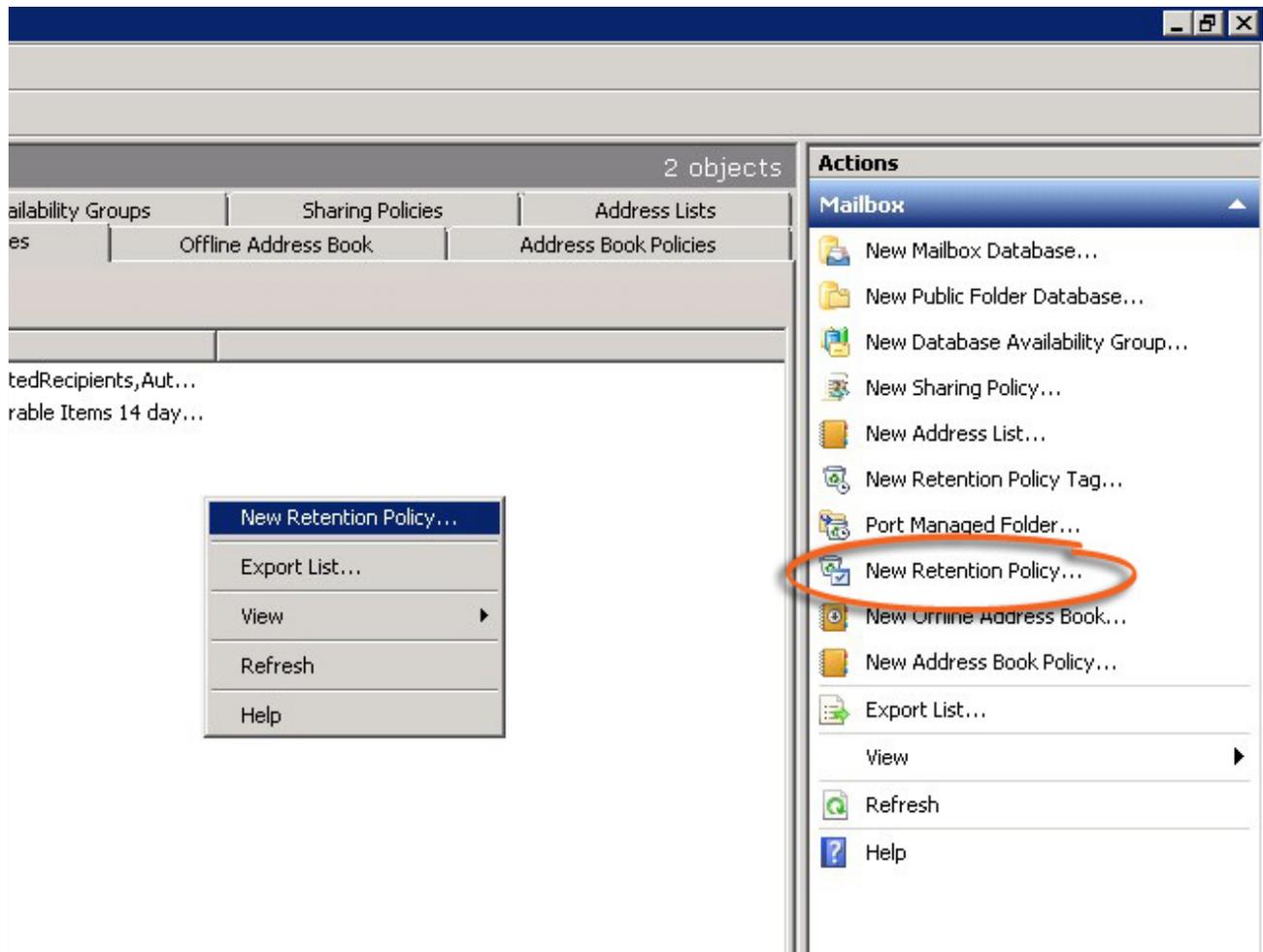
Click 'Finish' to exit the wizard.



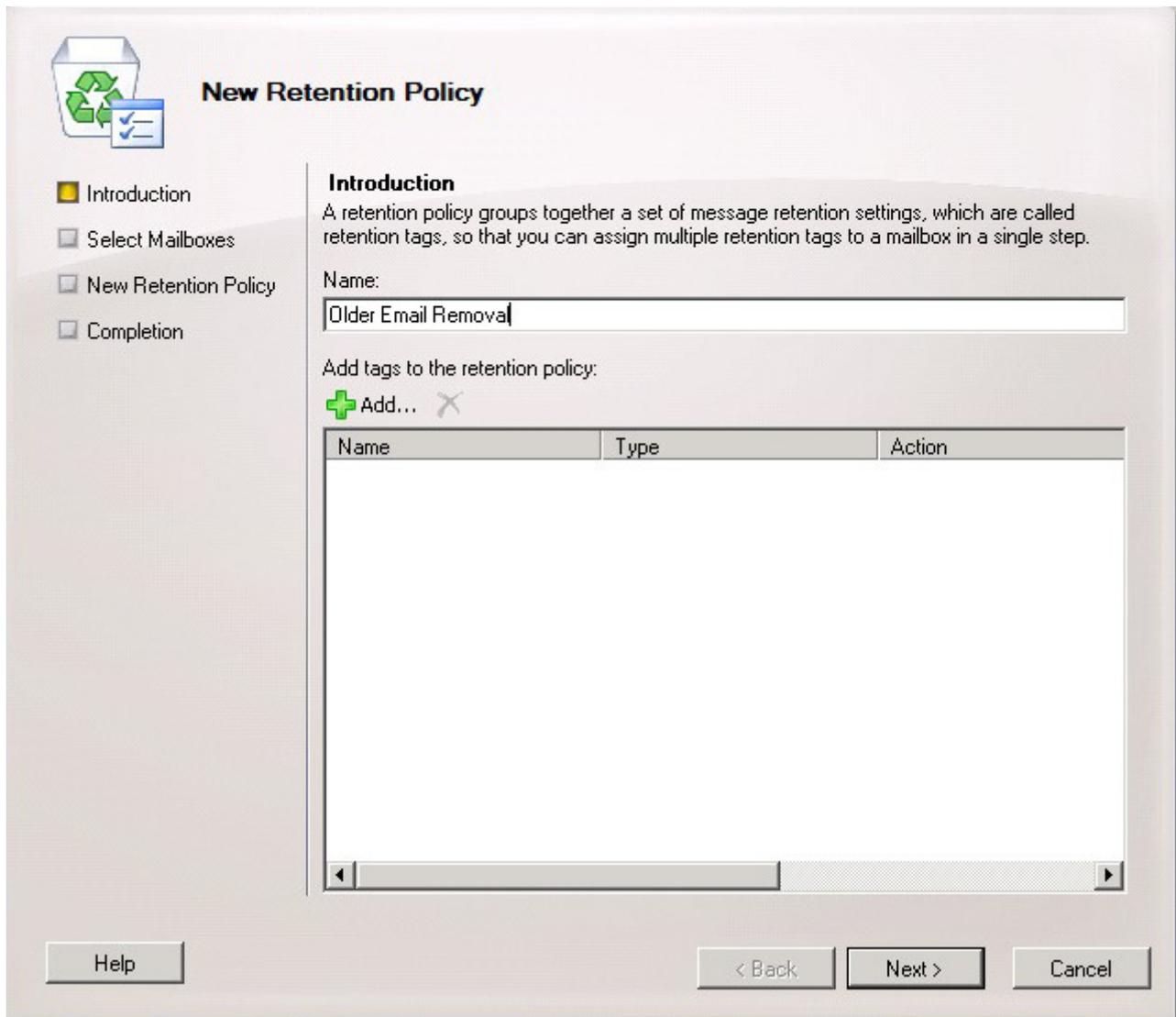
Now click the 'Retention Policies' tab.



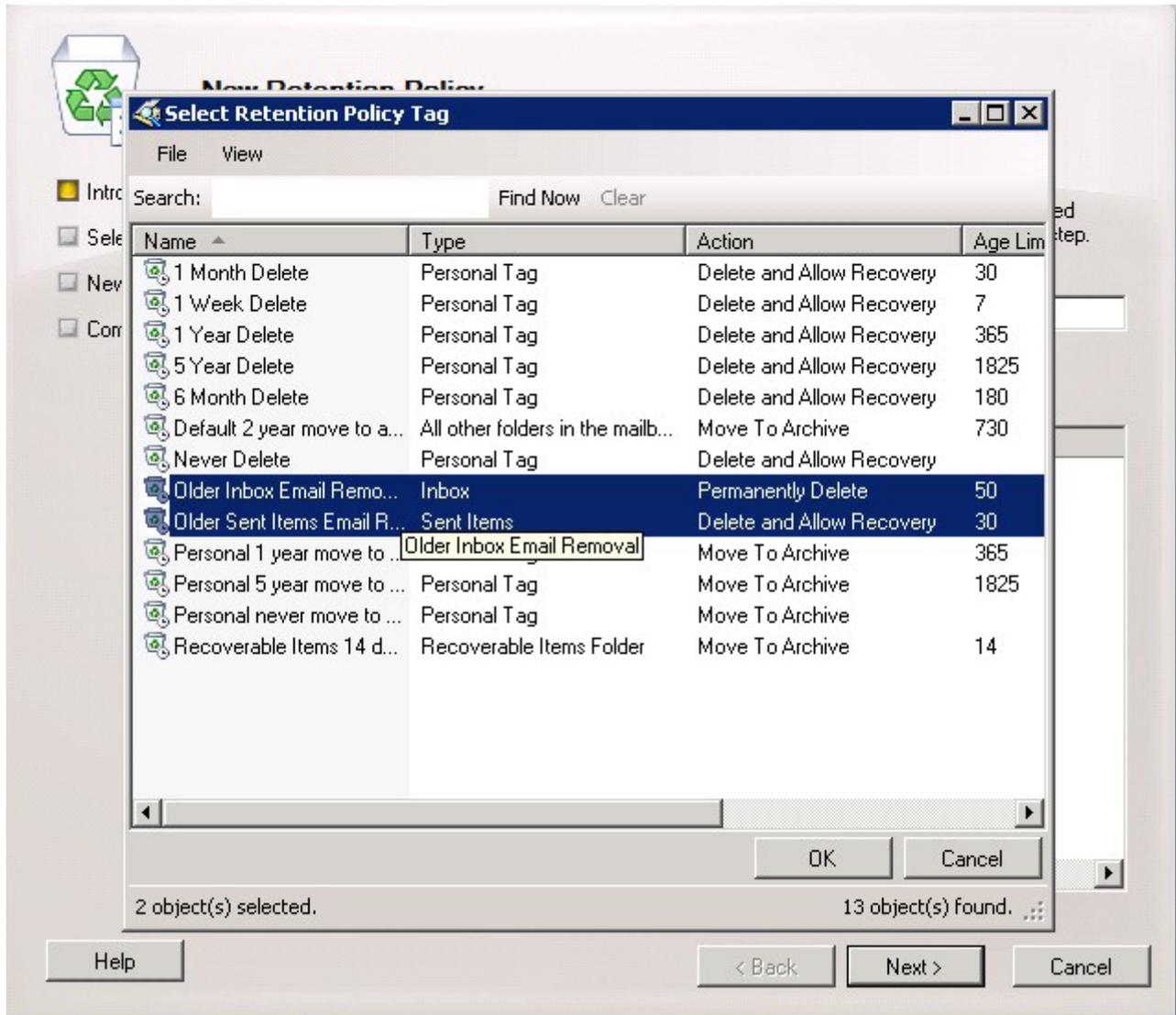
Click 'New Retention Policy', as highlighted below, or right click in a blank area and select 'New Retention Policy'.



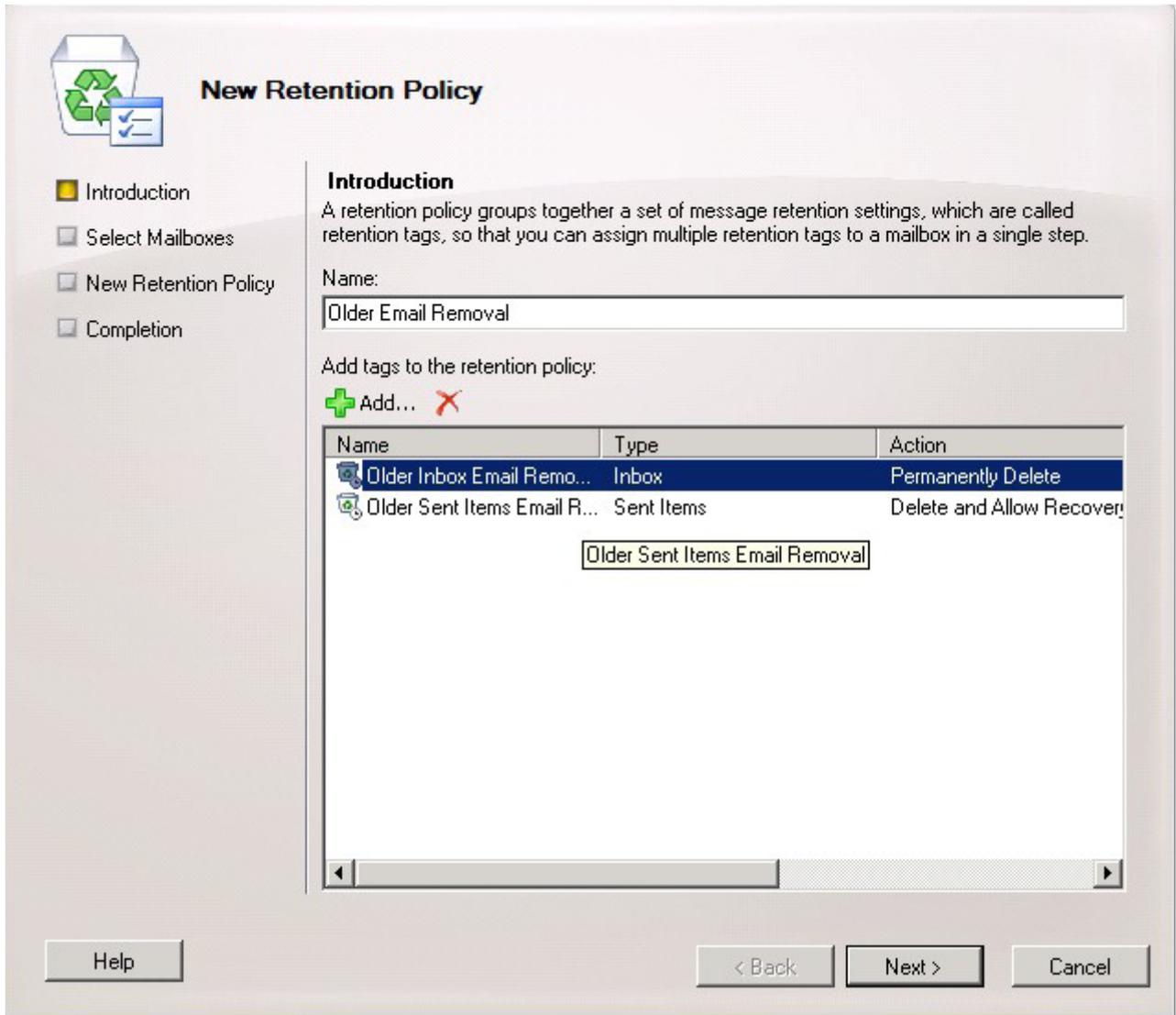
Give the policy a name.



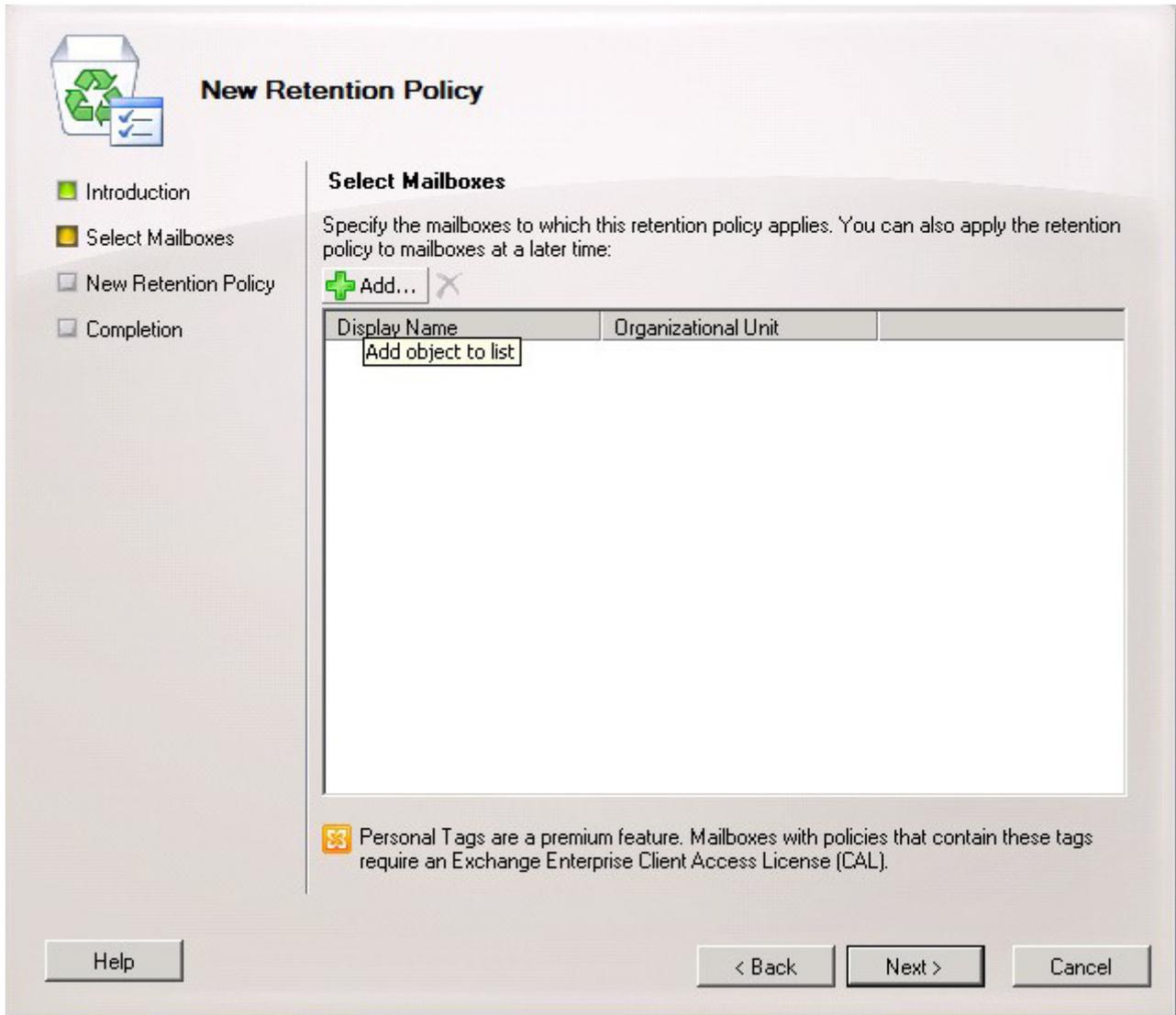
Then, click 'Add' to associate the appropriate Retention Policy Tags with it. In this example, tags for removing older email in the inbox and sent items folders have been selected. Hold 'CTRL' to select more than one tag at once. Click 'OK' when you've selected all the desired tags.



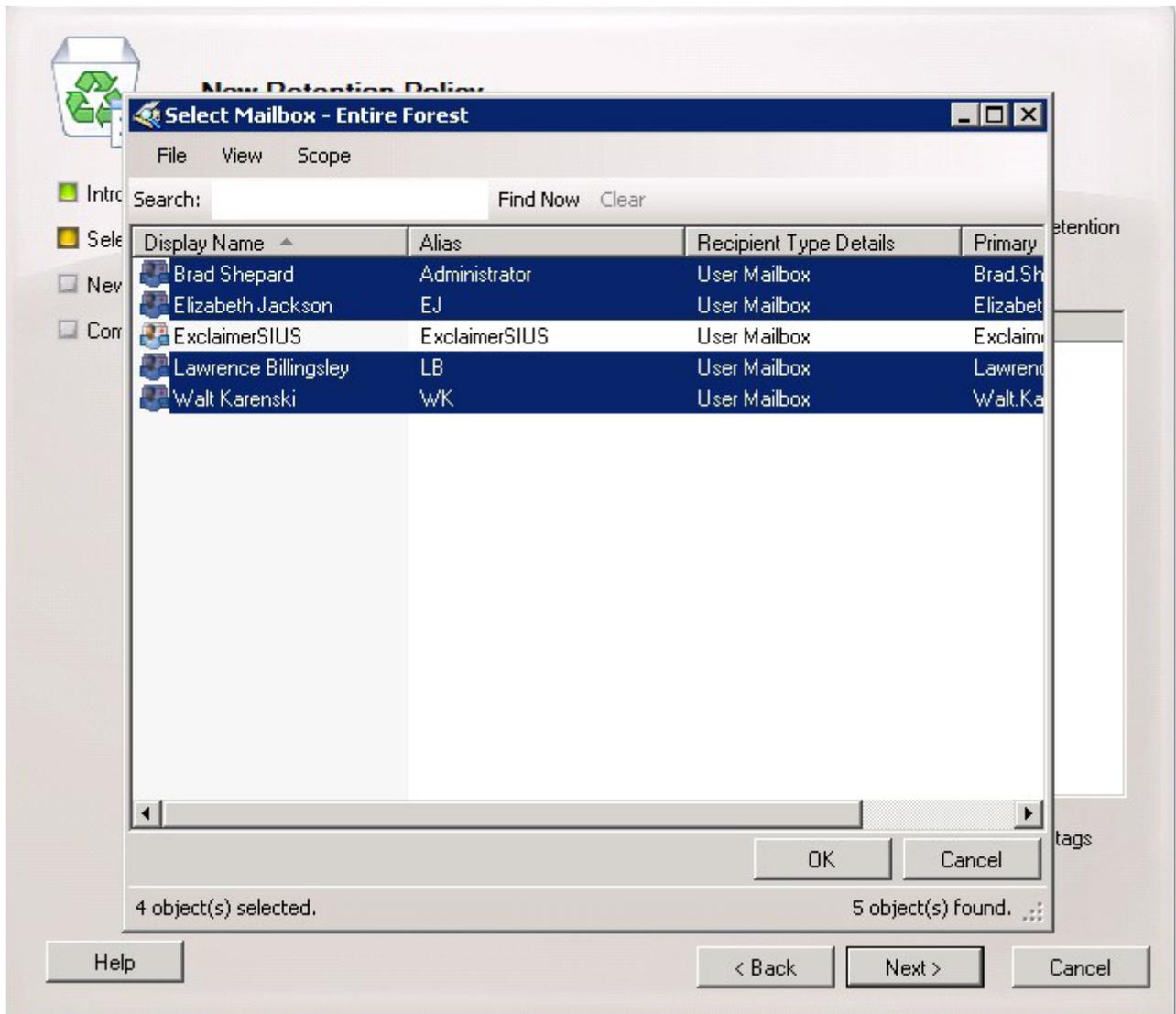
Click 'Next' when you've selected all the desired tags for this policy (e.g. tags for sent items, inbox, junk, etc.)



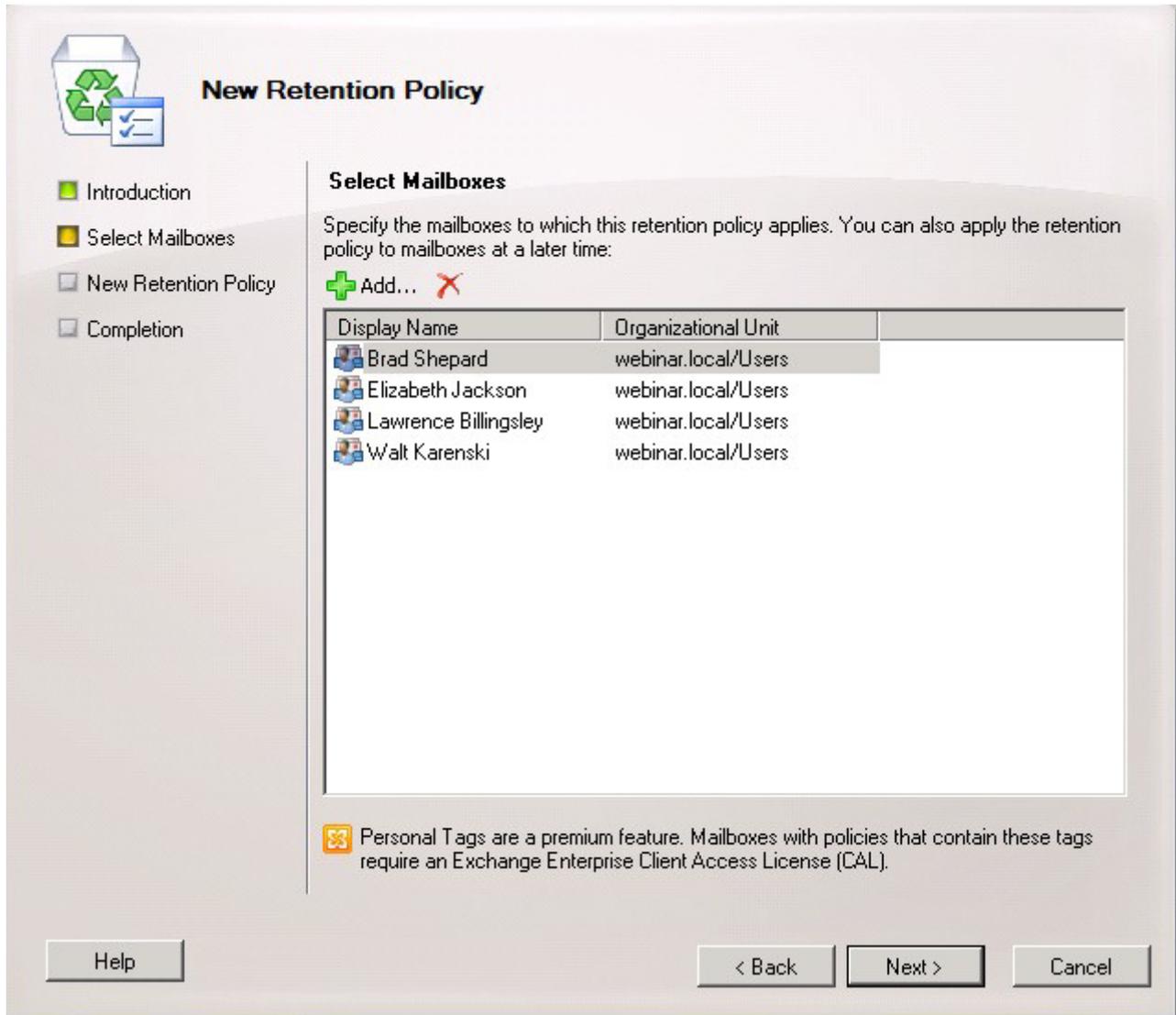
Click 'Add' to add the mailboxes this should apply to.



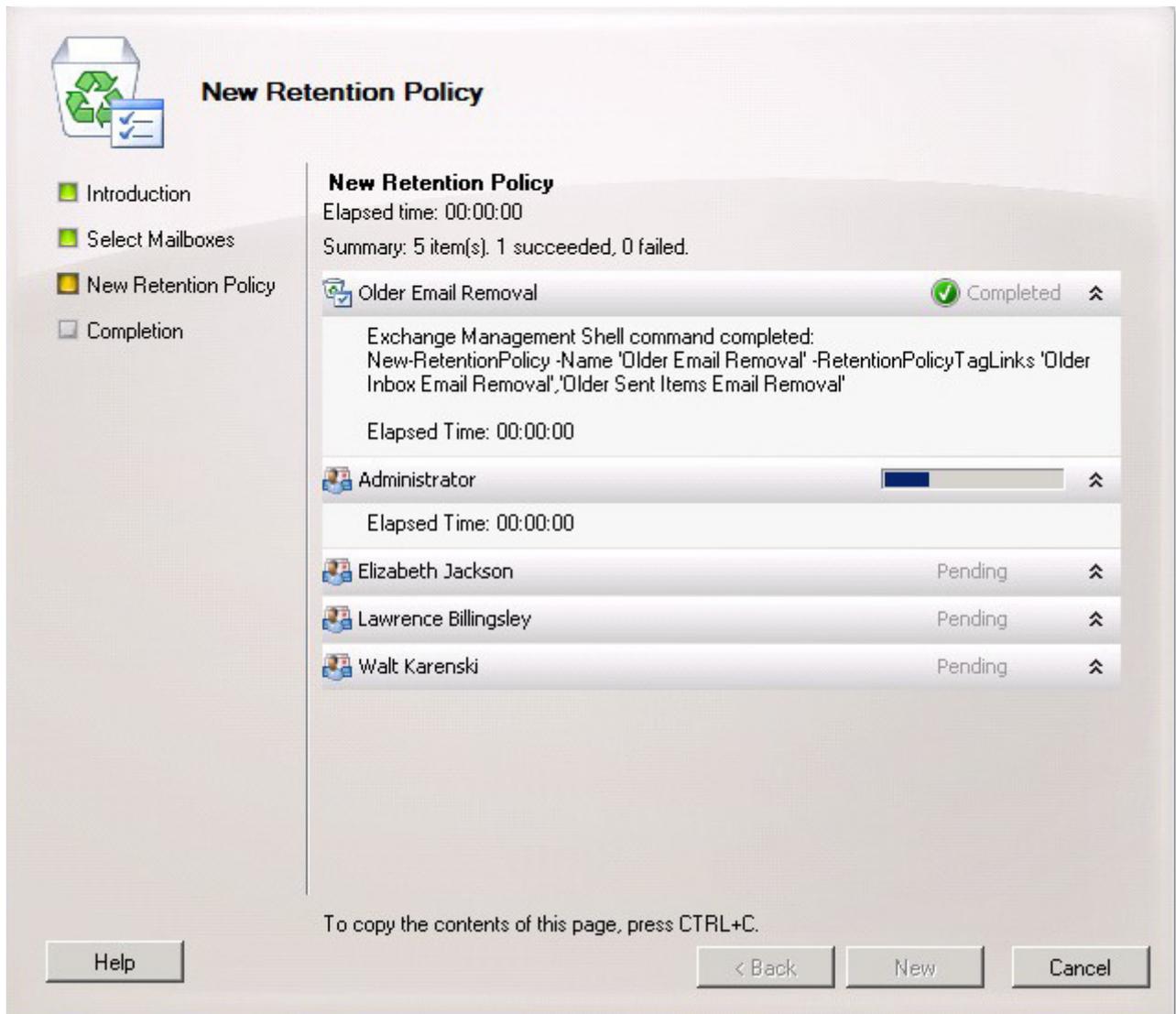
Now select the mailboxes this should apply to. You can press 'CTRL' and 'A' to select all of the visible mailboxes, which can save time. Hold 'CTRL' and click a mailbox if you'd like to de-select that one, while keeping the rest selected. Click 'Ok' when you've selected all the mailboxes you want this retention policy to apply to.



Check to ensure all the desired mailboxes have been selected and click 'Next' when ready.



The wizard will display the tags and mailboxes associated with your policy. Ensure they're correct before clicking 'New', which will create and apply the new policy.



If successful, the 'New Retention Policy' wizard will display a 'Completed' next to each component of the policy. Click 'Finish' to close the wizard and finish creating your policy.

