NEW RULES FOR E-MAILS

What will change?

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!

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)

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