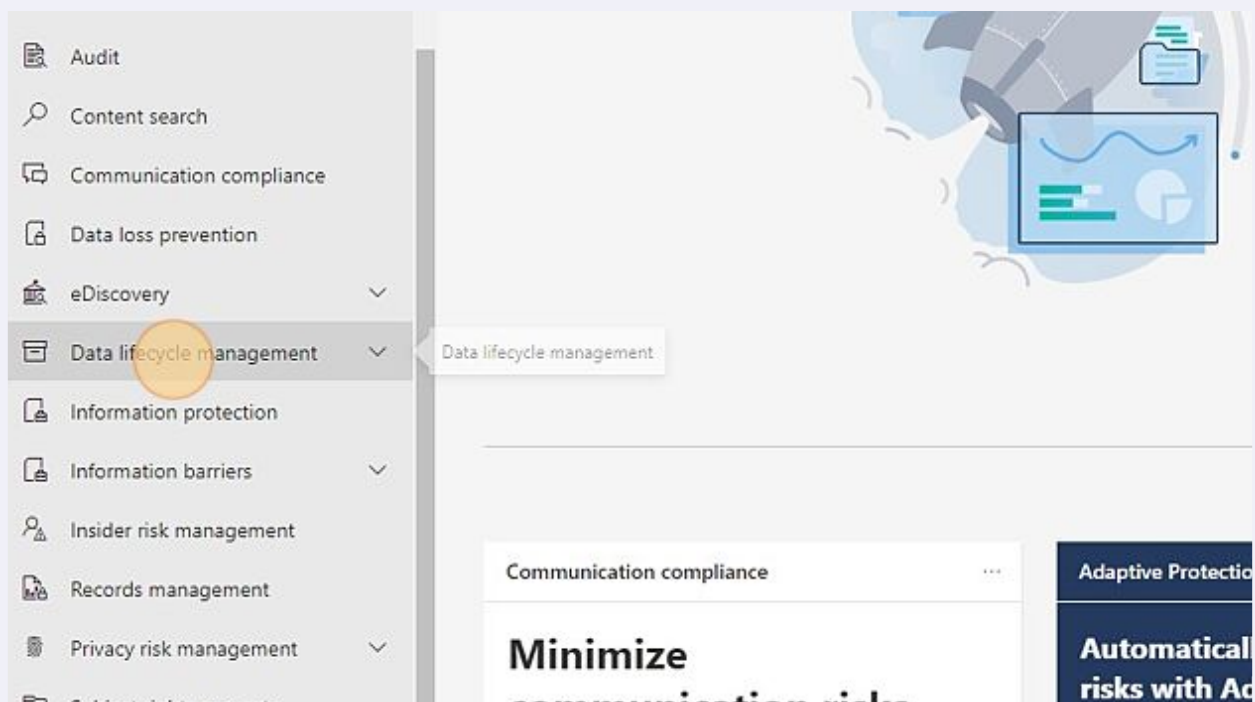


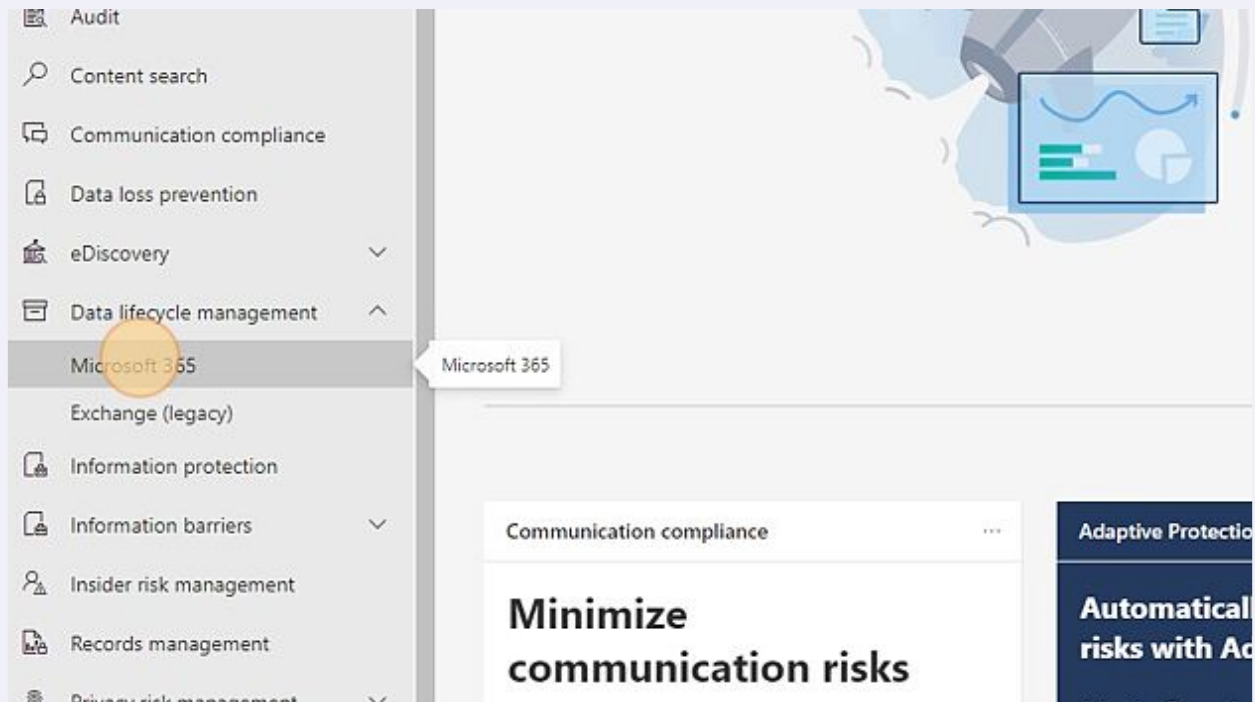
How to Publish Retention Labels in Microsoft 365

1 Navigate to compliance.microsoft.com

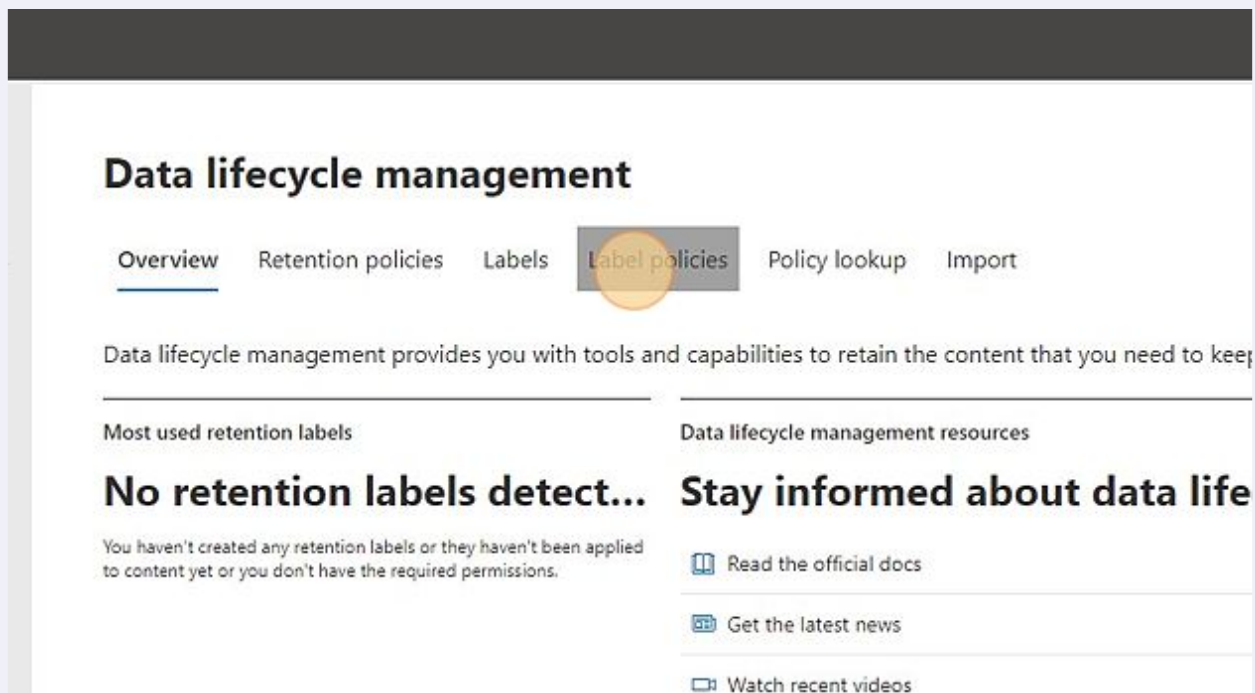
2 Click "Data lifecycle management"



3 Click "Microsoft 365"



4 Click "Label policies"



5 Click "Publish labels"

The screenshot shows the Microsoft 365 Data lifecycle management interface. On the left is a navigation pane with a search bar and a list of solutions: Permissions, Trials, Catalog, App governance, Audit, Content search, Communication compliance, Data loss prevention, and eDiscovery. The main content area is titled "Data lifecycle management" and has tabs for Overview, Retention policies, Labels, Label policies (which is selected), and Policy tool. Below the tabs, there is a text block explaining how to create label policies. Below this text is a row of three buttons: "Publish labels" (highlighted with an orange circle), "Auto-apply a label", and "Refresh". Below the buttons is a table with two columns: "Name" and "Type".

6 Click "Choose labels to publish"

The screenshot shows a dialog box titled "Choose labels to publish". The dialog box has a header that says "Only users can apply them to their content." Below the header is a text block that says "Choose the labels you want to publish to your organization's apps so users can apply them to their content. If you want, you'll be able to create one from scratch." Below the text is a button labeled "Choose labels to publish" (highlighted with an orange circle).

7 Select All

ization's apps so users can apply them to their conten

Choose a label

5 items

<input type="checkbox"/>	Name	Retention
<input type="checkbox"/>	Retain 5 Years	5 years keep + delete
<input type="checkbox"/>	Retain Indefinitely	Forever keep
<input type="checkbox"/>	Retain 3 Years	3 years keep + delete
<input type="checkbox"/>	Retain 7 Years	7 years keep + delete
<input type="checkbox"/>	Retain 10 Years	10 years keep + delete

8 Click "Add"

<input checked="" type="checkbox"/>	Retain 7 Years	7 years keep + delete
<input checked="" type="checkbox"/>	Retain 10 Years	10 years keep + delete

9 Click "Next"

The screenshot shows the 'Choose labels to publish' step in the Microsoft Purview interface. On the left, a progress bar indicates the current step is 'Choose labels to publish', with other steps being 'Scope', 'Name your policy', and 'Finish'. The main content area is titled 'Choose labels to publish' and includes instructions: 'Choose the labels you want to publish to your organization's apps so users can apply them to their content. If you don't see the labels you want, you'll be able to create one from scratch.' Below this, there is a section 'Publish these labels (5 label(s))' with a list of retention labels: 'Retain 5 Years', 'Retain Indefinitely', 'Retain 3 Years', 'Retain 7 Years', and 'Retain 10 Years'. To the right of each label is a link to '3 years keep + delete', 'Forever keep', '3 years keep + delete', '7 years keep + delete', and '10 years keep + delete' respectively. At the bottom right, there is an 'Edit' link and a large orange 'Next' button.

10 Publish to all locations

The screenshot shows the 'Choose where to publish labels' step in the Microsoft Purview interface. On the left, a progress bar indicates the current step is 'Choose where to publish labels', with other steps being 'Choose labels to publish', 'Scope', 'Publish to users and groups', 'Name your policy', and 'Finish'. The main content area is titled 'Choose where to publish labels' and includes instructions: 'When published, users in your organization will be able to apply this label to items in the locations you choose.' Below this, there is a section 'You can set up data connectors to import content from non-Microsoft apps like Slack, WhatsApp and many more, for use with this solution. Set up now.' with a link. There are two radio button options: 'All locations, includes content in Exchange email, Office 365 groups, OneDrive and SharePoint documents.' (which is selected) and 'Let me choose specific locations.' At the bottom, there are 'Back' and 'Next' buttons.

11 Enter a name and description and click "Next"

Microsoft Purview

Publish labels so users can apply them to their content.

✓ Choose labels to publish

✓ Scope

Name your policy

○ Finish

Name your policy

Name *

Description

12 Review the settings and click "Submit"

Microsoft Purview

Publish labels so users can apply them to their content.

✓ Choose labels to publish

✓ Scope

✓ Name your policy

Finish

Finish


Most labels will become available to your users within a week. Labels will appear in Outlook and Outlook on the web only for mailboxes that have at least 10 MB of data.


Choose labels to publish
5 label(s) will be published (made available) so your users can classify their content.
Retain 5 Years 5 years keep + delete
Retain Indefinitely Forever keep
Retain 3 Years 3 years keep + delete
Retain 7 Years 7 years keep + delete
Retain 10 Years 10 years keep + delete
[Edit](#)

Applies to content in these locations
Exchange email (All Recipients)
SharePoint sites (All Sites)
OneDrive accounts (All Sites)
Microsoft 365 Groups (All Groups)
[Edit](#)

Name
Publish Retention Labels
[Edit](#)

Description
Default publishing policy for all retention labels
[Edit](#)





13 Click "Done"

