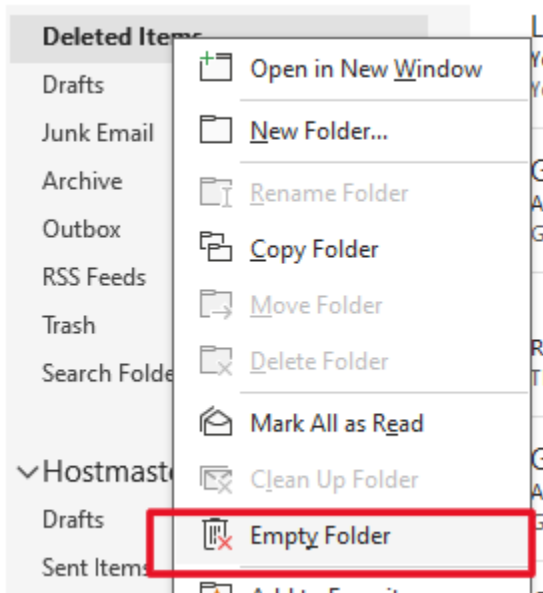


How To Recover Recently Deleted Emails in Outlook

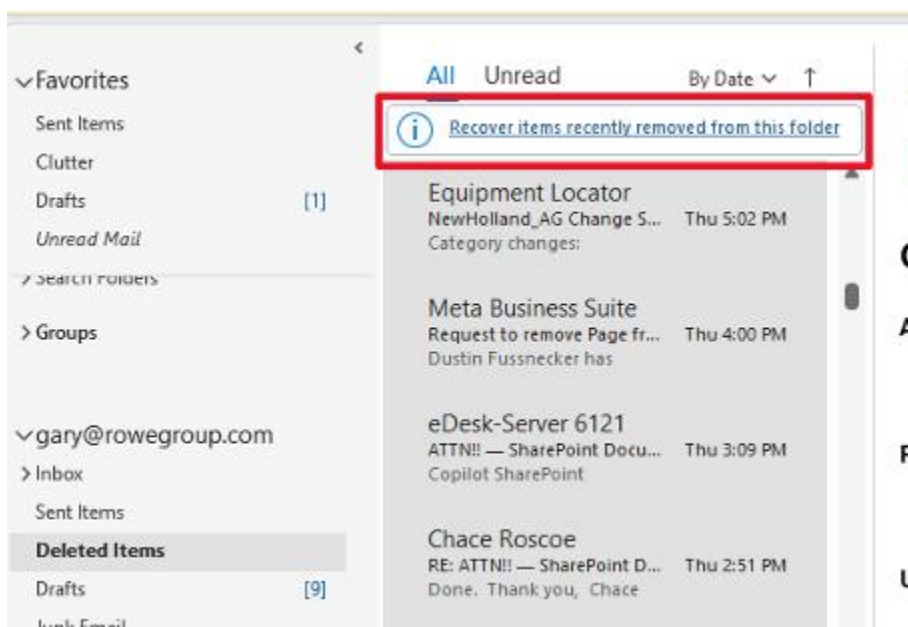
In Outlook, emails that are deleted from any folder are moved to the "Deleted Items" folder. Items within the Deleted Items folder can be deleted one by one or you can right-click the folder and select the "Empty Folder" option, which will empty the entire folder:



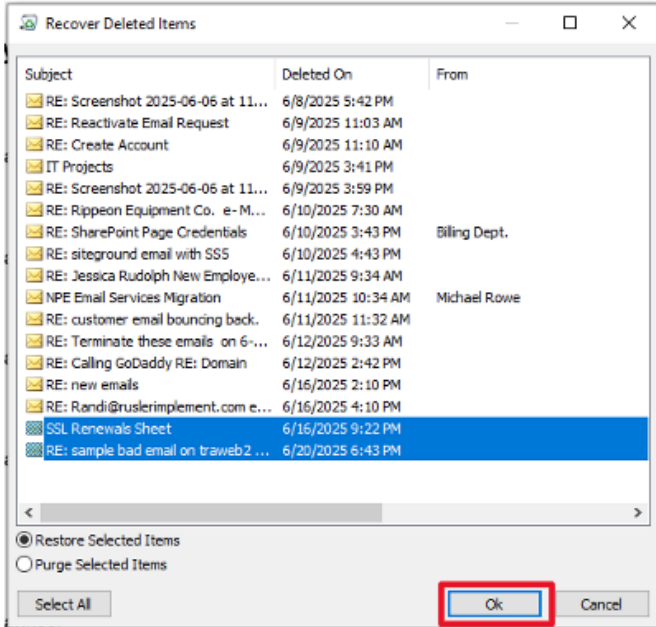
Once items are deleted you can recover them for up to 14 days before they are permanently purged.

To restore any mistakenly deleted items to this folder, open Outlook and go to your "Deleted Items" folder and

Click the Link at the top of the message list that says "Recover items recently removed from this folder":



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



The messages are now restored to the Deleted Items" folder:

