

The LSUHSC N.O. email archive permanently retains a copy of all email items sent and received by LSUHSC N.O.

Academic email users. Email items will be accessible in the email archive within 1-2 days of when they are sent or

received by a user's mailbox. Even if email items are deleted from a user's mailbox, the email items will be retained in

the email archive. Email items cannot be deleted from the email archive. A folder named "Archive LSUHSC" has been

added to users' mailboxes that allows users to browse for, search, and view archived email items.

The email archive system is configured to delete email messages older than 180 days from users' mailboxes. This

process will only delete email messages from users' mailboxes; it will not delete Contacts, Calendar entries, Notes,

Journal entries or Tasks. All items that are deleted by this process will reside in the email archive system and can be

accessed through the "Archive LSUHSC" folder in users' mailboxes.

**\*\*PLEASE FOLLOW THE LINK BELOW TO ACCESS TUTORIAL DOCUMENTATION AND VIDEO TRAINING REGARDING THE LSUHSC-NO EMAIL ARCHIVING.\*\***

<http://www.lsuhsoc.edu/administration/cs/email/archiving/>