

# Archiving rules common usage

Here some typical cases of archiving rules

## Discard Draft mails

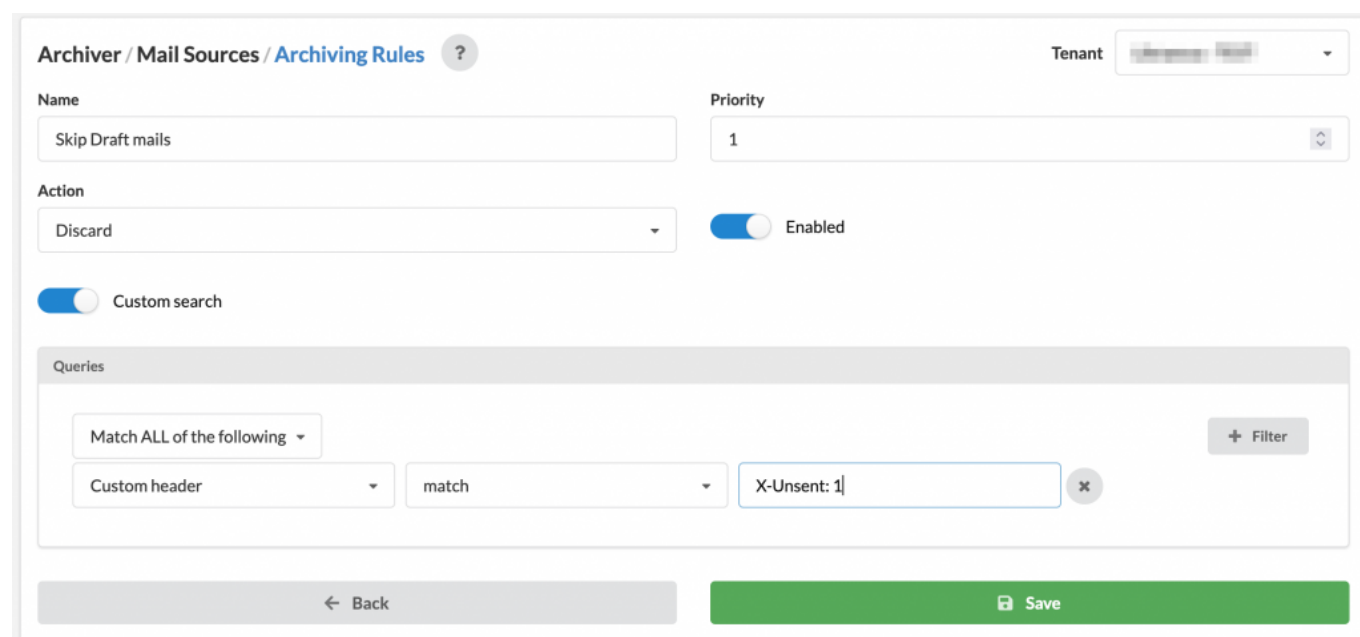
avoid to import any draft mail from any source

Action: **Discard**

Custom search: **on**

Query condition: **Custom header > Match > X-Unsent: 1**

### Example



The screenshot shows the configuration page for an archiving rule. The breadcrumb is "Archiver / Mail Sources / Archiving Rules". The tenant is "Microsoft 365". The rule name is "Skip Draft mails" and its priority is "1". The action is set to "Discard" and is enabled. The "Custom search" toggle is also enabled. Under the "Queries" section, the condition is set to "Match ALL of the following", with a single rule: "Custom header" with the operator "match" and the value "X-Unsent: 1". At the bottom, there are "Back" and "Save" buttons.

## Discard calendars

avoid to import any calendar mail from any source

Action: **Discard**

Custom search: **on**

Query condition: **Custom header > Exists > x-ms-exchange-calendar-series-instance-id**

## Example

Archiver / Mail Sources / Archiving Rules ? Tenant [redacted]

Name: Discard calendars Priority: 1

Action: Discard  Enabled

Custom search

Queries

Match ALL of the following + Filter

Custom header exists x-ms-exchange-calendar-series-instanc

← Back Save

# Discard Enterprise Vault stubs

avoid to import any Enterprise Vault stubs from any source

Action: **Discard**

Custom search: **on**

Query condition: **Custom header > Match > Content-Class: urn:kvsplc-com:cc:vault:shortcut**

## Example

Name  
Discard Enterprise Vault Stub

Priority  
1

Action  
Discard ▾

Enabled

Custom search

Queries

Match ALL of the following ▾ + Filter

Custom header ▾ match ▾ Content-Class: urn:kvsplc-com:cc:vault ✕

← Back

Save