

Deleting and storing information for M365

What you need to do and why
August 2026

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What is deleting and storing?

This is a preparatory activity for the move to M365 where we:

- Ensure the **correct information is included**
- Managing sensitive personal data and confidential information correctly.
- Minimizing risks and ensuring migration becomes a smooth process.

Deletion and storing contributes to a secure, safe and smooth migration!



May I delete old emails?

Delete emails that contain:

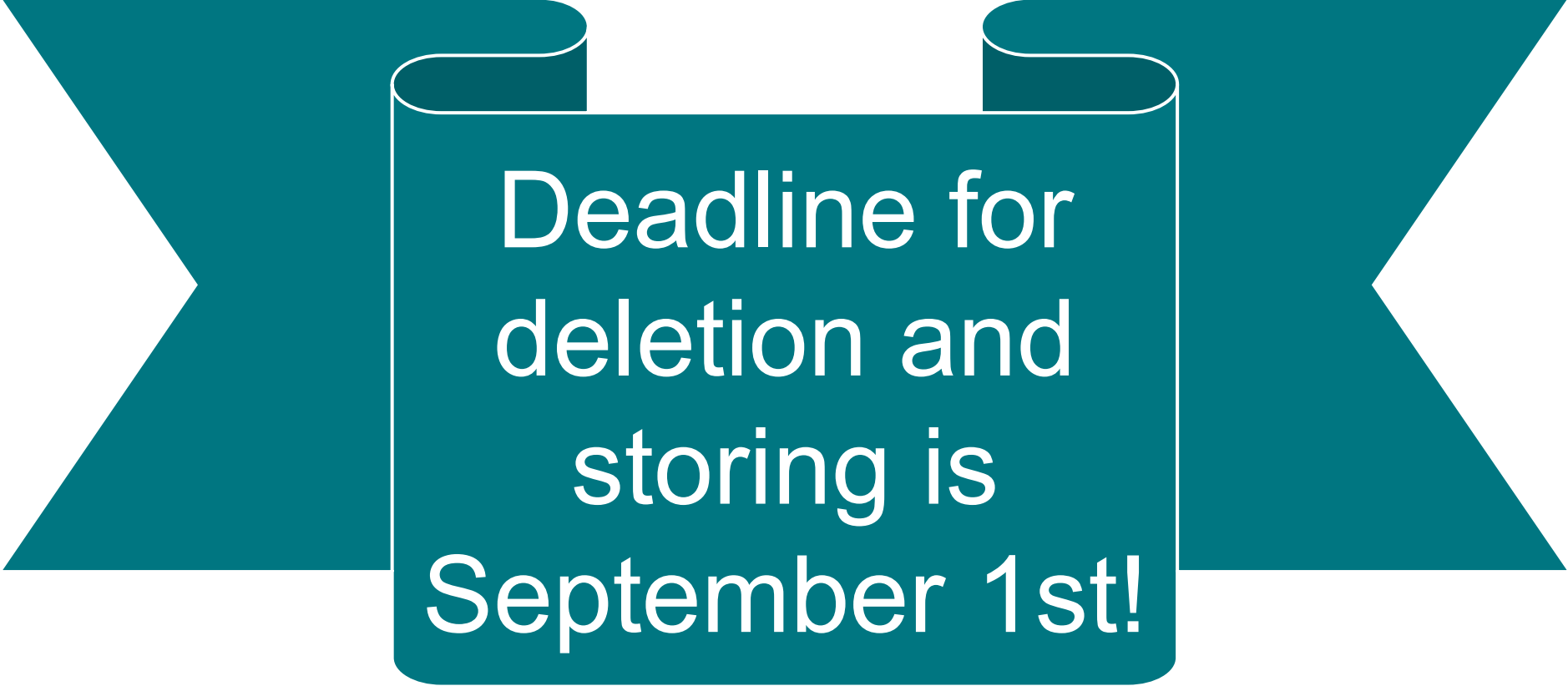


- ✓ Information of lesser importance
- ✓ Invitations and calendar bookings
- ✓ Practical questions: "will you be here at 10?", "Thank you!"
- ✓ Private emails.

Save emails that contain:



- ✓ Decisions and approvals that are not in the register
- ✓ Instructions, orders and agreements
- ✓ Supporting documentation in cases
- ✓ Communication with external parties that affects operations

A large teal banner with a white border and a slight 3D effect, containing the text "Deadline for deletion and storing is September 1st!".

Deadline for
deletion and
storing is
September 1st!

What are we not allowed to manage in M365?

Sensitive personal data:

-  Health
-  Trade union membership
-  Genetic data and biometric data used to identify a person
-  Ethnic origin
-  Political opinions
-  Religious or philosophical beliefs
-  A person's sex life or sexual orientation

NB: Personal Identity Number and salary are not sensitive personal data, but should only be stored when needed.

What are we not allowed to manage in M365?

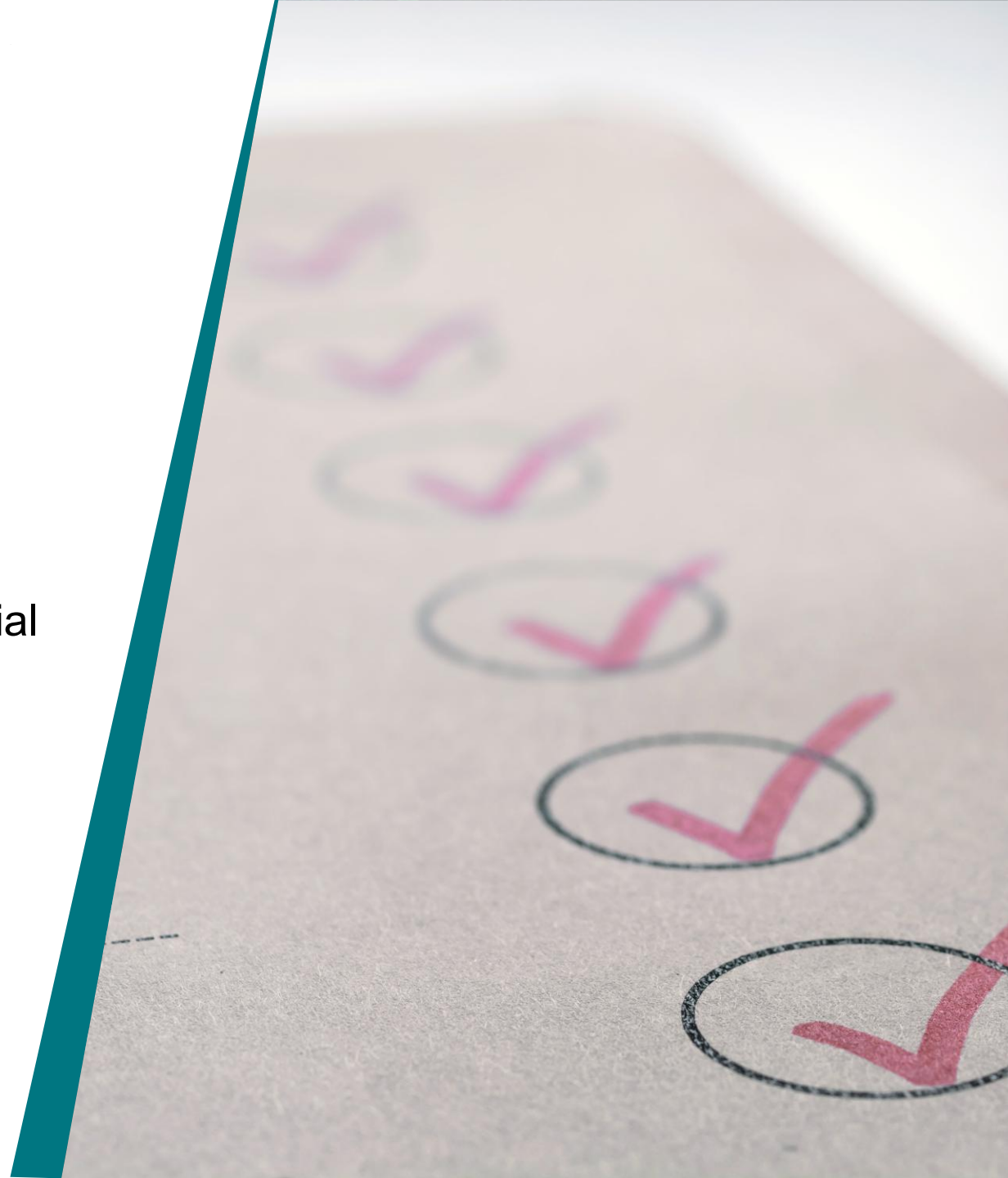
Confidential information, for example:

-   Staff or student matters where disclosure could be detrimental to the individual
-   Private addresses and phone numbers
-   Unpublished research where disclosure could harm the research or collaborations.
-   Contract and collaborative research
-   Information relating to animal husbandry, disease control or biosecurity
-   Contractual and procurement information
-   Security-sensitive information concerning premises, systems or protective measures.

What do you need to do?

Three main tasks:

1. **Delete or save emails** that contain confidential or sensitive information.
2. **Delete or move documents** containing confidential or sensitive information to local servers.
3. **Clean you emails in general**



This is how you save emails

Option 1: Drag and drop (.msg)

- Open a folder on a local server in Explorer
- Drag your mail from Outlook to the folder
- It is saved as a .msg file (including attachments)
- The mail is opened in Outlook

Option 2: Save as PDF

- Open the email
- Choose *Print* → *Microsoft Print to PDF*
- Save in your home directory



This is how you move documents

Save sensitive/confidential documents from email or SharePoint on SLU's local server.

Documents for own use

1. Open **Explorer/Finder**
2. Click on **Documents**. This is your home directory.
3. Save files in your **home directory**.

If you are missing it:
contact **support@slu.se**

Documents that are to be shared (Restricted)

Ordered via IT:

1. Go to support.slu.se, log in to the Top-Desk self-service portal
2. **Click on IT infrastructure** (IT-infrastruktur)
3. Select **Storage services** (Lagringstjänster)
4. Select **Storage for group- Restricted folder** (Lagring för grupp – Restricted mapp) and follow the instructions
5. Find the folder in **Favorites (Explorer)** or add in **Finder (Mac)**

Hints & Tips – to consider before moving to M365

1 Reduce risk – not perfection

Cleansing is about reducing risk:

- Begin with high-risk information
- Don't get stuck in details
- Single emails can be deleted or moved later

2 Begin with sensitive content

- Health, sick leave
- Classified procurements
- Student- and personnel issues

3 Use search – key words help

Examples:

- "sick", "health", "doctor"
- "certificate", "adaption"
- "confidential", "procurement"

4 Work with folders

Begin with folders that often contain sensitive information:

- Student issues
- Personnel issues
- Procurements

5 Use age as a support

- Older emails are often:
 - no longer relevant
 - simpler to remove in larger quantities
- Delete older emails first.
- Focus on what you still actually need

6 If you are uncertain

- Use our Q&A and support material on the intranet.
- Contact Service Desk

Examples of keywords

Procurement or offer	Personnel Issues	Health	Protected/personal contact information	IT and security information	Identity	Research
proposal	reassignment	sick/ill	protected identity	password	religion	research data
procurement	retirement	diagnosis	protected registration	access	politics	raw data
RFP	rehabilitation	doctor's certificate	private address	security measure	party	survey
evaluation	sick leave	healthcare	home address	login	union membership	interview
supplier/vendor	payroll matter	rehabilitation	relative/next of kin	incident	union	collaboration
	diciplinary case	allergy				company
		burnout				
		sick note				

Transformation Project

Purpose

- To address the organisational impacts of the Microsoft 365 programme in a safe and timely manner.

Goal

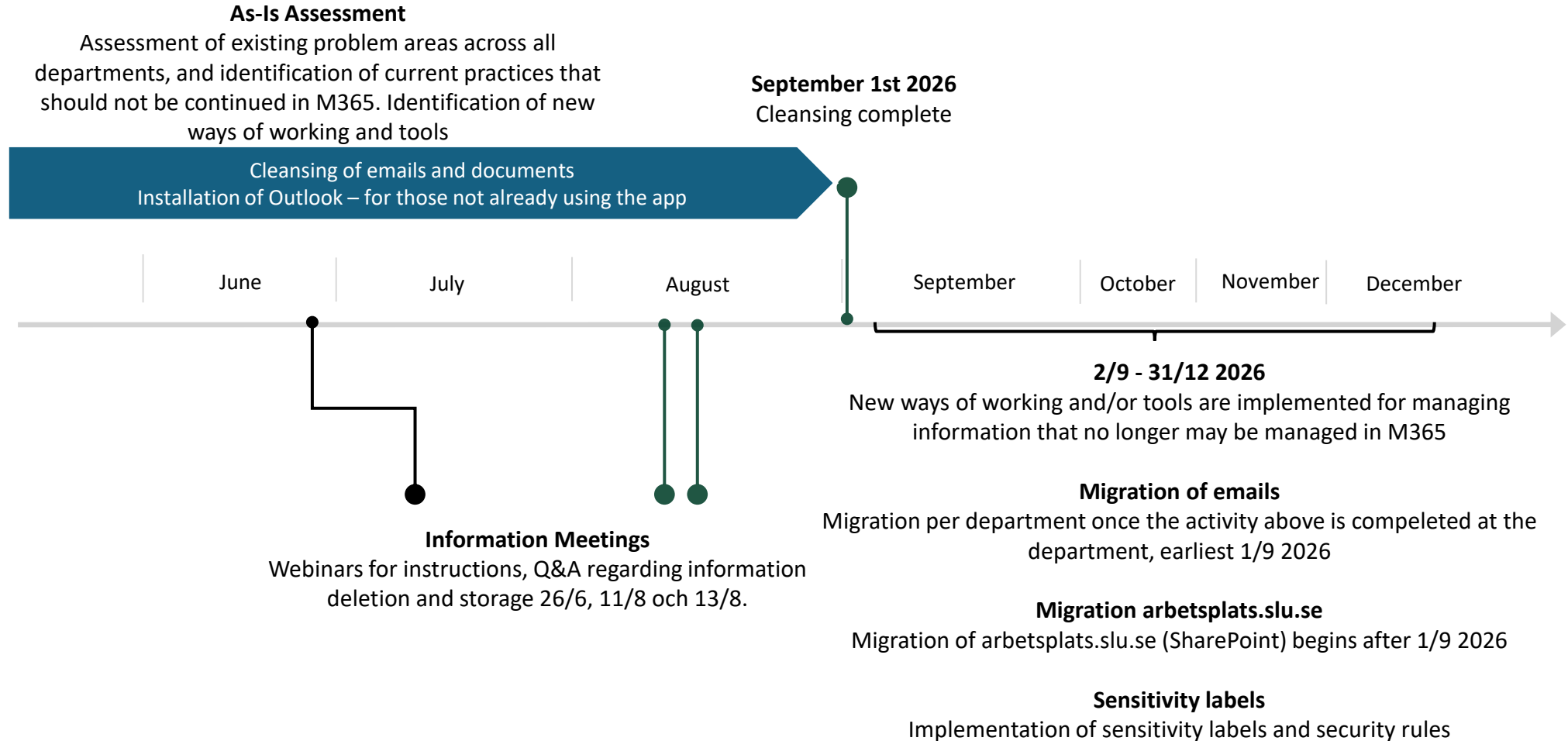
- Identify and solve prioritized issues
- Set the migration timeplan per institution
- Capture any other needs outside of M365

Examples of processes that manage sensitive or confidential information

- Functional mailboxes that receive sensitive information
- Sensitive personal information that is shared via mail
- Student's information about disabilities
- Confidential research information is shared externally



Timeline



More information

- internet.slu.se/365
- Intranet homepage
- Service Desk

The Microsoft 365 Migration

Part of SLU's initiative to modernise our digital workplace. By moving email, files and collaboration platforms to Microsoft 365, we are creating a safer, simpler and more future-proof IT environment for the entire university.

[About the project](#)[Do like this - two steps](#)[Q&A](#)[Tutorial](#)



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EDUCATION **FOR**
SUSTAINABLE
LIFE