



Your Inbox Isn't a Vault: Why Email Archiving Matters

Your email inbox may seem like a convenient all-in-one storage solution, but relying on it for permanent storage poses serious security risks. Embracing email archiving as part of your data protection strategy can help safeguard sensitive information and reduce clutter.

Common Archiving Methods and Best Practices

Organizations use different approaches to email archiving. Sometimes, the process is automated, with rules that automatically move emails of a certain age to the archive. In other cases, it might be a manual task for users. You may see an "Archive" button in your email client that moves messages to a separate folder, effectively taking them out of your main inbox.



What Is Email Archiving?

Email archiving securely moves older emails from your inbox to a separate storage location, reducing exposure to hackers, improving inbox performance, and organizing information. This keeps data accessible when needed while storing it safely out of immediate reach.



A few suggestions to manage your email more securely:

1

Clean House Regularly: Set aside time each week or month to move emails you no longer need for immediate action out of your inbox.



2

Save Attachments Separately: Download important files and save them to a secure, shared drive or document management system. Once saved, you may not need to keep the email.



3

Understand Your Policy: Be familiar with your organization's data retention policy. It will guide you on what to keep for how long, and when it's appropriate to delete information.



4

Think Before You Send: Consider if email is the best channel for sharing sensitive data. Use secure file-sharing services or other company-approved tools when possible.



By viewing email as a communication tool rather than a storage locker, you can take a proactive step toward protecting your data and your organization's information. It's a collaborative effort, and developing good digital habits is a cornerstone of a strong security culture.