Assign a retention policy to an email folder. Retention policies control how long your messages will be saved.

- In the Navigation Pane, right-click a mail folder to bring up the shortcut menu and select Properties.
- Select the Policy tab and choose your Folder Policy. By default, a folder will automatically use any policy that's already been assigned to its parent folder.

To recover a message that was removed by a retention policy:
- Use Recover deleted items in your Deleted Items folder. If the item is no longer in your Deleted Items folder, see Recover deleted items or email in Outlook on the web.
- When you recover an item, you have to either put it in a folder that doesn’t have a policy associated with it, or remove the policy from the item after you recover it. Otherwise, the item may be removed again.