Dear colleagues,

As announced in January by the Secretary-General, from 1 July 2015 on, all e-mails which are older than 6 months and are in Inbox (and its subfolders), Sent Items (and its subfolders) and Deleted Items will be deleted automatically from your personal and functional mailboxes.

Why?

Good document management is essential for the institution. Important e-mails should be retrievable in Ares while storage in Outlook is appropriate only for short-lived or personal items.

What to do?

Before 1 July 2015

- Register all important, work-related e-mails in Ares via AresLook:
  - Animated tutorials for incoming and outgoing e-mails.

- If you would like to keep some e-mails for your personal use, create new folders directly within your mailbox (not under "Inbox" or "Sent Items").

As from 1 July 2015

- Continue registering all important, work-related e-mails in Ares via AresLook.
- Regularly clean your mailbox:
- Move e-mails you would like to keep for personal use to folders which are not affected by the "clean-up" rule;
- Delete unnecessary e-mails.

If you have any questions, please consult the FAQs in the DIGIT Service Catalogue.

Your Service Desk,
À partir du 1er juillet 2015

- Continuez l’enregistrement de tout e-mail important lié au travail dans Ares via AresLook.
- Nettoyez régulièrement votre boîte e-mail:
  - Déplacez les e-mails que vous souhaitez garder pour un usage personnel vers des dossiers qui ne sont pas affectés par le "nettoyage" automatique.
  - Supprimez les e-mails inutiles.

Si vous avez des questions supplémentaires, vous pouvez consulter les FAQ dans le DIGIT Service Catalogue.

Votre Service Desk,