

# Outlook



## Windows Configuration of Outlook

For use by:	Students, Employees
Version:	1.0
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Owner:	SID

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# Configure Mailbox in Outlook

You can download (Outlook) from Microsoft

## Before you begin

The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different configuration or version of the OS to the one described here and you have problems, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workplace Services (WPS).

## Prerequisites

In order to Configure the mailbox, make sure that Outlook is installed.

## Contents

- Automatic configuration of mailbox
- Changing retention duration

Configuring your mailbox

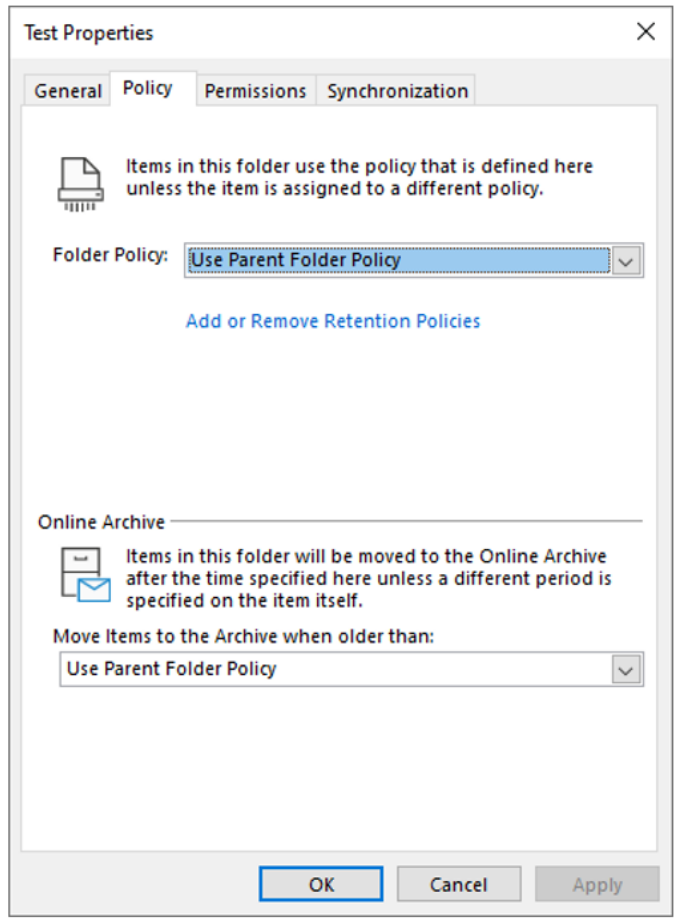
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## Step 01: Mailbox automatic cleanup

To cleanup your mailbox automatically, you can assign a Policy to an item or custom folder. The policy will automatically delete or archive items. For archiving, an Archive Mailbox is required. Some folders, like the Deleted Items folder and the Junk Email folder, are already cleaned up automatically. Items in the Deleted Items folder are deleted after 60 days and the items in the Junk Email folder after 30 days. On these folders, you cannot change the policy, because the folders are Default Folders. Retention Folder Policy If you have created custom folders (e.g., in your Inbox), you can assign a Retention Policy to that folder. Right click the folder and choose Properties. Click on the Policy tab and you will see the following screen.

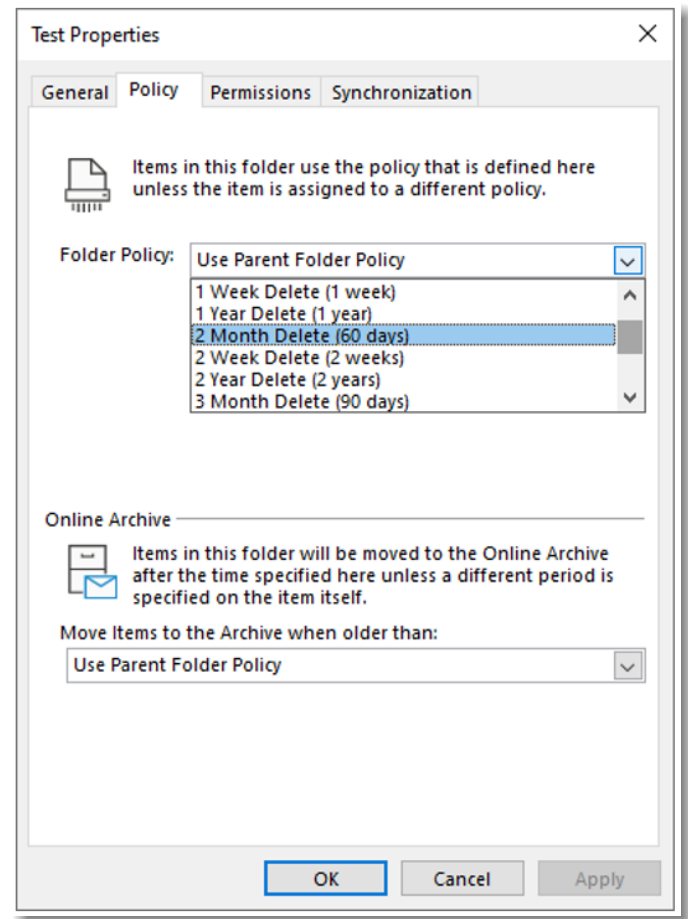
*(You will see the Online Archive options only if you have an archive mailbox.)*

From the dropdown menu, you can choose a Folder Policy to assign to the folder.



## Step 02: Folder Policy toekennen

If you assign a Folder Policy named '2 Month Delete (60 days)' to a folder, all items in that folder will be deleted after 60 days unless a different Retention Item Policy has been assigned to that item. If you move the item to a different folder, it will inherit the Folder Policy from that folder, unless a different Retention Item Policy has been assigned to that item.

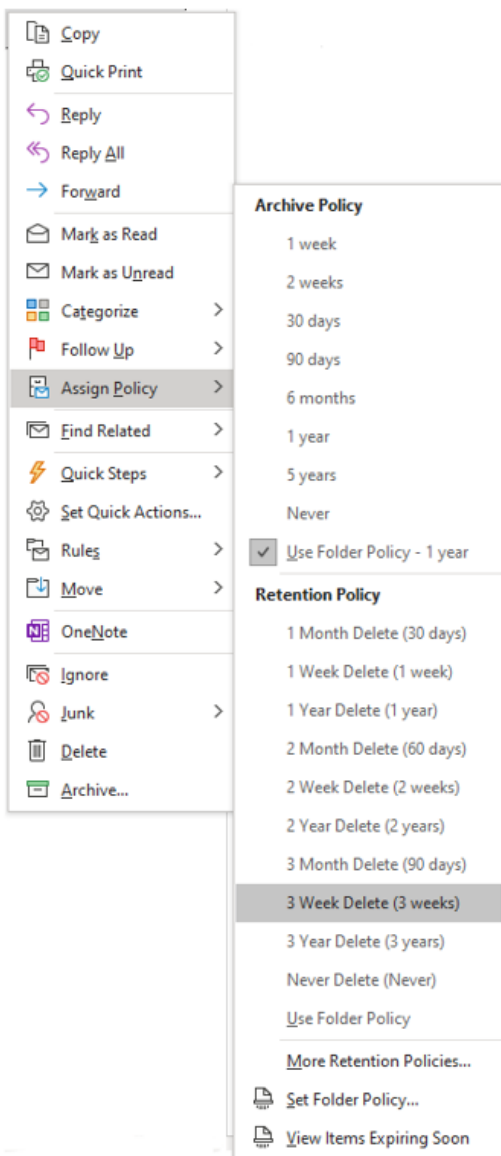


### Step 03: Retention Item Policy per item

It's also possible to assign a Retention Policy to an item (e.g., an email). To do this, right click on the item and go to Assign Policy. You will see the following options..

On top you see a selection of the Archive Policy options, and below a selection of the Retention Policy options.

To see all the options, click on More Retention Policies, choose a policy and click Apply.



### Step 04: Deleting an item policy and Archive Policies

If you want to remove a policy from an item, choose the Use Folder Policy option. The item will then inherit the Folder Policy from the current folder. If no Folder Policy is assigned to the current folder, the item will have no retention.

#### Archive Policy

An Archive Policy will archive an item to the archive mailbox after a specific number of days. To assign an Archive Policy, you need to pick an Archive Policy in the same way as you do for a Retention Policy. If you don't have an archive mailbox, you will not see the Archive Policy options. All mailboxes that have an archive mailbox will automatically archive all items older than two years (730 days), unless a different Archive Policy has been assigned to a folder or item that has a different retention period that is less than 730 days. An Archive Policy can also be applied to Default Folders (e.g., Inbox, Sent Items or Deleted Items).

