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**!

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