



Email older than one year will be deleted on Sunday, Dec. 1

As a reminder, on Sunday, Dec. 1 we will continue the phase-in of the Prisma Health 120 day email retention policy by permanently deleting email older than one year. This applies to all Outlook folders (including notes). Messages in the deleted items folder will be permanently removed after 15 days.

The remaining transition schedule is as follows:

- Dec. 1: Email older than one year will be permanently deleted
- Dec. 31: Email older than 120 days will be permanently deleted

You can save emails older than the retention limit by using OneNote and PDF:

OneNote:

- Don't open the email
- Right click on the email you want to save
- Scroll down about two thirds of the way to OneNote and save it to a "Notebook" (folder) you have set up in OneNote

PDF:

- Open the email
- Select print
- Instead of selecting a printer, select PDF (it may say "CutePDF Writer" instead)
- After a moment, it will create a PDF you can save to a network or local folder
- This method will not