

# GSD. Outlook - Set an Archive Policy using Outlook Web Application (OWA)

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General Information:

Possible symptoms/errors:

User wants to know how to Set an Archive Policy using Outlook Web Application (OWA)

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Microsoft Outlook provides the ability to set the online archive policy for each folder in user's account. Archive policies control how long messages are left in an email folder before they're moved to an archive. Setting an online archive policy for each of user's mailbox folders allows emails to be automatically archived after a certain time period.

This article shows a guide on how to set this policy in Outlook Web Application (OWA).

Details:

Advise user to login to portal.office.com then to select the Outlook icon.

User must Right-click on the message or folder for which they want to apply a policy and select Assign policy.

From the Archive Policy drop-down menu, inform them to choose the archive policy they wish to apply.

Items in the folder will now be moved to the Online Archive after the time specified.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

Office portal online

<http://www.portal.office.com>