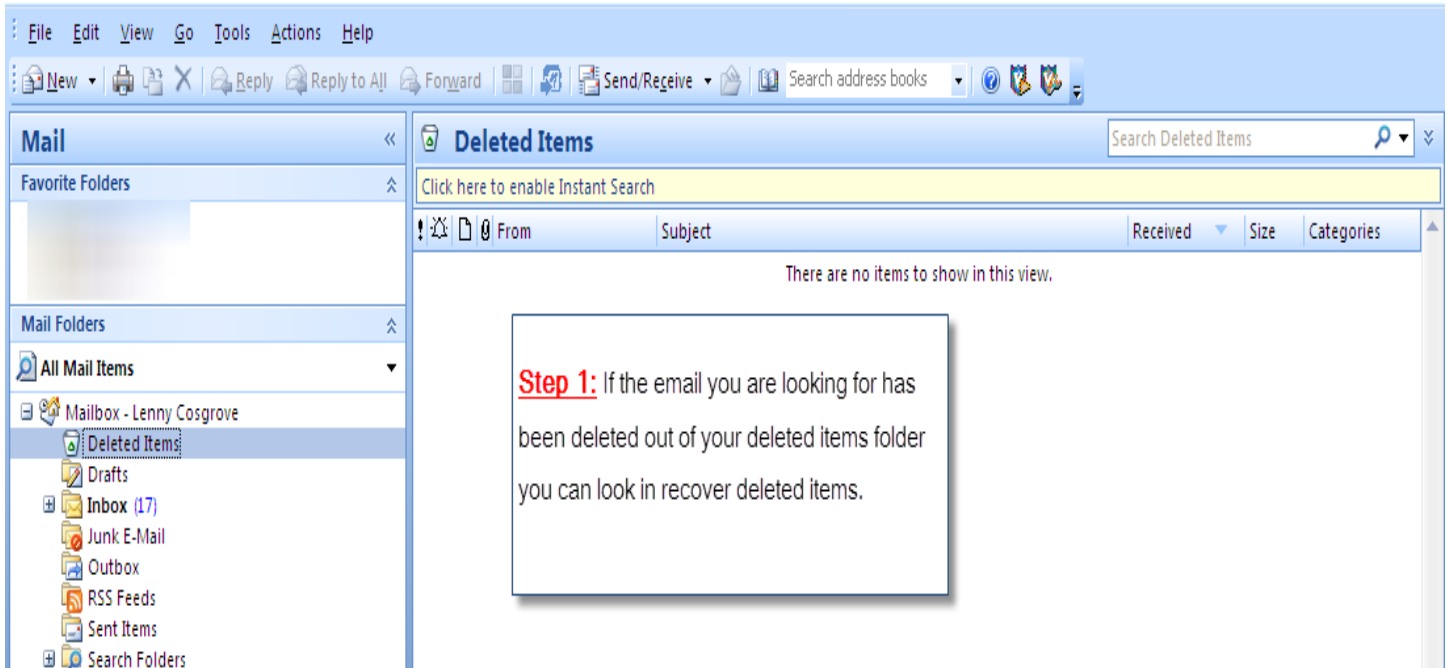
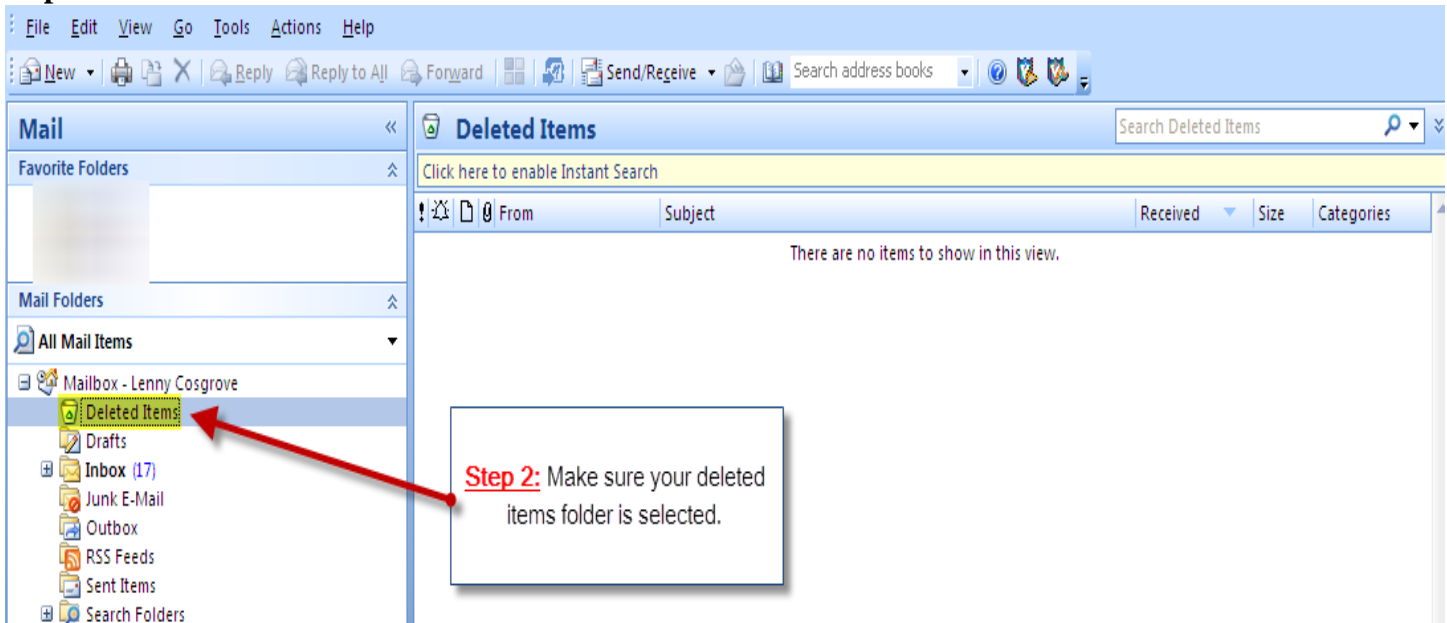


Recovering Deleted Items from Exchange Not Showing in Deleted Items folder

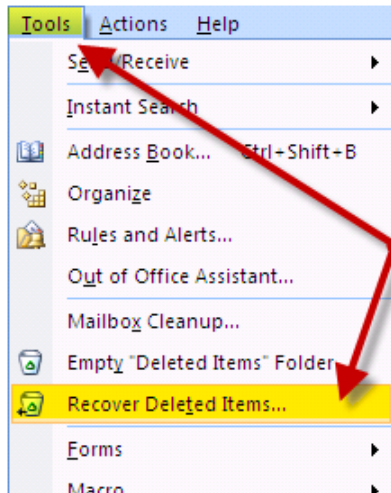
Step 1: If the email you are looking for has been deleted out of your deleted items folder you can look in recover deleted items.



Step 2: Make sure deleted items folder is selected.






Step 3: Click on folder then on Recover Deleted Items.



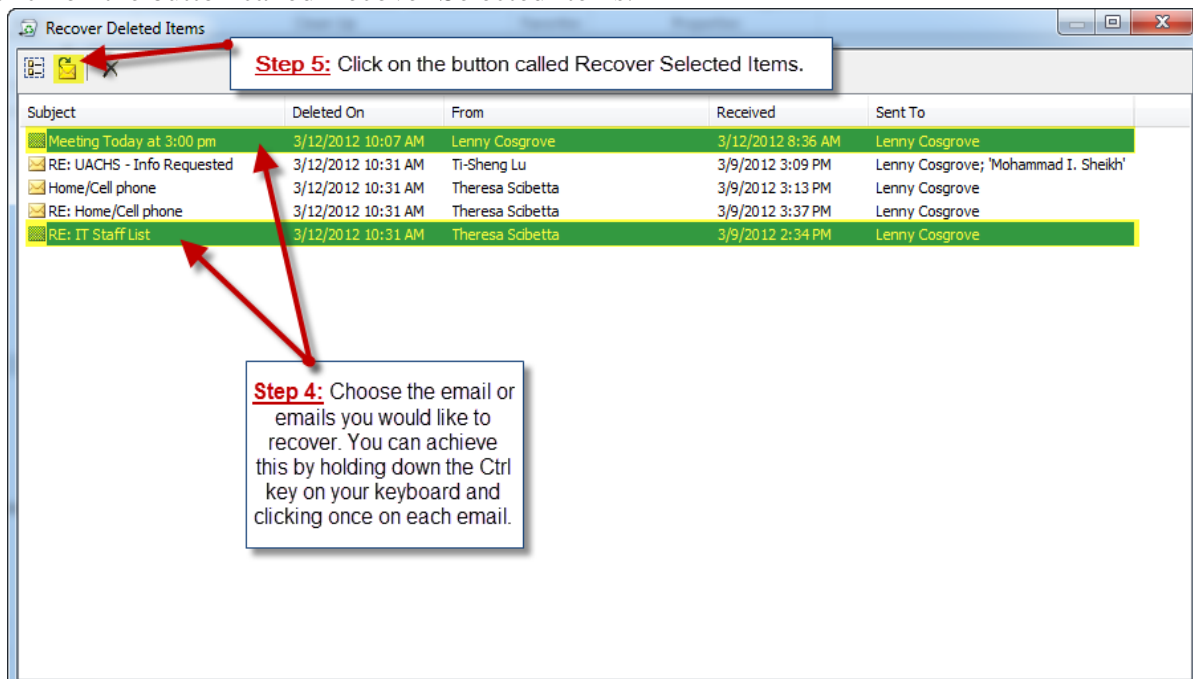
Step 3: Click on Tools | Recover Deleted Items.

When clicking on recover deleted items, another window will come up displaying deleted items not found in your deleted items folder. Here you have 3 options across the top:

-  Select All. (This option selects all email listed in the window.)
-  Recover Selected Items. (This option will move the email back to the deleted items folder that you selected.)
-  Purge Selected Items. (This option will delete all emails in recover deleted items that you selected.)

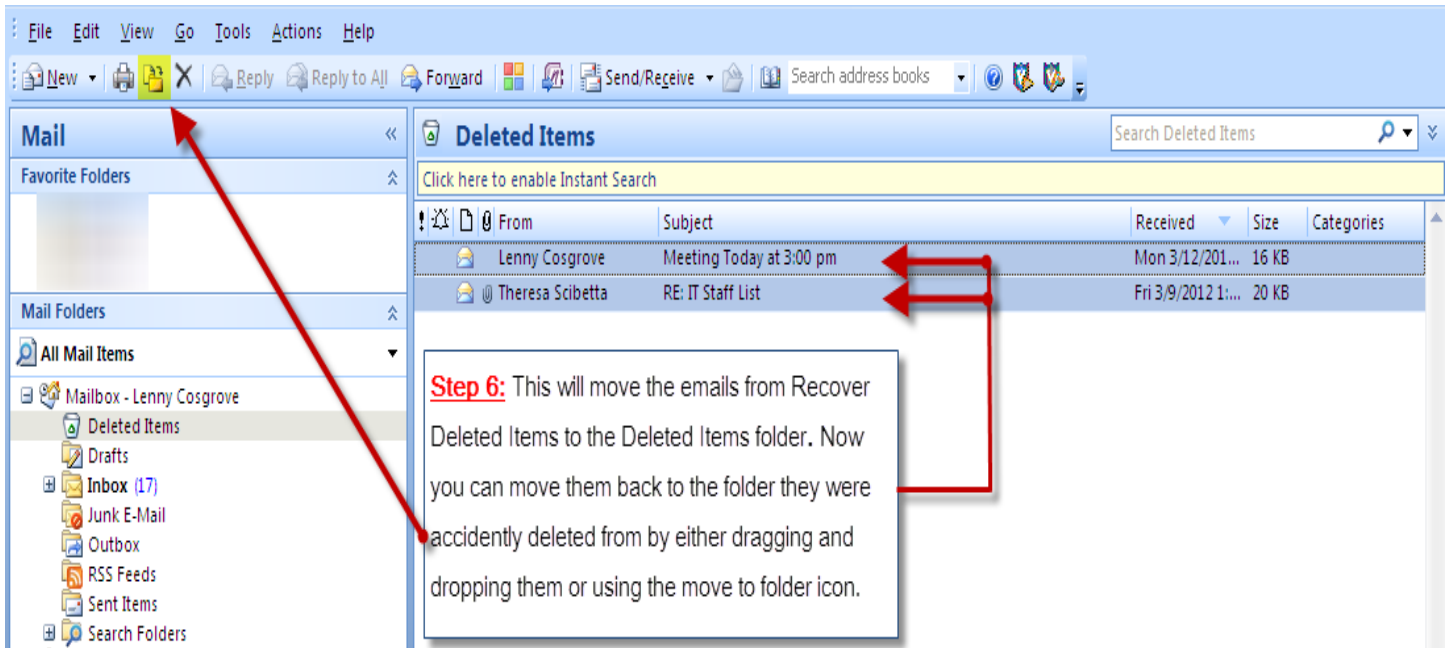
Step 4: Choose the email or emails you would like to recover. You can achieve this by holding down the Ctrl key on your keyboard and clicking once on each email.

Step 5: Click on the button called Recover Selected Items.



Step 4: Choose the email or emails you would like to recover. You can achieve this by holding down the Ctrl key on your keyboard and clicking once on each email.

Step 6: This will move the emails from Recover Deleted Items to the Deleted Items folder. Now you can move them back to the folder they were accidentally deleted from by either dragging and dropping them or using the move to folder icon.



The screenshot shows the Outlook interface with the Deleted Items folder selected. A red arrow points from the 'Move to folder' icon in the top toolbar to the Deleted Items folder in the left-hand pane. Another red arrow points from the 'Move to folder' icon in the top toolbar to the email 'Meeting Today at 3:00 pm' in the main pane. A third red arrow points from the 'Move to folder' icon in the top toolbar to the email 'RE: IT Staff List' in the main pane. A text box with a red border contains the following text:

Step 6: This will move the emails from Recover Deleted Items to the Deleted Items folder. Now you can move them back to the folder they were accidentally deleted from by either dragging and dropping them or using the move to folder icon.

From	Subject	Received	Size	Categories
Lenny Cosgrove	Meeting Today at 3:00 pm	Mon 3/12/201...	16 KB	
Theresa Scibetta	RE: IT Staff List	Fri 3/9/2012 1:...	20 KB	