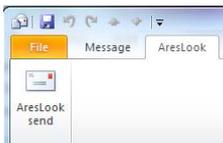


1) Important work-related emails must be registered in Ares.

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.

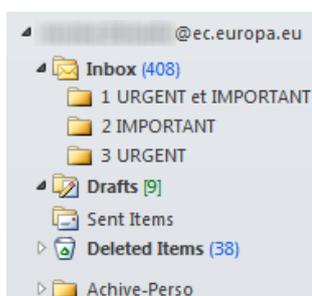
2) From 1 July, an **automatic email clean-up policy** will apply.

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](#).