

NEW RULES FOR E-MAILS

What will change?

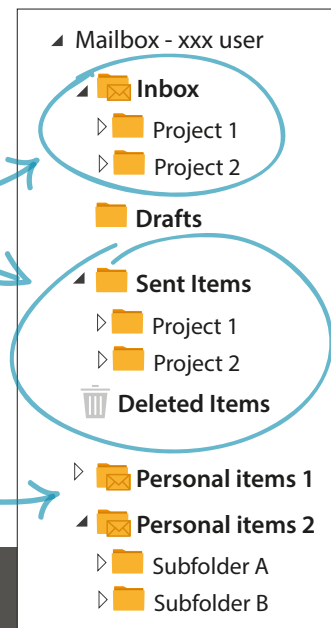
From **1 July 2015**,
all e-mails older than
6 months will be
deleted.

The “clean-up” rule applies
ONLY to e-mails in:

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

All items
older than
6 months
will be
DELETED

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!

BEFORE
AFTER



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”
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