

Data Clean-Up: Email Inbox

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This article reviews general tips and guidelines to cleaning up your College email inbox!

See also:

- [Data Storage Handling Guidelines](#)
- [Data Handling Policy](#)
- [Data Clean-Up: Storage Drives \(C:, H:, S:, Q:, and more!\)](#)

Know where to look

Think about senders who would be **likely to send you sensitive data**. Use the Outlook Web App's **search and filter tools** to locate these messages. Also search for messages with attachments.

Tips for before you begin

- Think twice, delete once
- Create a "to delete" folder if you're hesitant
- Delete all P.I.I. (personally identifiable information)

Step 1: transfer data that does not belong

Need to reference an attachment in the future? **Save it to the H: and S:** before **deleting** it from your inbox. If the data can be easily retrieved from a secure location, do not store it in your email.

Step 2: delete files that are no longer needed

LITS strongly recommends following the [College's Record Retention Policy](#).

Be sure to **discuss with your colleagues** when working in **shared mailboxes**.

- Delete files that are [not permitted in your inbox](#)
- Delete files that can be **retrieved from another source** (e.g., BIONIC, Financial Edge, Moodle, etc.)
- Create a [sweep rule](#) to quickly delete or archive large quantities of email

Step 3: data storage tips

- Are you being sent sensitive data unnecessarily? **Ask the sender to stop!**
- Learn how to recognize [phishing and spam](#)
- **Logout** of Webmail when you're finished
- **Lock your devices** when not in use
- Protect your devices with a **strong pin** or **password**

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the [Help Desk](#)!

Phone: [610-526-7440](tel:610-526-7440)

Email: help@brynmawr.edu

Location: Canaday Library 1st Floor
