

The [UF email retention policy](#) has been officially implemented at UF on February 06, 2016. This policy automatically purges emails on the Inbox/Inbox sub-folders, Sent Items, and Deleted folders. Please look at the retention rules below.

Folder	Retention Period
Inbox/Inbox Sub-folders	3 Years
Sent Items	3 Years
Deleted Items	30 days

This policy applies to **\*all\*** UF mailboxes. Please think about any project or study mailboxes that you may have.

### Keeping a Message Permanently

The retention policy only applies to the Inbox, Sent Items, and Deleted folders. If you need or want to keep a message permanently, you can achieve this by moving the message outside the affected folders.

To do this, right-click where you see your email address (upper left corner), create a new folder, and move messages to your new folder structure.

If you are moving tons of messages at once, it might freeze your Outlook client. Consider working from [Gatormail](#).

For clarity:

<p>The folders highlighted below are <b>not</b> affected by the retention policy. The automatic retention rules <b>do not</b> impact folders outside the Inbox, Sent Items, or Deleted folders.</p>	<p>The automatic retention rules impact the Inbox, subfolders of the Inbox, Sent items and Deleted Items. Messages inside these folders will be automatically purged.</p>
	