

# Zimbra retention/disposal setup

aka disposal of the old emails

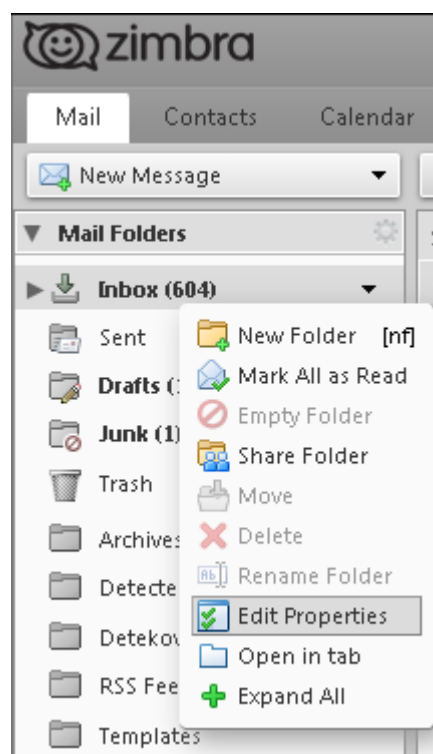
- **Clean messages** older than ...Retention could help to solve smoothly the mailbox maintenance.
  - It keeps emails in choiced folder (e.g. INBOX) for only a few weeks or months.
  - You can keep choiced messages permanently moved to other folder, if you need.
- You can set specific retention period for any folder (unlimited by default) to be cleaned automatically by its shredding conditions.

## Setup via web client

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

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

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



**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  years

☒ **Enable Message Disposal**  
Messages in this folder which are older than the disposal threshold will be subject to automated cleanup and deletion.  
Disposal Threshold: Custom  1 months

OK

Cancel

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