

## Automatically Removing Older Emails from Exchange and Outlook



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## Automatically Removing Older Emails from Exchange and Outlook

In this guide, we'll explain how to automatically remove older emails from your mailbox, using Exchange and Outlook's features.

For all organizations already using archiving, this can be an efficient, hands-free way to cut down on the total number of items in Exchange and the disk space their email occupies, which enhances performance and stability.





Here, we'll set up an auto-archiving policy that deletes older emails automatically.

First, right-click on a folder and select 'Properties'. We've started with 'Inbox', but you'll need to repeat this process for each folder you want to clean automatically.



Now, click on the 'Auto-Archiving' tab and set it to archive items older than the 180 days (as shown), or whatever the desired amount of days/months/years may be.

Select the 'Delete' option, as shown.

ener	al Home Page AutoArchive Permissions Synchronization
D	o not archive items in this folder
À Ai	rchive items in this folder using the default settings
	Default Archive Settings
A	rchive this folder using these settings:
C	ean out items older than 180 🚔 Days 💌
0	Move old items to default archive folder
1	Move old items to:
	C:\Users\Administrator\Documents\Outlook Browse,
•	Permanently delete old items
(•	Permanently delete old items

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<ul> <li>Do not archive items in this folder</li> <li>Archive items in this folder using the default settings</li> <li>Default Archive Settings</li> <li>Archive this folder using these settings:</li> <li>Clean out items older than 180 Days I</li> <li>Move old items to default archive folder</li> <li>Move old items to:</li> <li>C:\Users\Administrator\Documents\Outlook Browse</li> <li>Permanently delete old items</li> </ul>	<ul> <li>Do not archive items in this folder</li> <li>Archive items in this folder using the default settings</li> <li>Default Archive Settings</li> <li>Archive this folder using these settings:</li> <li>Clean out items older than 180  Days </li> <li>Move old items to default archive folder</li> <li>Move old items to:</li> <li>C:\Users\Administrator\Documents\Outlook Browse</li> <li>Permanently delete old items</li> </ul>		eral Home Page AutoArchive Permissions Synchronization
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## In Exchange



Go to the Exchange Management Console (under Microsoft Exchange 2010 in the Start menu on your server).

Internet Explorer Internet Explorer Windows Update Accessories Administrative Tools Amazon Exclaimer Gladinet Maintenance Microsoft Exchange Server 2010 Exchange Management Console Exchange Management Console	Brad Shepard Documents Computer Network	
<ul> <li>Exchange ManagemeilManages the Exchange</li> <li>Exchange Server Help</li> <li>Microsoft Office</li> <li>Microsoft Silverlight</li> <li>Startup</li> </ul>	e e-mail system with the console Control Panel Devices and Printers Administrative Tools Help and Support Run Windows Security	<mark>2.</mark>
Back		

Go to 'Organization Configuration' and select 'Mailbox', then click 'Retention Policy Tags'.

😸 Exchange Management Console			
File Action View Help			
🗢 🧼 🖄 💼 🚺 💼			
<ul> <li>Microsoft Exchange</li> <li>Microsoft Exchange On-Premises (webinar1.webinar.local)</li> <li>Organization Configuration</li> <li>Mailbox</li> <li>Client Access</li> <li>Hub Transport</li> <li>Unified Messaging</li> </ul>	Mailbox Database Management Retention Policy Tags Create Filter Name	Database Availa Retention Policies Type	abil
<ul> <li>Server Configuration</li> <li>Mailbox</li> <li>Client Access</li> <li>Hub Transport</li> <li>Unified Messaging</li> <li>Recipient Configuration</li> <li>Mailbox</li> <li>Distribution Group</li> <li>Mail Contact</li> <li>Disconnected Mailbox</li> <li>Move Request</li> <li>Toolbox</li> </ul>	<ul> <li>I Month Delete</li> <li>I Week Delete</li> <li>I Year Delete</li> <li>S Year Delete</li> <li>6 Month Delete</li> <li>0 Default 2 year move to</li> <li>Legacy Emails</li> <li>Never Delete</li> <li>Personal 1 year move t</li> <li>Personal 5 year move t</li> <li>Personal never move to</li> <li>Recoverable Items 14 d</li> </ul>	Personal Tag Personal Tag Personal Tag Personal Tag Personal Tag All other folders in the mai Inbox Personal Tag Personal Tag Personal Tag Recoverable Items Folder	A A A A A A A A A A A A A A A A A A A

				12 objects	Actions
ise Avail	ability Groups	Sh	aring Policies	Address Lists	Mailbox
n Policies	s   Offlir	e Address	Book   Ado	tress Book Policies	New Mailbox Database
					🛯 📴 New Public Folder Database
	Action	1	Age Limit for Retention	Retention Enabled	🔋 💐 New Database Availability Group
	Delete and Allow Re	covery	30	True	🕺 New Sharing Policy
	Delete and Allow Re	covery	7	True	
	Delete and Allow Re	covery	365	True	New Address List
	Delete and Allow Re	covery	1825	True 🤇	🔍 🔍 New Retention Policy Tag
	Delete and Allow Re	covery	180	True	Rort Managed Folder
e mai	Move to Archive		/30	True	Rew Petention Policy
	Delete and Allow Re	COVARY	102	Falce	
	Move To Archive	COVELY	365	True	New Offline Address Book
	Move To Archive		1825	True	New Address Book Policy
	Move To Archive			False	Export List
older	Move To Archive		14	True	View
					Kerresit
					R Help

A 'wizard' will open to guide you through creating your retention policy.

First, select the folder you want to clean from the drop-down menu shown below. We've selected 'Inbox' and, as you'd expect, to clean 'Sent Items' or 'Drafts', you'd need separate policies for each.

<ul> <li>Introduction</li> <li>Completion</li> </ul>	Introduction Retention policy tags allow you to control the lifespan of message in the mailbox. Tag Name:
	Тад Туре:
	Inbox
	All other folders in the mailbox Contacts Conversation History Deleted Items Drafts
	Inbox Journal Junk E-Mail Notes Outbox Personal Tag
	Recoverable Items Folder RSS Feeds Sent Items Sync Issues
	Personal Tags are a premium feature. Mailboxes with policies that contain these tags require an Exchange Enterprise Client Access License (CAL).

Define the number of days an email can be held for. In this example, we've set this to 180, which means emails more than 180 days old will be deleted.

Introduction Completion	Introduction Retention policy tags allow you to control the lifespan of message in the mailbox. Tag Name:
	Тад Туре:
	Inbox
	Age limit for retention (days):     Action to take when the age limit is reached:
	Delete and Allow Recovery
	<ul> <li>Disable this tag (items are never expired, moved, or deleted)</li> <li>Comments:</li> </ul>
	2
	Personal Tags are a premium feature. Mailboxes with policies that contain these tags require an Exchange Enterprise Client Access License (CAL).

Finally, enter a name for your retention policy and click 'New' to create your retention policy.

Introduction Completion	Introduction Retention policy tags allow you to control the lifespan of message in	the mailbox.
	Clean-Up Policy	
	Тад Туре:	
	Inbox	<b>•</b>
	Age limit for retention (days):	180
	Action to take when the age limit is reached:	•
	C Disable this tag (items are never expired, moved, or deleted) Comments:	
		*
	Personal Tags are a premium feature. Mailboxes with policies th require an Exchange Enterprise Client Access License (CAL).	at contain these tags

The Exchange Management Console will display a progress bar briefly while it creates the policy, followed by a 'Success' message to confirm the policy was created successfully.

Click 'Finish' to exit the wizard.

Introduction Completion	<b>Completion</b> The wizard completed successfully. Click Finish to close Elapsed time: 00:00:00 Summary: 1 item(s), 1 succeeded, 0 failed.	e this wizard.	
	Clean-Up Policy	🕜 Completed	*
	Elapsed Time: 00:00:00	- Type 'Inbox' -Comment " ction 'DeleteAndAllowRecovery'	
	To ensure the contents of this page, prove CTPL -C		



Click 'New Retention Policy', as highlighted below, or right click in a blank area and select 'New Retention Policy'.



New Re	etention Policy				
Introduction	A retention policy gro	ups together a set of r it you can assign multi	message retention	settings, which ar to a mailbox in a si	e called nole step
<ul> <li>New Retention Policy</li> <li>Completion</li> </ul>	Name:     Older Email Removal       Add tags to the retention policy:				
	Name	Туре		Action	
					Þ
Help			< Back	Next >	Cancel

Then, click 'Add' to associate the appropriate Retention Policy Tags with it. In this example, tags for removing older email in the inbox and sent items folders have been selected. Hold 'CTRL' to select more than one tag at once. Click 'Ok' when you've selected all the desired tags.

💐 Select Retention Policy	Tag		- 🗆 ×
File View			
Search:	Find Now Clear		ed
Name 🔺	Туре	Action	Age Lim <sup>te</sup>
, 🗟 1 Month Delete	Personal Tag	Delete and Allow Recovery	30
🗟 1 Week Delete	Personal Tag	Delete and Allow Recovery	7
🗟 1 Year Delete	Personal Tag	Delete and Allow Recovery	365
🗟 5 Year Delete	Personal Tag	Delete and Allow Recovery	1825
🗟 6 Month Delete	Personal Tag	Delete and Allow Recovery	180
🗟 Default 2 year move to a	All other folders in the mailb	Move To Archive	730
🗟 Never Delete	Personal Tag	Delete and Allow Recovery	-
🔍 Older Inbox Email Remo	Inbox	Permanently Delete	50
🛋 Older Sent Items Email R	Sent Items	Delete and Allow Recovery	30
Rersonal 1 year move to	Dider Inbox Email Removal	Move To Archive	365
Rersonal 5 year move to	Personal Tag	Move To Archive	1825
Rersonal never move to	Personal Tag	Move To Archive	0.000
Recoverable Items 14 d	Recoverable Items Folder	Move To Archive	14
•			
		ок с	ancel
2 object(s) selected.		13 object(s)	found.

Click 'Next' when you've selected all the desired tags for this policy (e.g. tags for sent items, inbox, junk, etc.)

New Re	tention Policy		
Introduction Select Mailboxes	Introduction A retention policy groups together a set of m retention tags, so that you can assign multip	essage retention se le retention tags to a	ttings, which are called a mailbox in a single step.
<ul> <li>New Retention Policy</li> <li>Completion</li> </ul>	Name: Older Email Removal Add tags to the retention policy:		
	Name Type Clder Inbox Email Remo Inbox Clder Sent Items Email R Sent Items Older Sent Items Older Sent Items	: ms Email Removal	Action Permanently Delete Delete and Allow Recover
			Þ
Help		< Back	Next > Cancel

Click 'Add' to add the mailboxes this should apply to.

	tention Policy
Introduction	Select Mailboxes
Select Mailboxes	Specify the mailboxes to which this retention policy applies. You can also apply the retention policy to mailboxes at a later time:
🔲 New Retention Policy	Add ×
Lompletion	Add object to list
	Personal Tags are a premium feature. Mailboxes with policies that contain these tags require an Exchange Enterprise Client Access License (CAL).

Now select the mailboxes this should apply to. You can press 'CTRL' and 'A' to select all of the visible mailboxes, which can save time. Hold 'CTRL' and click a mailbox if you'd like to de-select that one, while keeping the rest selected. Click 'Ok' when you've selected all the mailboxes you want this retention policy to apply to.

	🍕 Select Mailbox - Entir	e Forest		
	File View Scope			
Intro	Search:	Find Now Cle	ar	
Sele	Display Name 🔺	Alias	Recipient Type Details	Primary etention
Mau	📰 Brad Shepard	Administrator	User Mailbox	Brad.Sh
I IACA	Elizabeth Jackson	EJ	User Mailbox	Elizabet
Corr	ExclaimerSIUS	ExclaimerSIUS	User Mailbox	Exclaim
	Eawrence Billingsley	LB	User Mailbox	Lawrend
	📰 Walt Karenski	WK	User Mailbox	Walt.Ka
	•			► tags
			OK	Cancel
			E al tant	10 1 1

Check to ensure all the desired mailboxes have been selected and click 'Next' when ready.

New Re	etention Policy
Introduction	Select Mailboxes
Select Mailboxes	Specify the mailboxes to which this retention policy applies. You can also apply the retention policy to mailboxes at a later time:
New Retention Policy	🛟 Add 🗡
Completion	Display Name       Organizational Unit         Brad Shepard       webinar.local/Users         Elizabeth Jackson       webinar.local/Users         Lawrence Billingsley       webinar.local/Users         Walt Karenski       webinar.local/Users         Walt Karenski       webinar.local/Users         Personal Tags are a premium feature. Mailboxes with policies that contain these tags
Help	<pre></pre>

The wizard will display the tags and mailboxes associated with your policy. Ensure they're correct before clicking 'New', which will create and apply the new policy.

Introduction	New Retention Policy		
Select Mailboxes	Summary: 5 item(s), 1 succeeded, 0 failed.		
New Retention Policy	🚭 Older Email Removal	🕢 Completed	\$
	New-HetentionPolicy -Name 'Ulder Email Remova Inbox Email Removal', 'Older Sent Items Email Rem Elapsed Time: 00:00:00	('-RetentionPolicy I agLinks 'Uld ioval'	er
	Elansed Time: 00:00:00		~
	Elizabeth Jackson	Pending	\$
	📇 Lawrence Billingsley	Pending	\$
	🚜 Walt Karenski	Pending	*

If successful, the 'New Retention Policy' wizard will display a 'Completed' next to each component of the policy. Click 'Finish' to close the wizard and finish creating your policy.

	tention Policy	
Introduction     Select Mailboxes     New Detention Deliver	<b>Completion</b> The wizard completed successfully. Click Finish to close this wizard. Elapsed time: 00:00:01 Summary: 5 item(s), 5 succeeded, 0 failed.	
Conclusion Folicy	🚱 Older Email Removal	eted 🗴 🛋
	Exchange Management Shell command completed: New-RetentionPolicy -Name 'Older Email Removal' -RetentionPolicyTagl 'Older Inbox Email Removal','Older Sent Items Email Removal' Elapsed Time: 00:00:00	
	Administrator 🕜 Comple	eted 🗙
	Exchange Management Shell command completed: 'webinar.local/Users/Administrator'   Set-Mailbox -RetentionPolicy 'Older   Removal' Elapsed Time: 00:00:01	Email
	🚜 Elizabeth Jackson 🕜 Comple	eted 🛠
	Exchange Management Shell command completed: 'webinar.local/Users/Elizabeth Jackson'   Set-Mailbox -RetentionPolicy '( Email Removal'	Older
	Elapsed Time: 00:00:00	
	Lawrence Billingsley	eted 🗙 💌
1	To copy the contents of this page, press CTRL+C.	
Help	< Back Finish	Cancel