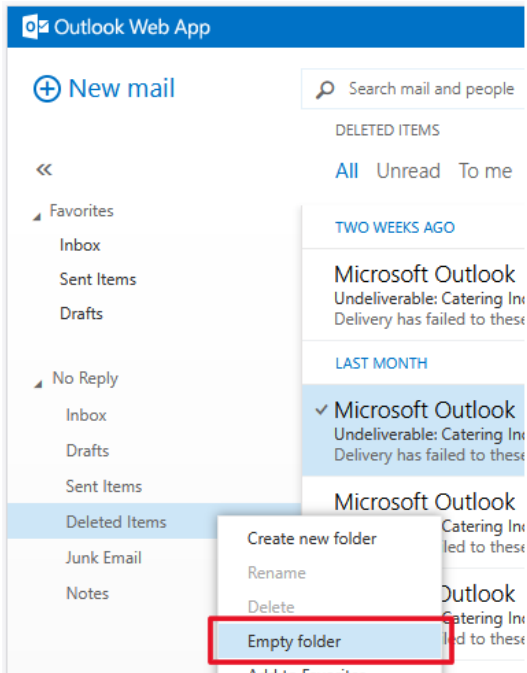


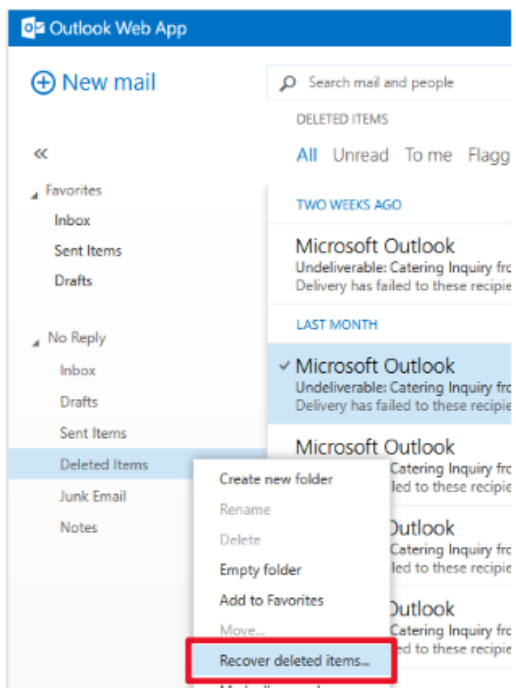
How To Recover Recently Deleted Emails in Outlook Web App

In Outlook Web App, emails that are deleted from any folder are moved to the "Deleted Items" folder. Items within the Deleted Items folder can be deleted one by one or you can right-click the folder and select the "Empty Folder" option, which will empty the entire folder:

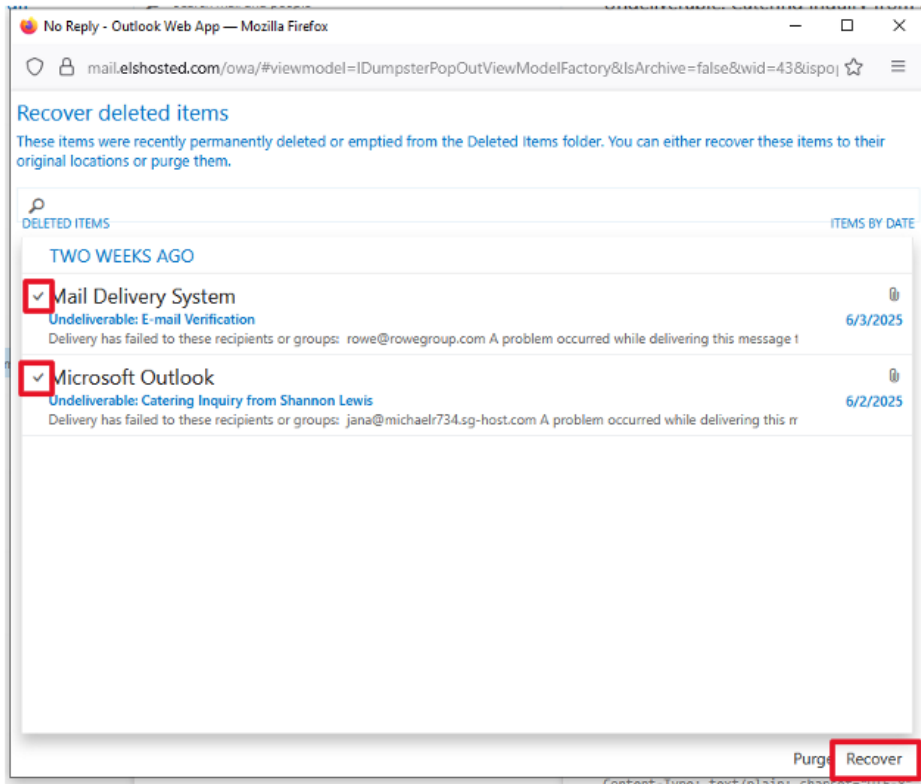


Once items are deleted you can recover them for up to 14 days before they are permanently purged.

To restore any mistakenly deleted items to this folder, sign in to Outlook Web App and go to your "Deleted Items" folder and right-click the "Deleted Items" folder, then click "Recover deleted items":



In the "Recover deleted items" popup window select the message(s) that you would like to restore, then click the "Recover" button:



The messages are now restored to their original location after clicking the "OK" button:

