Zimbra retention/disposal setup

aka disposal of the old emails

Setup via web client

Log into zimbra web client https://mail.cerge-ei.cz

Rigth click folder \rightarrow Edit Properties \rightarrow tab Retention \rightarrow check [x] Enable Message Disposal

Enter the time period after which deletion/disposal will take effect.

C zimbra	
Mail Contacts Calendar	
🖂 New Message 🔹	
▼ Mail Folders 🔅	
▶ 🗄 Inbox (604) 🔹	
💼 Sent 🛛 🗔 New Folder [nf]	
🗊 Drafts (: 🍛 Mark All as Read	
Junk (1) Cmpty Folder	
Trash	
Move	
🔲 Archives 🦰 Delete	
Edit Properties	
Detekov 🗋 Open in tab	
🔲 RSS Fee 💠 Expand All	
Templates	
Folder Properties	
Properties Retention	
 Enable Message Retention Messages in this folder which fall within the retention range will require explicit confirmation before being deleted. Retention Range: Custom ▼	
	OK Cancel

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