NEW RULES FOR E-MAILS

What will change?

All items older than 6 months will be deleted.

- Inbox (and its subfolders)
- Sent Items (and its subfolders)
- Deleted Items

These personal items will NOT be deleted.

What do you need to do?

Before 1 July, make sure you:

- Register all important, work-related e-mails in Ares via AresLook
- Create new folders directly within your mailbox to store e-mails you would like to keep for personal use

Remember:
If you create “new folders” within your Inbox or Sent Items, the “clean-up” rule applies!

From 1 July on:

- Continue registering all important, work-related e-mails in Ares via AresLook
- Regularly clean your mailbox:
  - Move important e-mails you would like to keep for personal use to folders within your mailbox
  - Delete unnecessary e-mails

More info:

DIGIT Service Catalogue
 Services for End-users → Email

Follow the mini-session “New rules for e-mails” (Subscribe in Syslog)