1) **Important work-related emails** must be registered in Ares.

**How to do this?**

Registration of email can be done directly from Outlook with a tool called "Areslook" (currently being deployed on all the PCs). This “Areslook” will appear as a new tab in Outlook’s ribbon when you create or open an email.

Videos, documentation and FAQ available [here](#).

⇒ You must register in Ares any email that complies with the rules described below.

**How to decide what to register?**

Practical registration criteria are attached to the Secretary-General’s note ([Ares (2015) 182108](#)) on document management and access to documents. They can be consulted on the eDomec website, where you will also find additional guidance on document management.

2) From 1 July, an **automatic email clean-up policy** will apply.

**What is this policy?**

From this date, any email older than 6 months and located within your **Inbox**, **Sent Items** or **Deleted Items** (OR their subfolders if there are any) will be automatically deleted.

Let’s be clear: we are not talking about your personal folders or any other folder you may have created in your mailbox.

Let’s see with this example:

Concerned ⇒ Inbox
Concerned ⇒ because this is a subfolder of Inbox
Idem
Idem

NOT CONCERNED ⇒ as any folder other than Inbox/Sent items/Deleted items
Concerned ⇒ Sent Items
Concerned ⇒ Deleted Items

NOT CONCERNED ⇒ as any folder other than Inbox/Sent items/Deleted items

All the clarifications regarding the scope of this automatic deletion can be found [here for the personal mailboxes](#) and [here for the functional mailboxes](#).

**Practically speaking**

For any email received or sent and that you would like to keep for personal use, please do not forget to move them out of your inbox or sent items (or their subfolders).

⇒ Do not create new PST files.

⇒ Create new folders directly within your mailbox (like in the example above “Archive-Perso”) as there is enough space to store all your emails.

**Impact on existing PST files & Public folders ⇒ None**

- If your PST files have already been (or are about to be) imported into your mailbox, their emails are not concerned as they are not stored under your Inbox nor your Sent Items.
- Regarding the Public folders, the automatic deletion rule remains unchanged (anything older than 3 years and 2 months). More information [here](#).