



Email older than two years will be deleted on Friday, Nov. 1

As a reminder, on Friday, Nov. 1 we will continue the phase-in of the Prisma Health 120 day email retention policy by permanently deleting email older than two years.

The remaining transition schedule is as follows:

- Nov. 1: Email older than two years will be permanently deleted
- 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 save any attachments from the email; those will need to be saved separately.