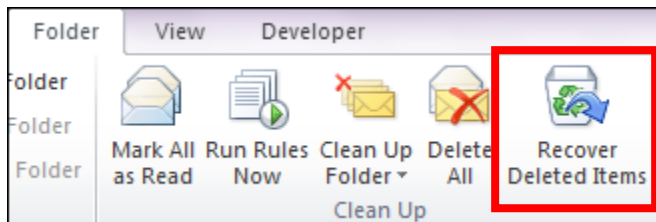


Microsoft Outlook 2013: Recover Deleted Emails in Client & Outlook Web

Have you ever accidentally deleted an email that you needed and you didn't know how to get it back? If you are using Microsoft Outlook, there are the steps you can do to get that email back.

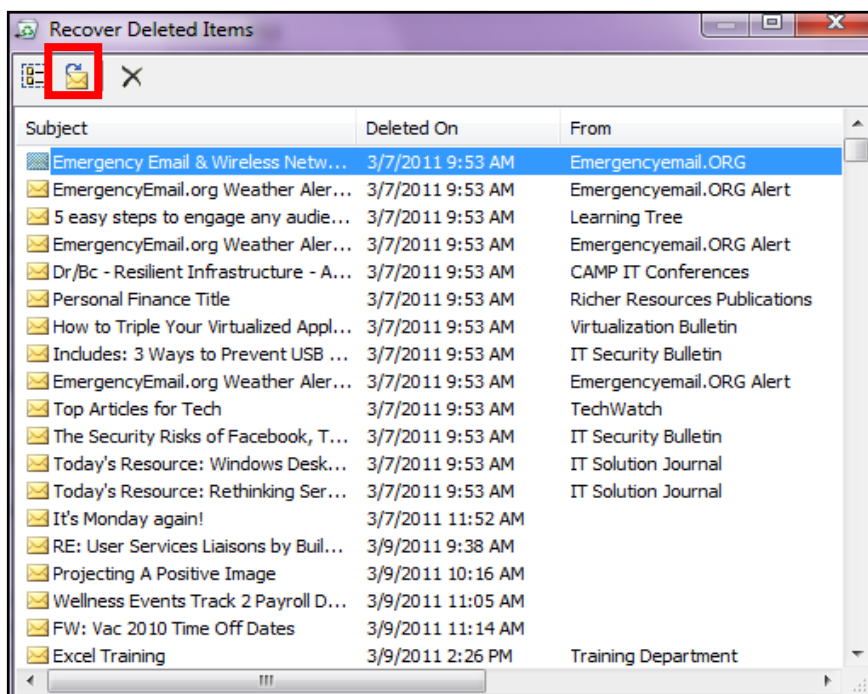
Details for the Outlook Client (from your office computer)

Using Microsoft Outlook on your computer, click on the on the **Folder** tab, in the **Clean Up** grouping, click the **Recover Deleted Items** icon.



The **Recover Deleted Items From** window will open and display all emails that can be recovered. Click on the email/s that you want to recover and click the **Recover Selected Items** button. You should do immediately when you want to recover an email.

The second button is on the top menu, a folder with a curved arrow above it.

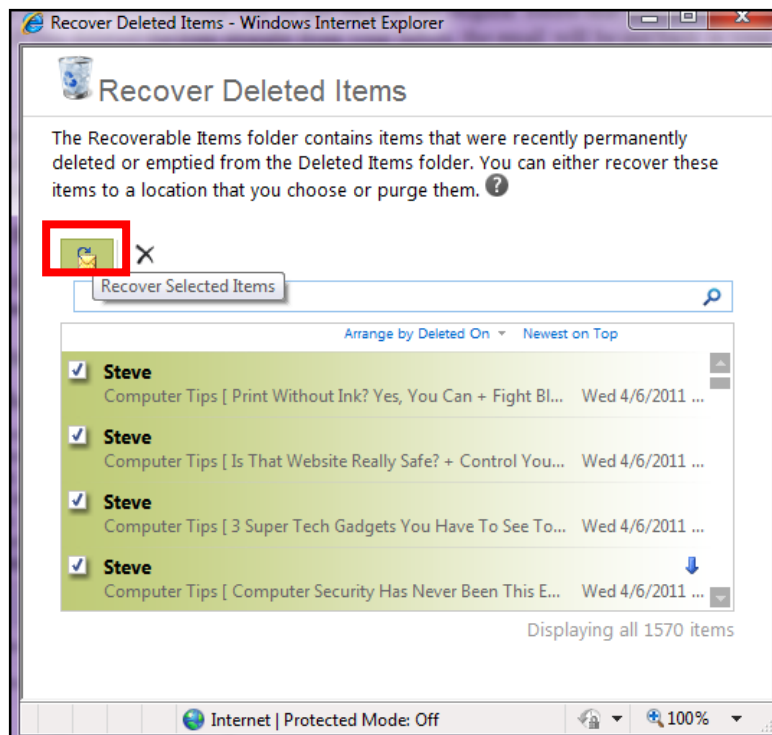
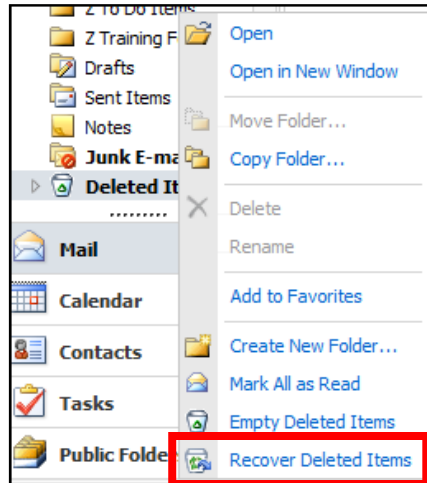


All emails that you have selected will be put back in the original folder that you deleted them from. So if you deleted the item straight from your Inbox, the email will be put back in your Inbox.

NOTE: The Recovered Deleted Items do not count against your quota, so do not worry about removing these emails because it will automatically clean out emails that are older than 30 days. *If you do remove email messages from this area they may not be backed up for recovery.*

Recover Deleted Items within Outlook Web Access

Log into the Gateway and click on the email icon. Scroll down the list of folder until you find the **Delete Items** folder. Right mouse click on the **Delete Items** folder and choose **Recover Deleted Items**



Select the Emails you want to Recover and click on the yellow folder icon to **Recover** emails.