

You can create top-level personal folders within your mailbox both to **save important documents** and to help organize the content of your Office 365 account. You may create these folders in the web-based Outlook Web App (OWA) or in your Outlook email client and they will appear on every computer and device on which you have your USC Office 365 account set up.

Top-level folders are email folders that are at the same level as your account's default email folders including the **Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Notes,** and **Clutter** folders. ITS recommends organizing your email using top-level folders instead of using subfolders within the default email folders listed above.

**NOTE:** Subfolders of your Inbox are **NOT** considered top-level folders.

In order to save your current emails you'll need to create a *top-level folder* in your *Named* or *Favorites* section.

You can do this by clicking the *Plus Symbol (+)* next to your;

Favorites +

Or under your Named folder;

e.g. Gero User +

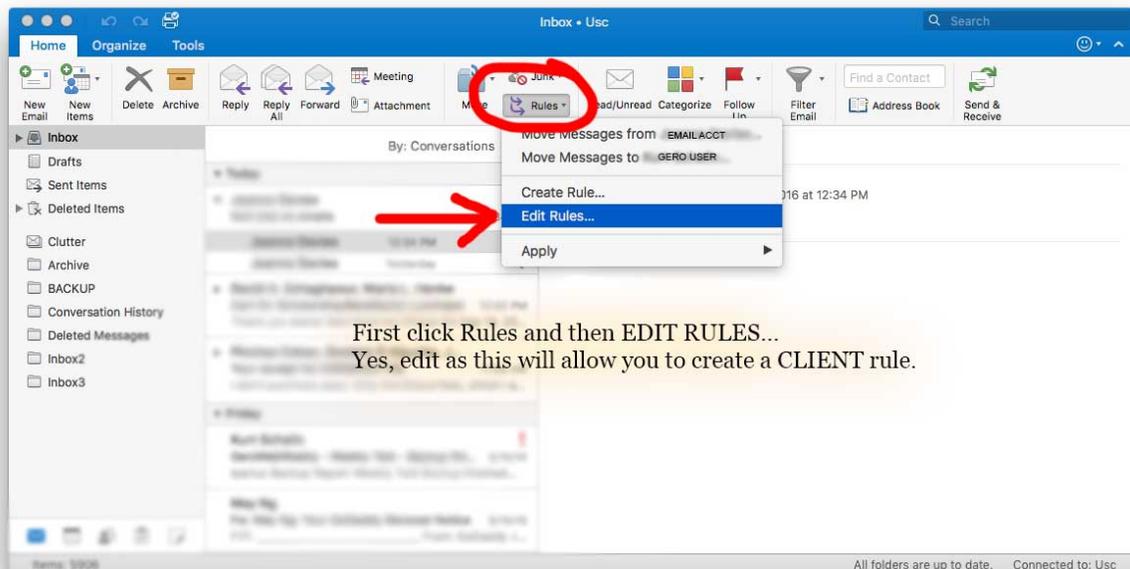
After clicking the Plus Symbol (+) It will prompt you to enter the name you would like to use for this new folder. Call it something you'll remember as your secondary inbox;

Inbox2, Saved\_inbox, OldEmails,

or other descriptive title.

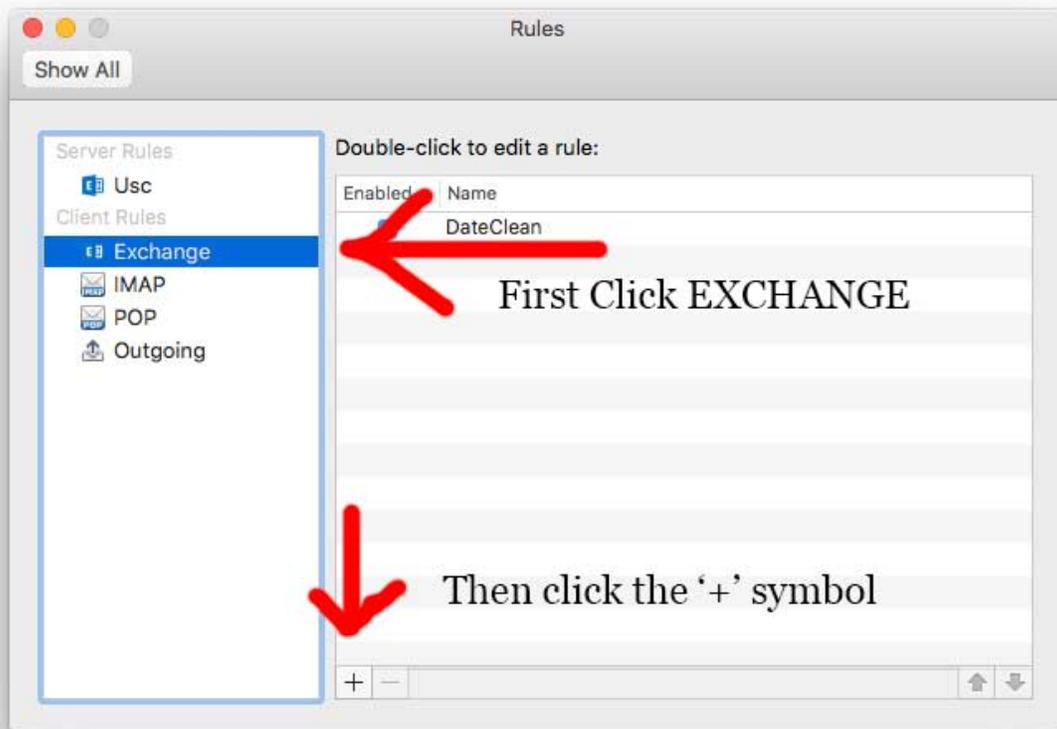
After you've created your top-level folder we can now create a **Rule** to move all the emails from your *Named folder* to the secondary folder. (We'll use **Inbox2** in this example as the new *Top-Level Folder*.)

RULE Creation (This needs to be done in OUTLOOK not Office365)

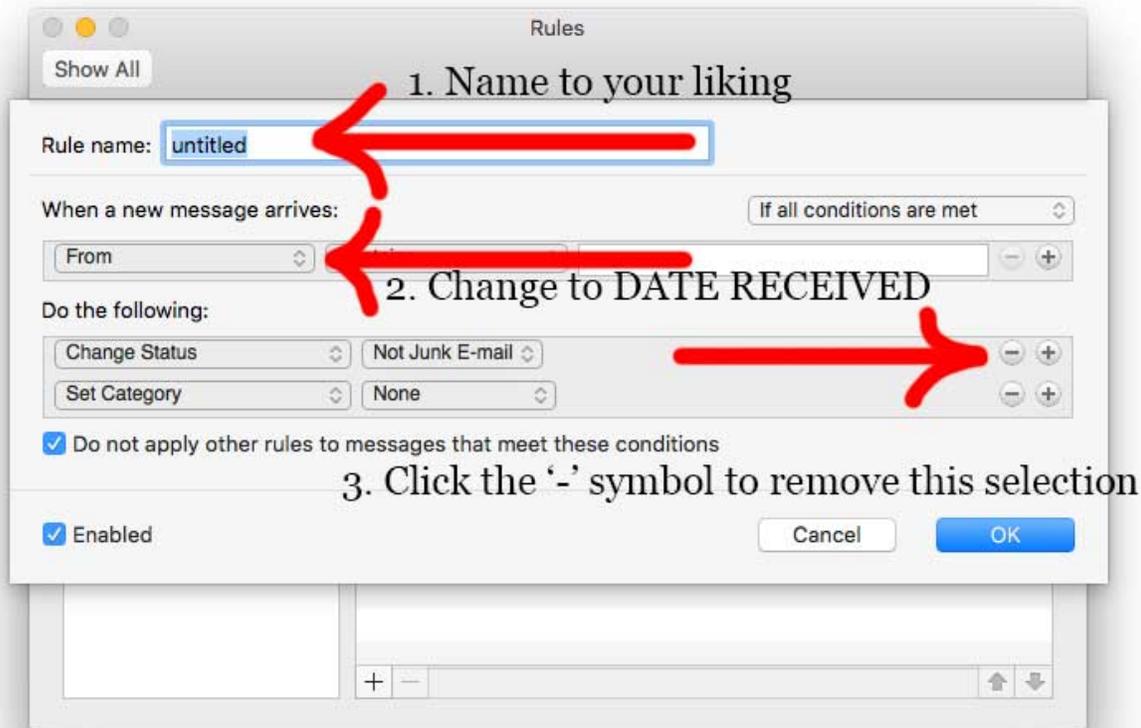


Under *Home* click RULES, then click **EDIT RULES** to create a CLIENT RULE

Under **Client Rules** click *Exchange*, then click the Plus Symbol (+) at the bottom of the dialog box.

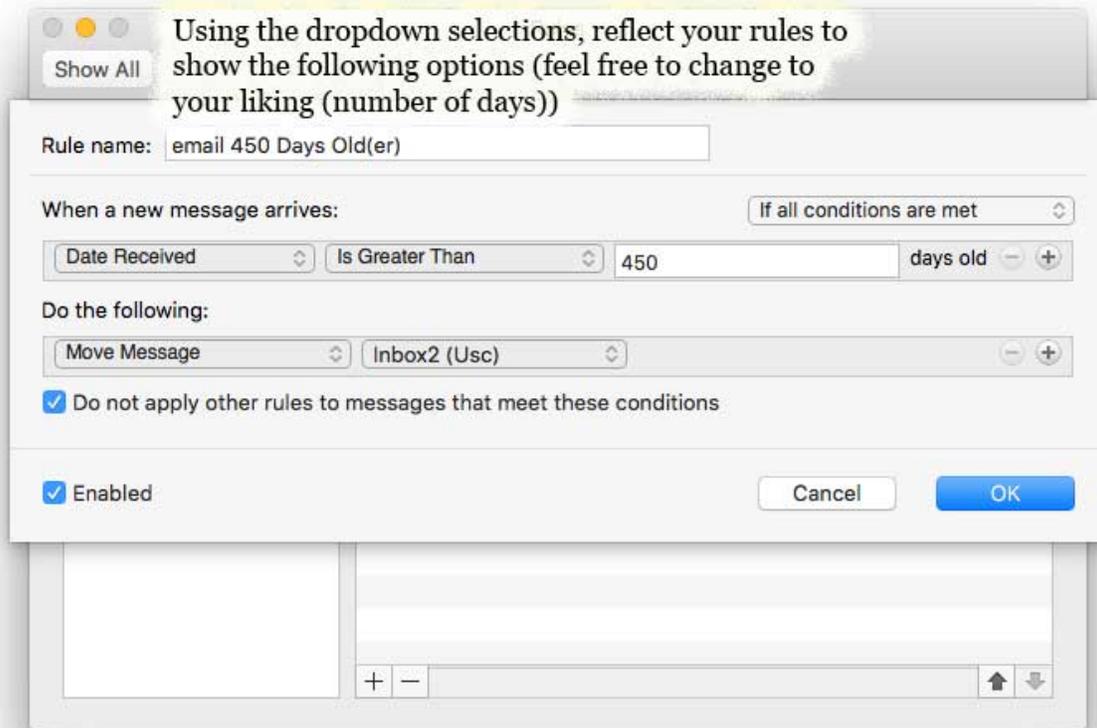


1. Under *Rule Name*, enter a descriptive name you'll remember when you go back to this 6 months from now.
2. Change the *From* drop down selection to to; **DATE RECEIVED**



3. We only need one "Do the following" sections so use the Minus Symbol (-) to remove the unneeded extra bits.

Match this window with the settings you prefer or just copy them as shown.



Change the number of days to how many you'd like to move to your new *Top-Level Folder* you created in step 01, (Inbox2)

When USC begins their purge, the messages in your *Named folder* (Gero User) will be truncated/removed older than 16 months (~480 days).

The Top-Level folder you've created in this worksheet will protect your older emails while keeping them available for future reference.