

ARCHIVE – DON'T DELETE

Why?

Good News – we are not limited by space in email – no *Inbox is full* message anymore.

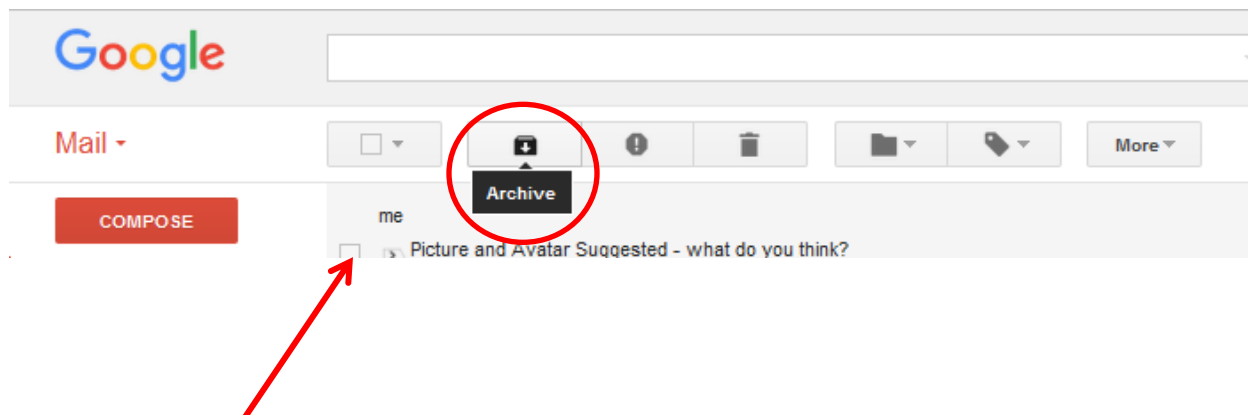
Bad News – the school can no longer back up email.

School News – Schools are required by law to have email records of every ***school-related*** email in case of a legal suit.



What this means to **you**:

When you are purging your inbox, you will need to click the Archive icon instead of the delete button.



You can click the box in front of the email and archive several at once.

Extra What

Good News – you **can** delete any sales promotionals, pharmaceutical ads and cat videos from your mother – anything not school-related.

More Good News – you can use the search box in the email and it will find archived, forgotten, mistakenly purged emails.

