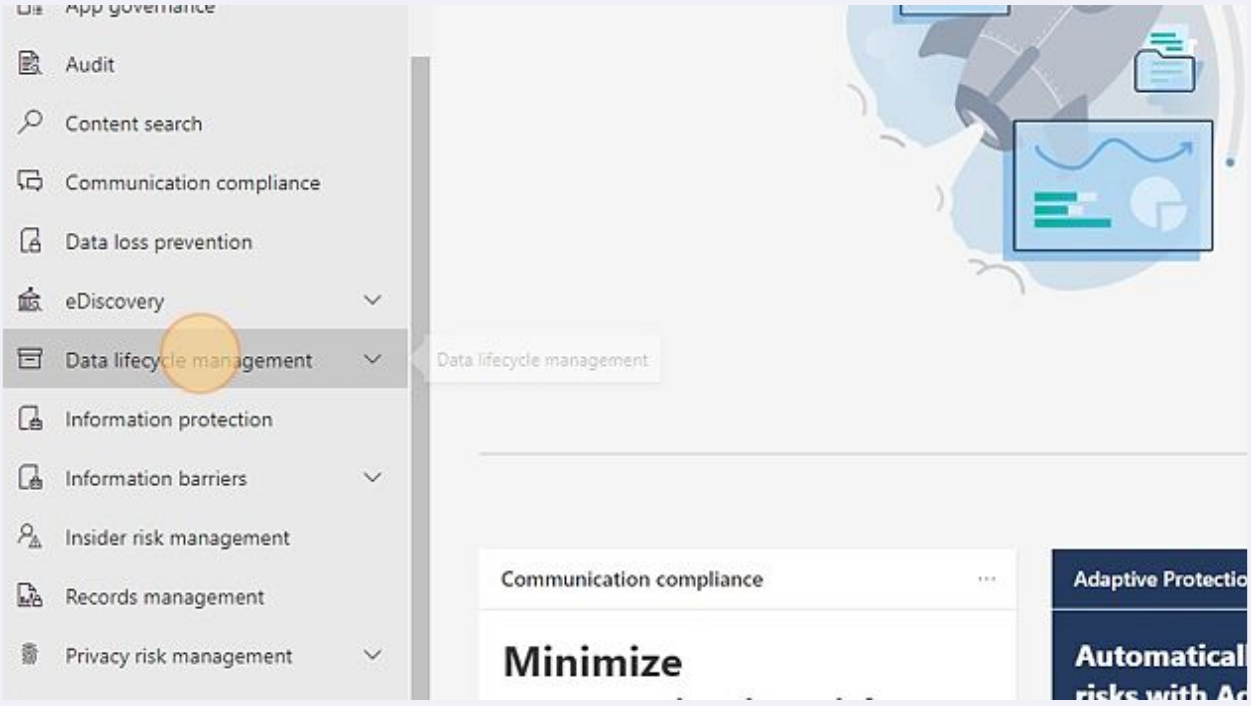
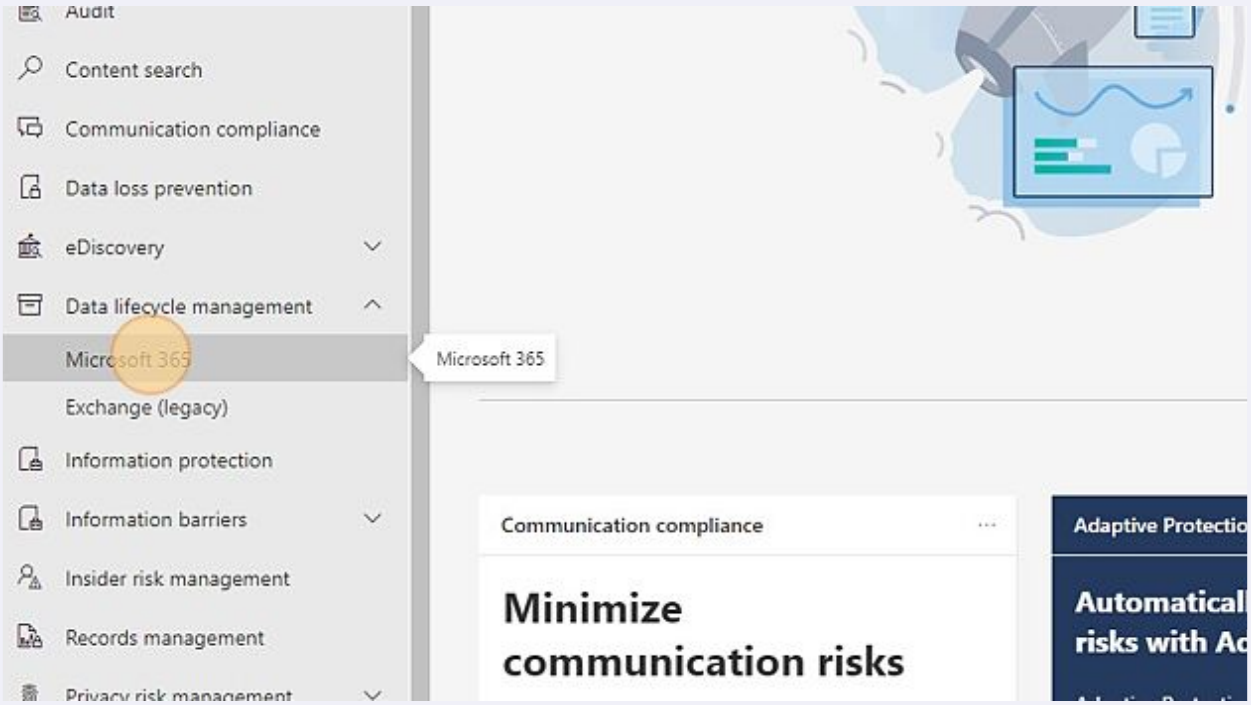
# How to Create a Default Retention Policy in Microsoft 365

1 Navigate to [compliance.microsoft.com](compliance.microsoft.com)

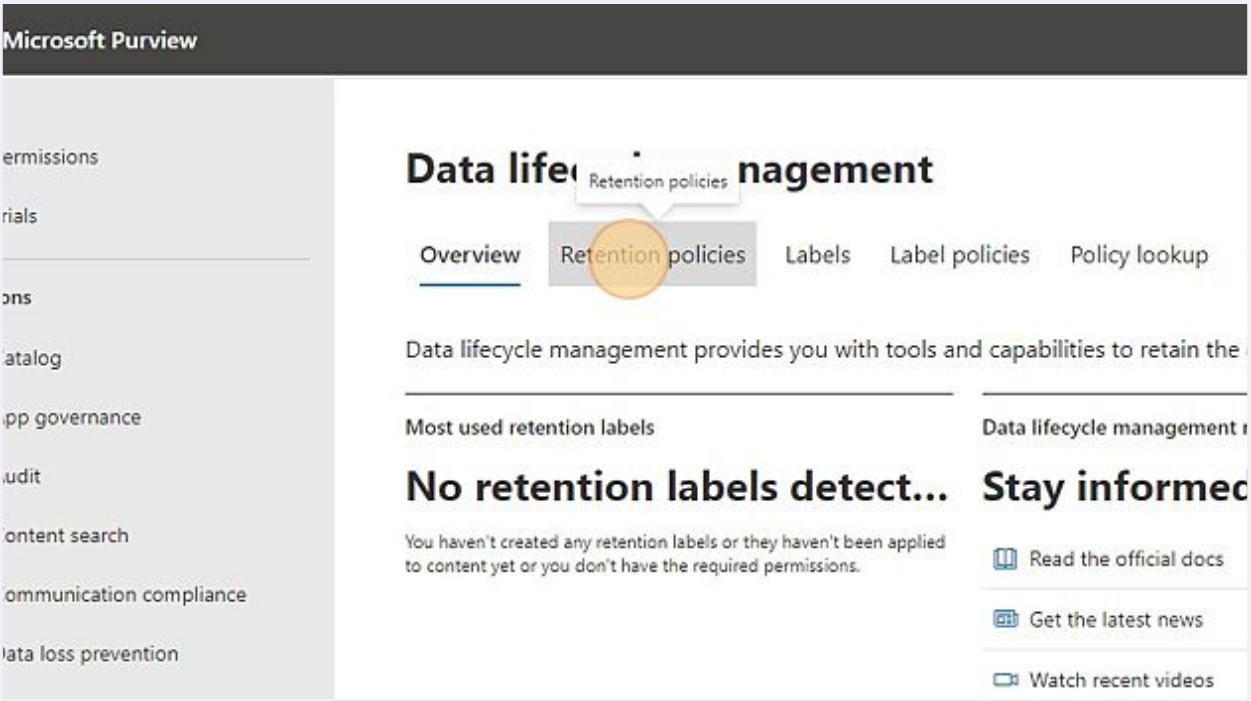
2 Click "Data lifecycle management"



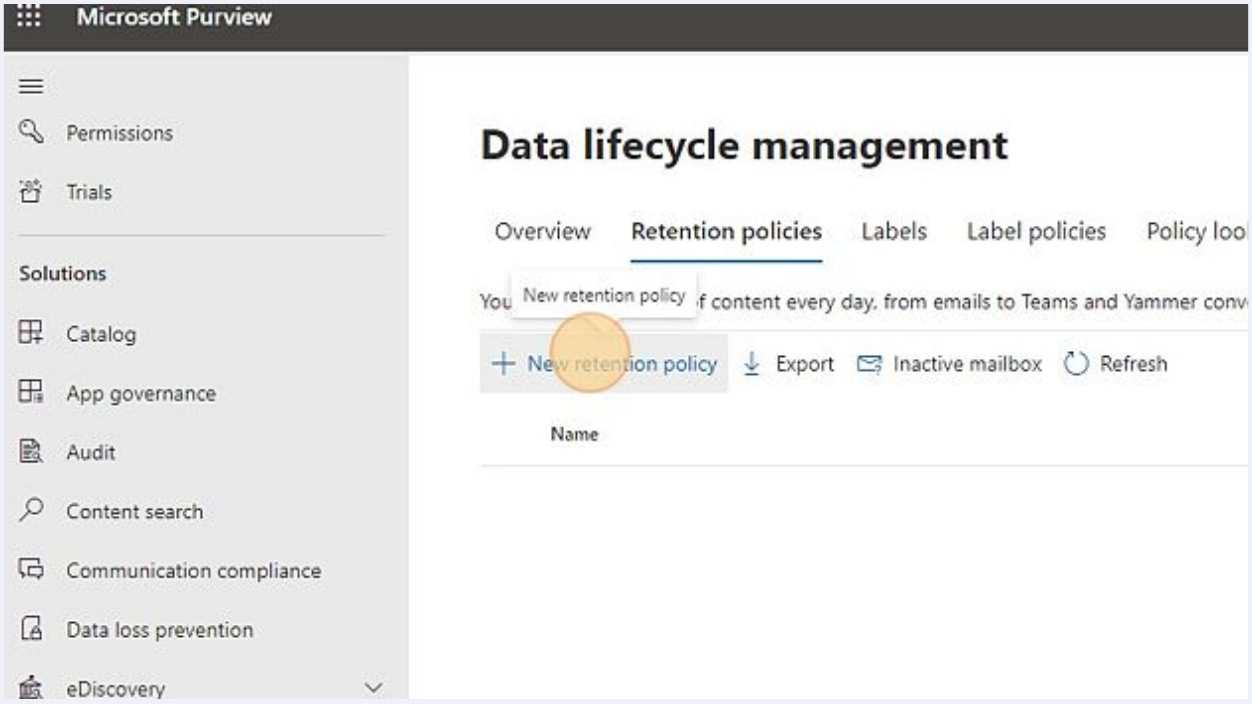
## 3 Click "Microsoft 365"



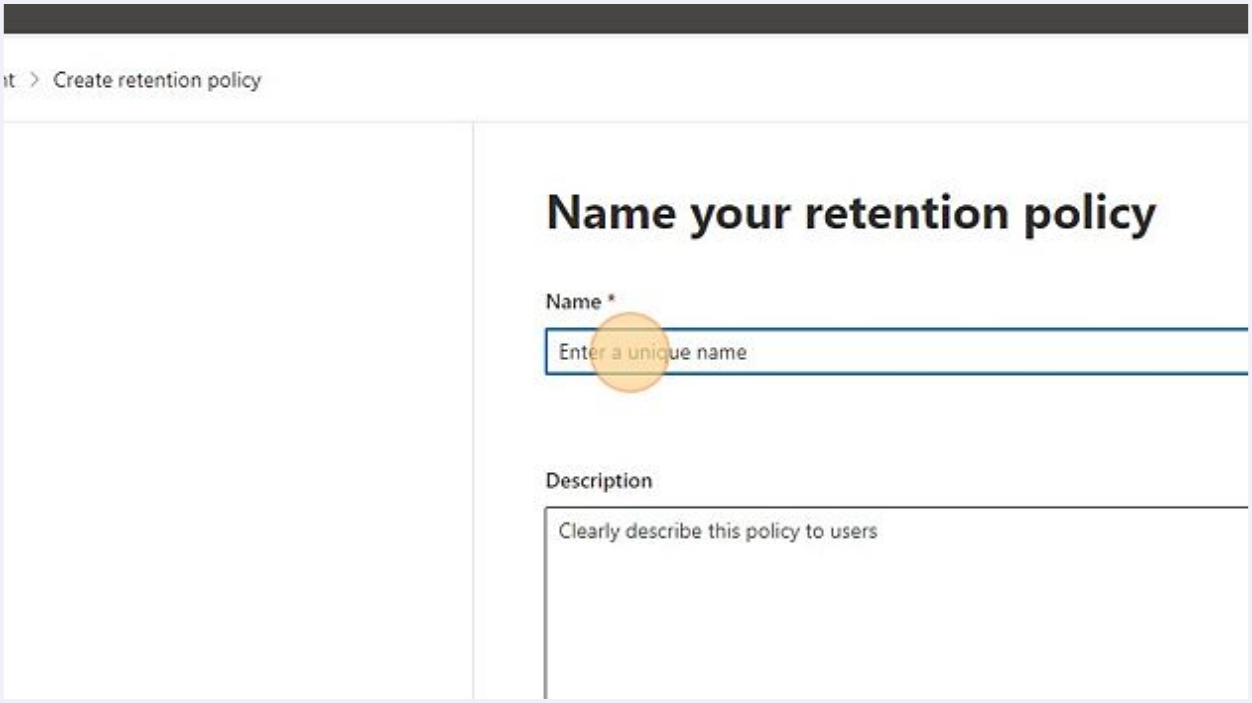

## 4 Click "Retention policies"



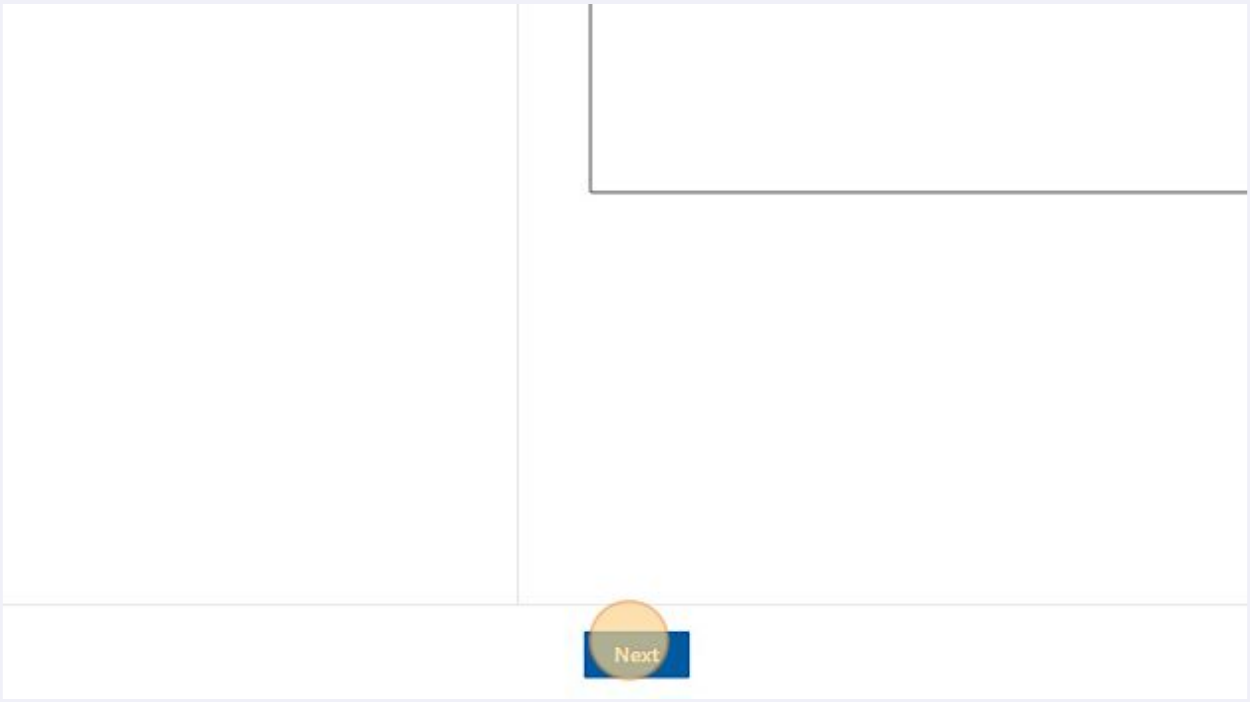
**5** Click "New retention policy"



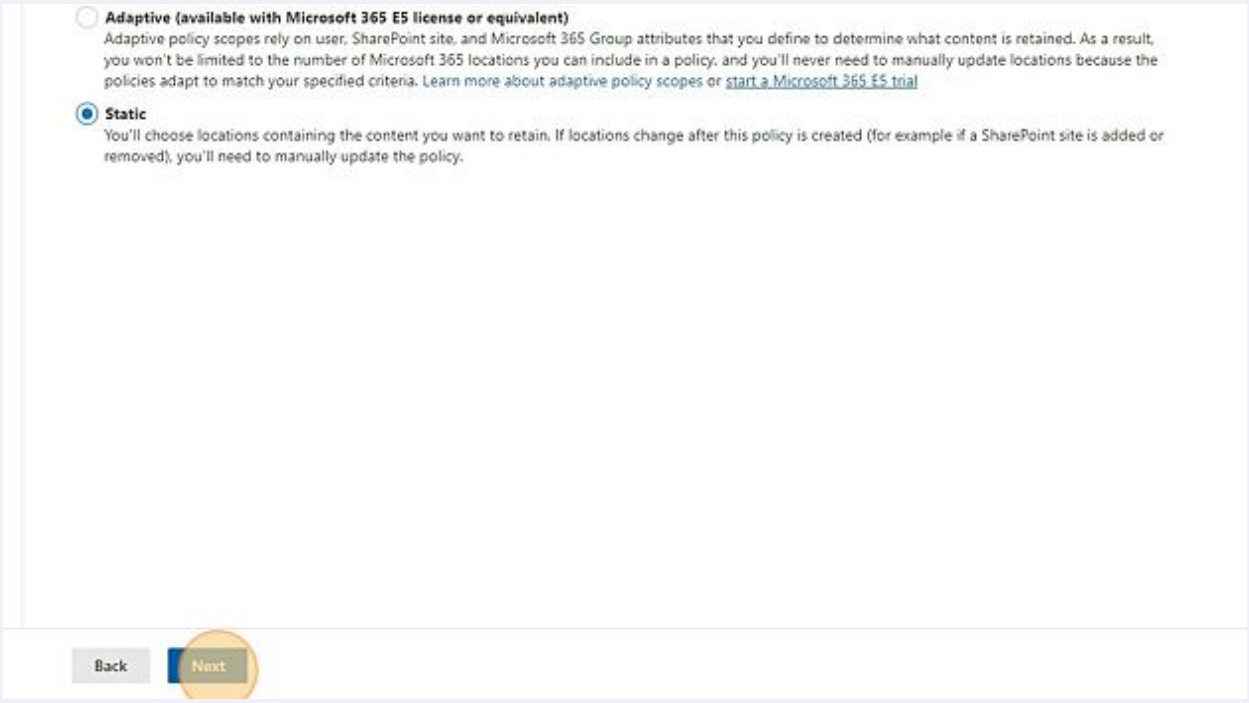

**6** Type "Default Retention Policy" into the "Name" field.



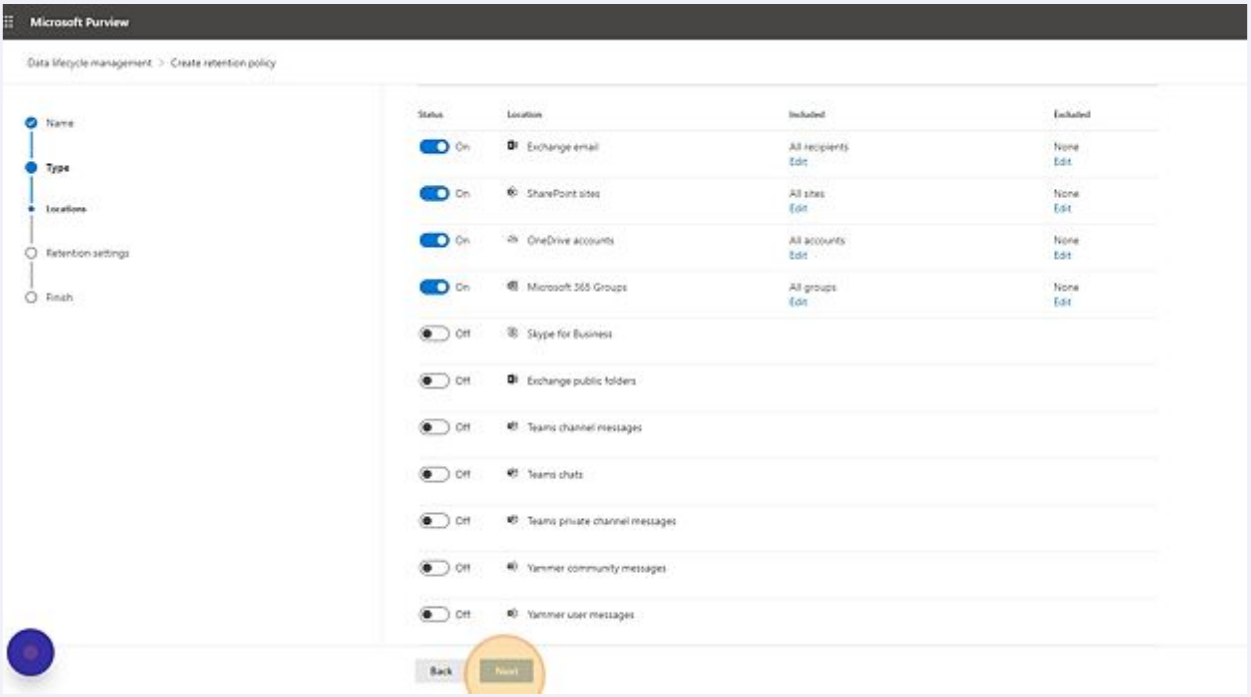
## 7 Click "Next"



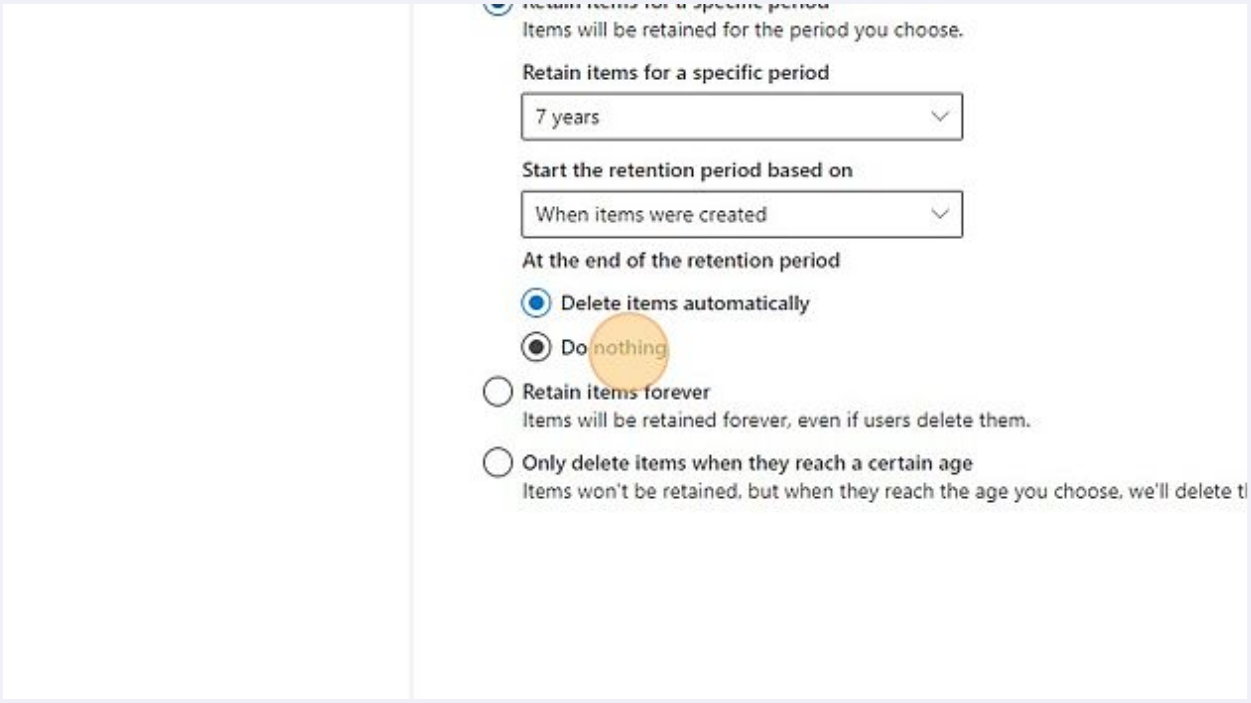

## 8 Click "Next"



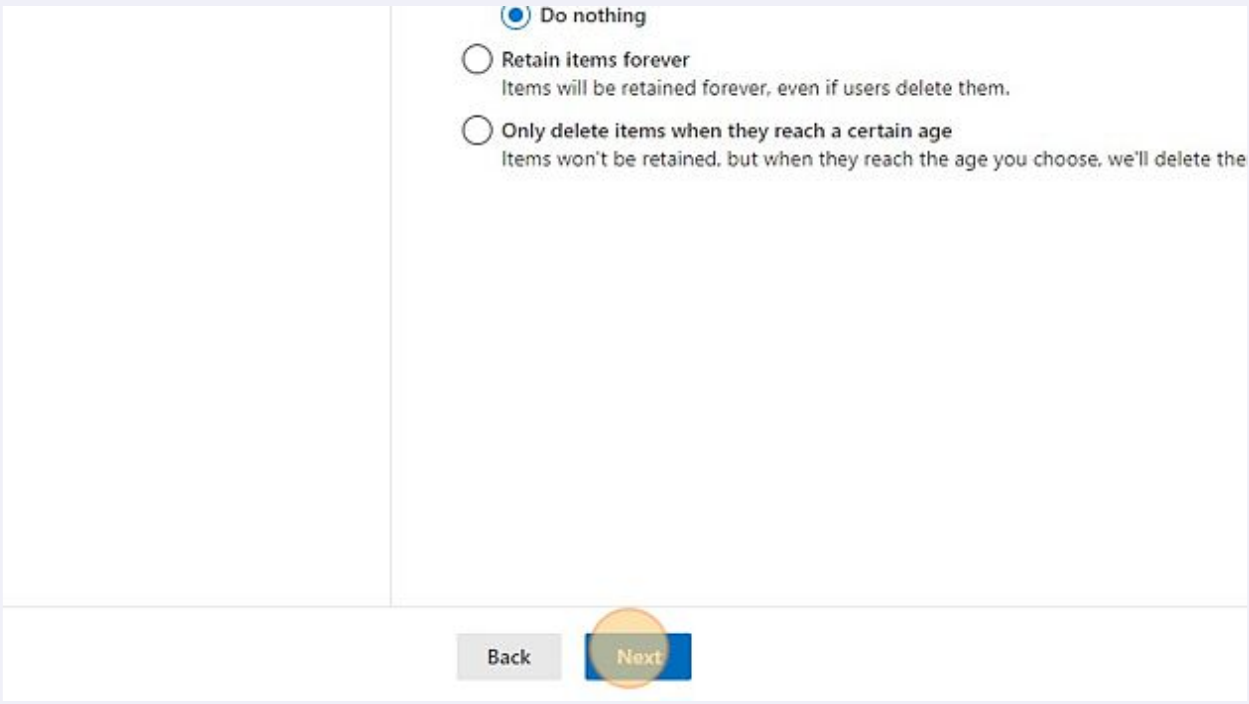
**9** Select the scope you want and click "Next"

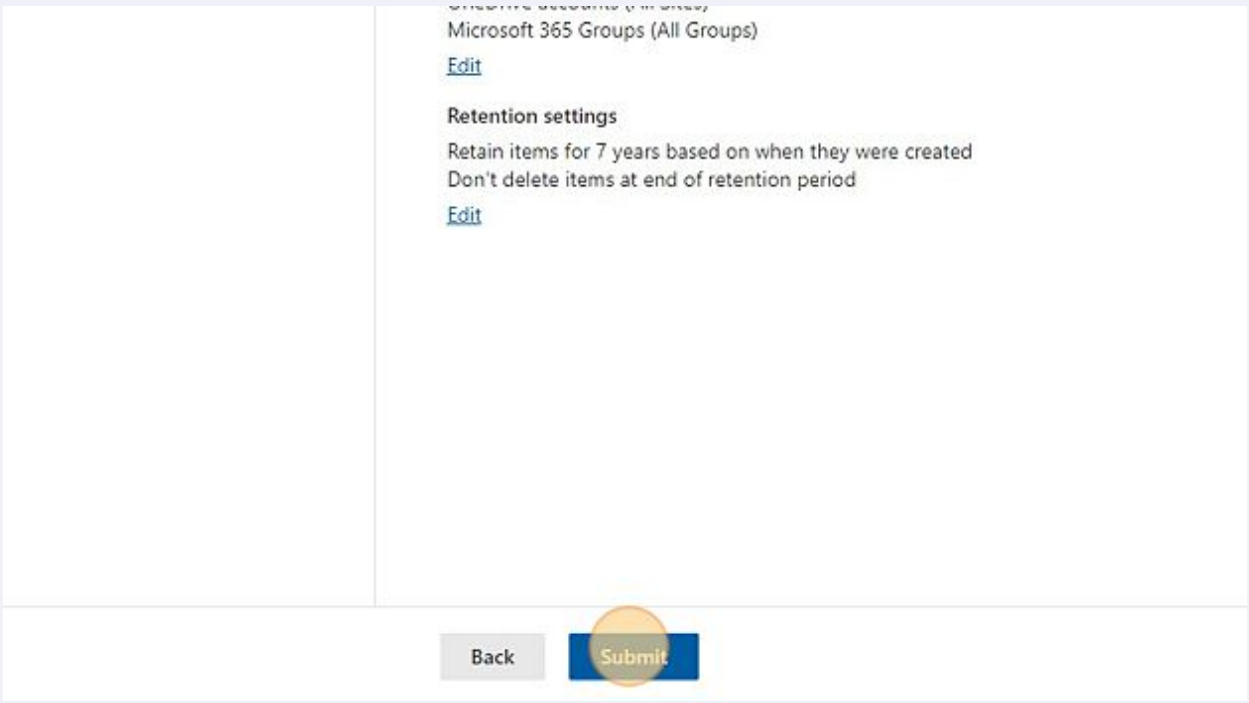



**10** Retain items for "7 Years" and "Do nothing" after the retention period.



## 11 Click "Next"




## 12 Click "Submit"