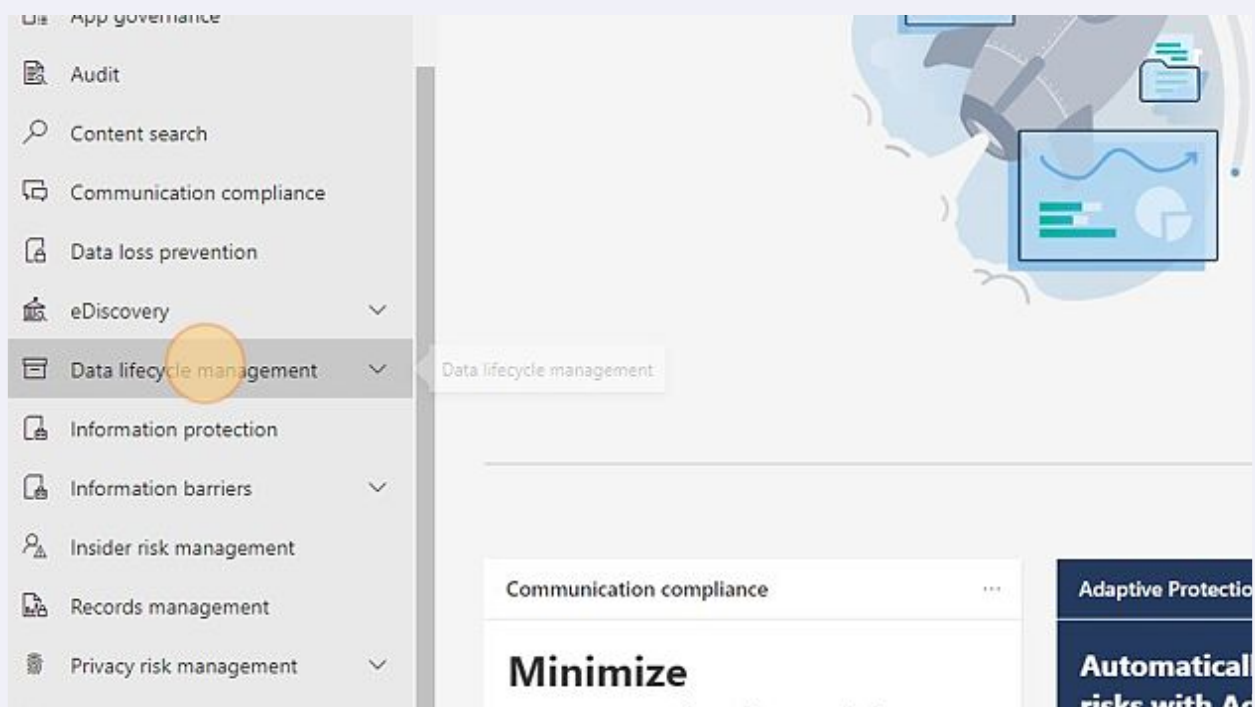


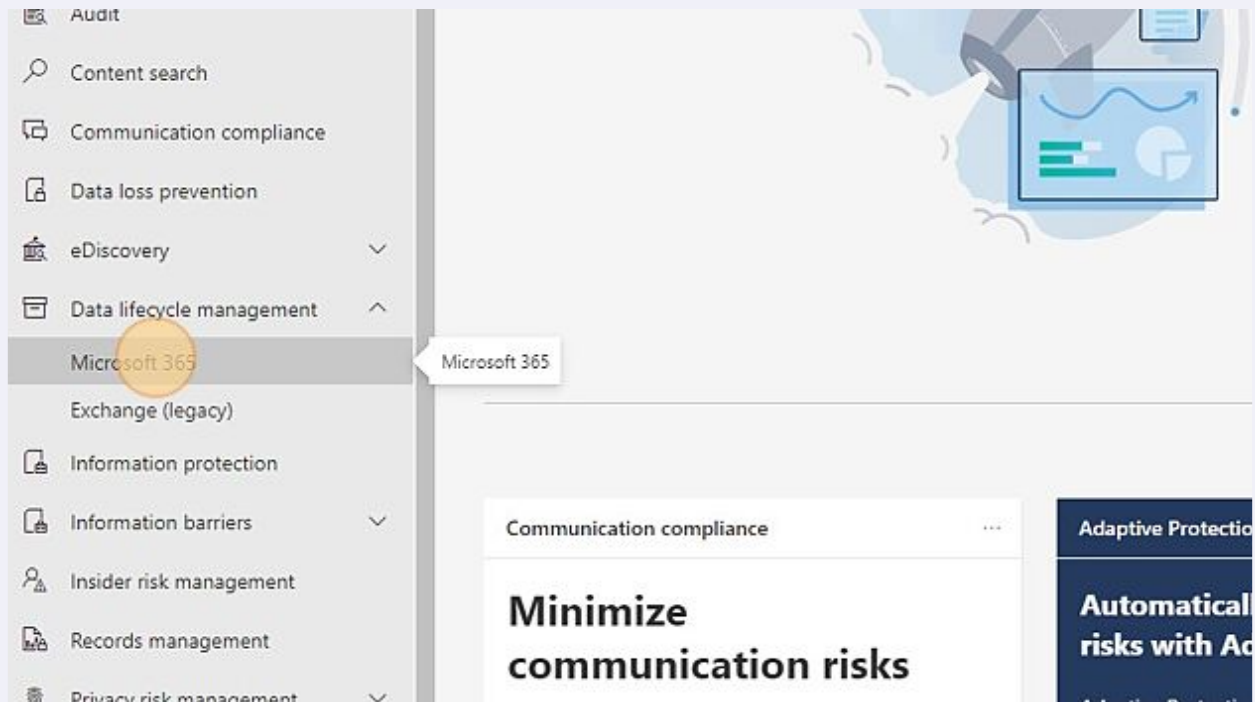
# How to Create a Default Retention Policy in Microsoft 365

1 Navigate to [compliance.microsoft.com](https://compliance.microsoft.com)

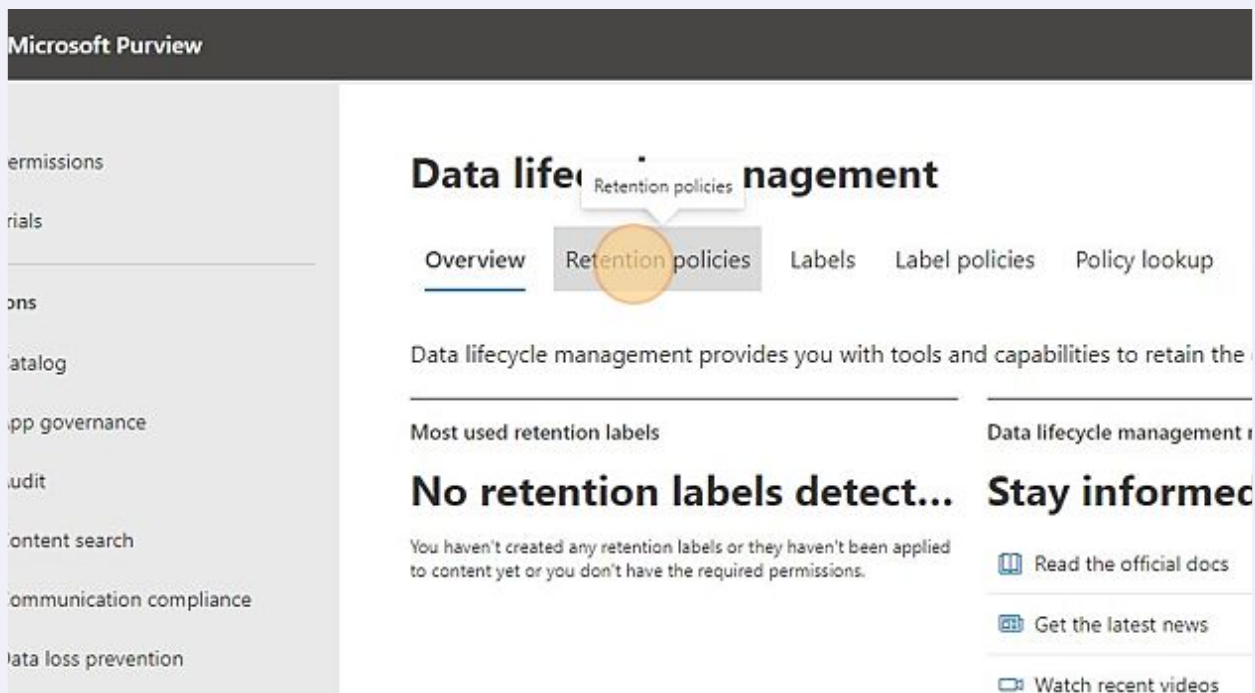
2 Click "Data lifecycle management"



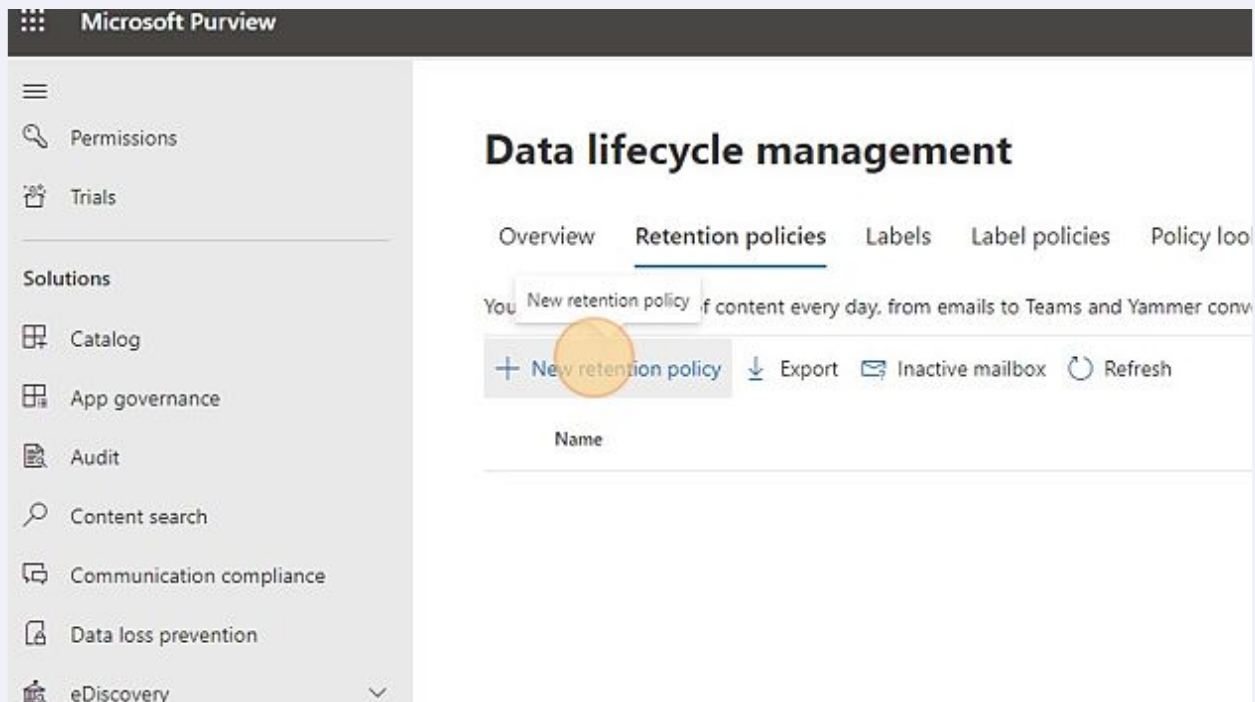
### 3 Click "Microsoft 365"



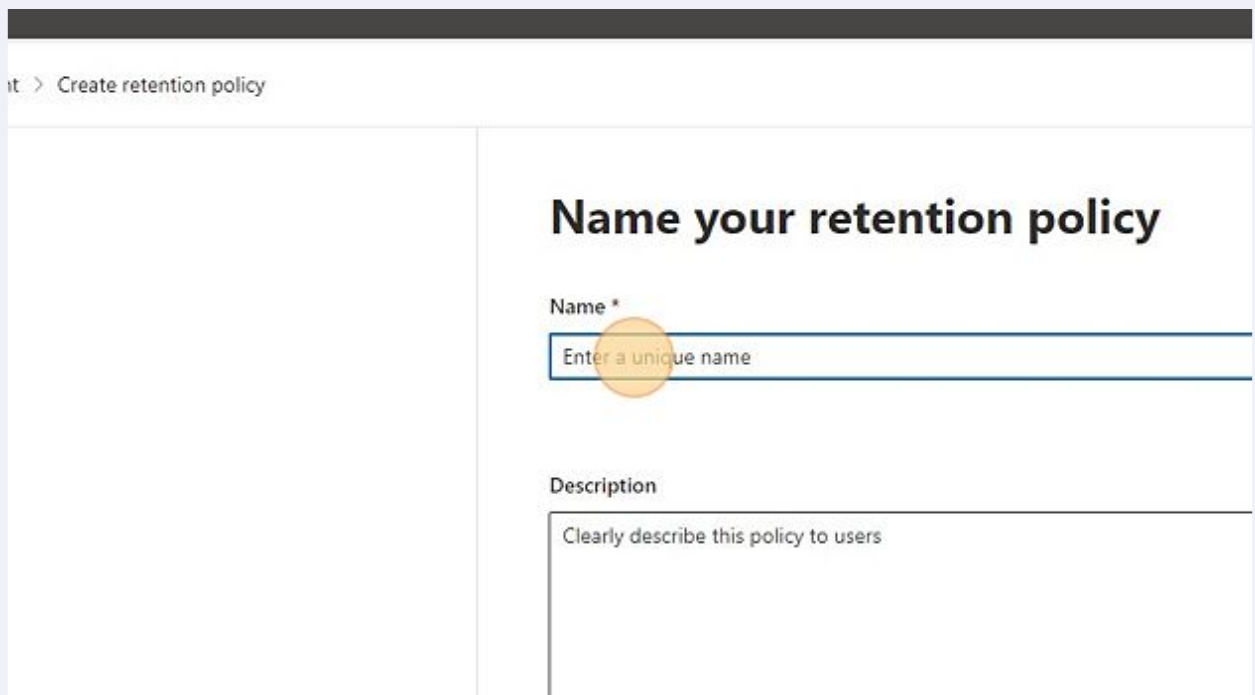
### 4 Click "Retention policies"



5 Click "New retention policy"

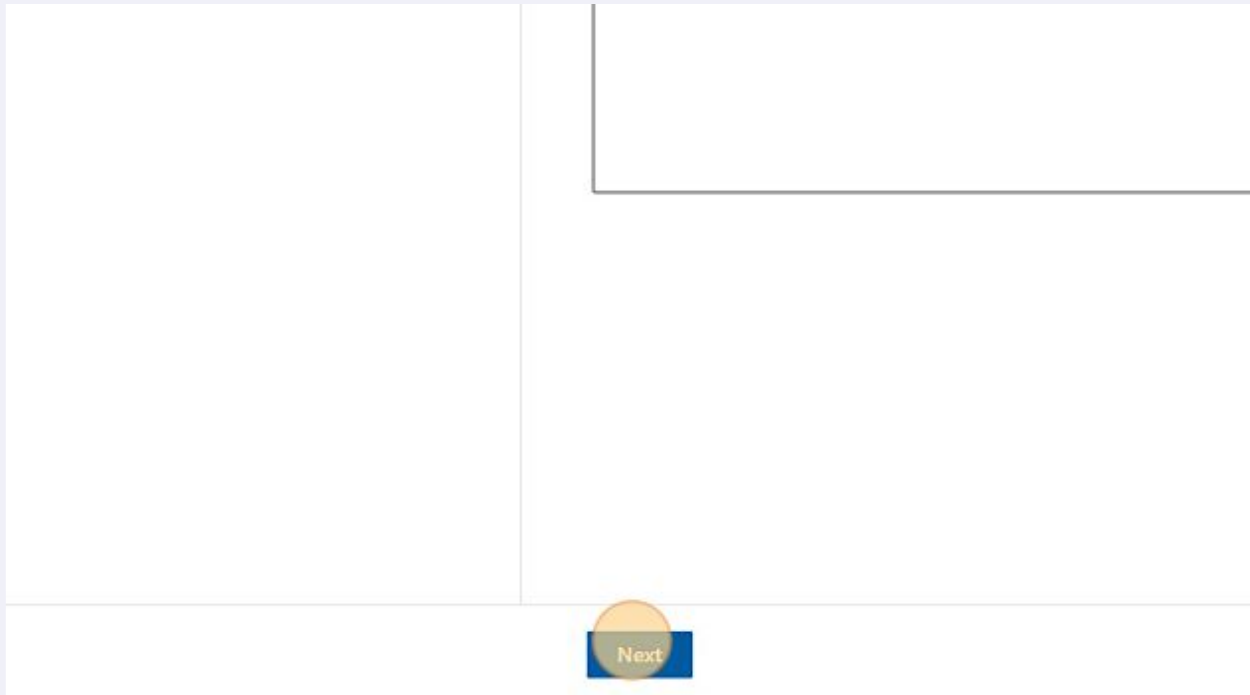


6 Type "Default Retention Policy" into the "Name" field.



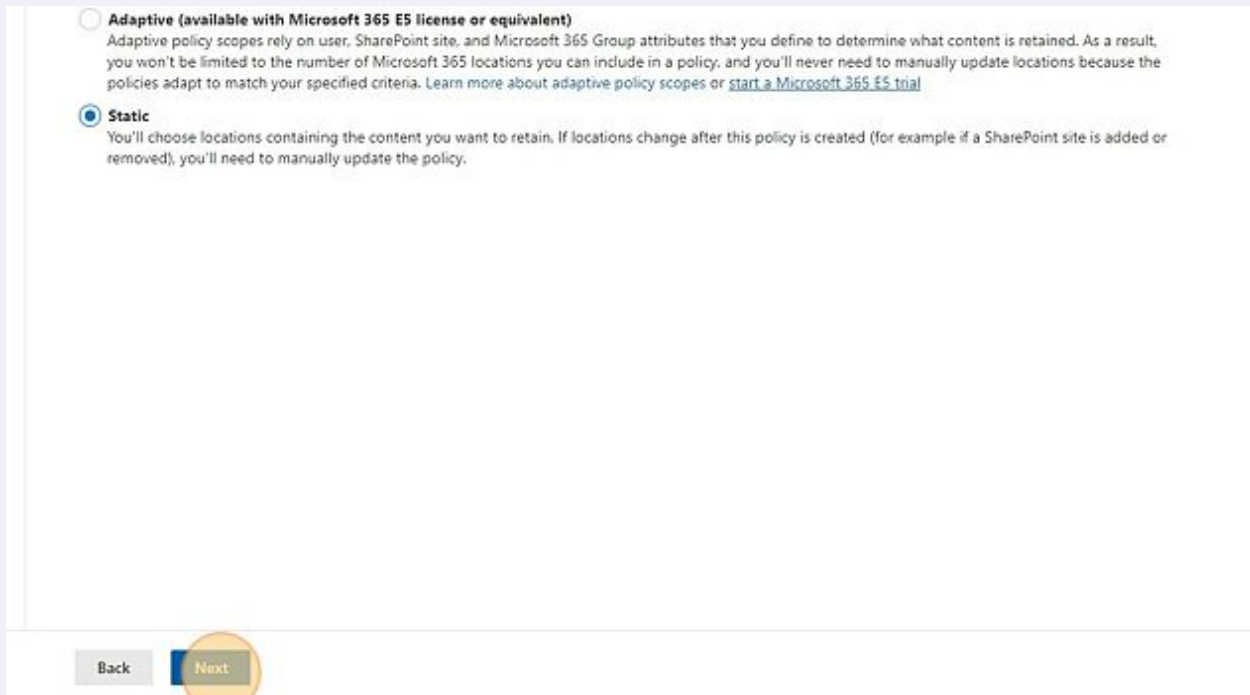
7

Click "Next"



8

Click "Next"



## 9 Select the scope you want and click "Next"

Status	Location	Included	Excluded
<input checked="" type="checkbox"/> On	Exchange email	All recipients <a href="#">Edit</a>	None <a href="#">Edit</a>
<input checked="" type="checkbox"/> On	SharePoint sites	All sites <a href="#">Edit</a>	None <a href="#">Edit</a>
<input checked="" type="checkbox"/> On	OneDrive accounts	All accounts <a href="#">Edit</a>	None <a href="#">Edit</a>
<input checked="" type="checkbox"/> On	Microsoft 365 Groups	All groups <a href="#">Edit</a>	None <a href="#">Edit</a>
<input type="checkbox"/> Off	Skype for Business		
<input type="checkbox"/> Off	Exchange public folders		
<input type="checkbox"/> Off	Teams channel messages		
<input type="checkbox"/> Off	Teams chats		
<input type="checkbox"/> Off	Teams private channel messages		
<input type="checkbox"/> Off	Yammer community messages		
<input type="checkbox"/> Off	Yammer user messages		

## 10 Retain items for "7 Years" and "Do nothing" after the retention period.

Retain items for a specific period

Items will be retained for the period you choose.

Retain items for a specific period

7 years

Start the retention period based on

When items were created

At the end of the retention period

☒ Delete items automatically

☒ Do nothing

☐ Retain items forever

Items will be retained forever, even if users delete them.

☐ Only delete items when they reach a certain age

Items won't be retained, but when they reach the age you choose, we'll delete them.

## 11 Click "Next"

	<p><input checked="" type="radio"/> Do nothing</p> <p><input type="radio"/> Retain items forever Items will be retained forever, even if users delete them.</p> <p><input type="radio"/> Only delete items when they reach a certain age Items won't be retained, but when they reach the age you choose, we'll delete the</p>
<p><a href="#">Back</a> <a href="#">Next</a></p>	

## 12 Click "Submit"

	<p>Microsoft 365 Groups (All Groups)</p> <p><a href="#">Edit</a></p> <p><b>Retention settings</b></p> <p>Retain items for 7 years based on when they were created</p> <p>Don't delete items at end of retention period</p> <p><a href="#">Edit</a></p>
<p><a href="#">Back</a> <a href="#">Submit</a></p>	