

This monthly reminder is part of an essential office-wide cleanup effort of all electronic records.

****HOW TO SEARCH… the entire Outlook email account
Click on the down arrow to search emails from your “Current Mailbox”



Enter search word in area that says “Search Current Mailbox”

We have provided the attached a list of “search words” to help you easily identify records that may be use to search your email, personal drives and shared drives.

Thank you for your attention as we free space on our servers and networks, reduce risk to the office by deleting personal and private email, improve our productivity and prepare to move to a new facility.

Please contact us if you have any questions.

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