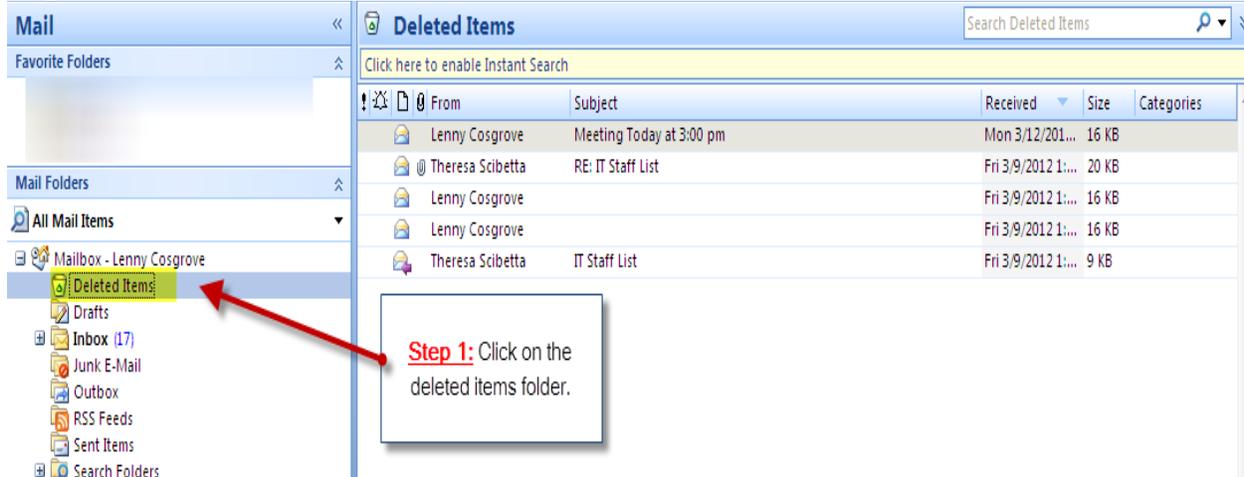
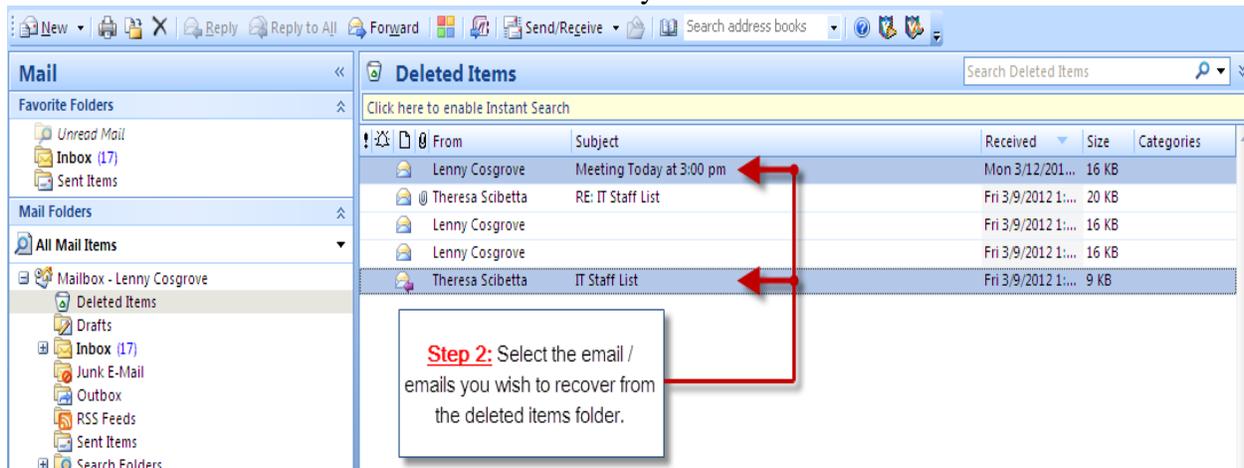


Recovering Deleted Items in Outlook

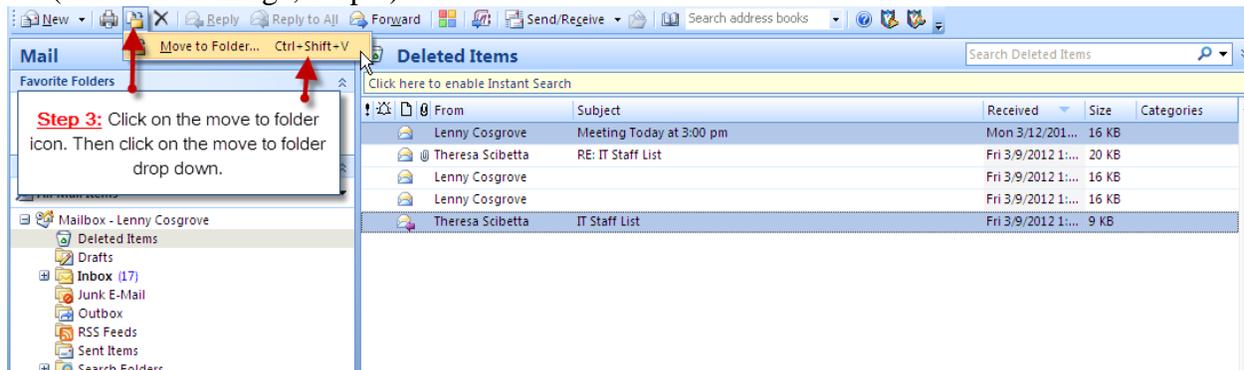
Step 1: Click on the deleted Items folder shown below in the screen shot.



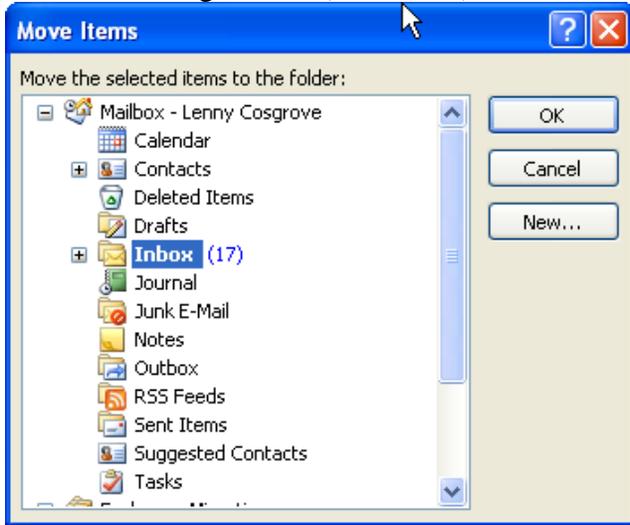
Step 2: Select the email or emails you would like to recover from deleted items. Use Ctrl-Click to select additional individual files for recovery or Ctrl-A to select all files in the folder.



Step 3: Click on the Move to Folder... icon. This will open the Move Items dialog window (shown next image, Step 4)



Step 4: Here you can choose where you would like to move the deleted email to. In this example we will move it to the inbox folder by selecting it. Note that you can create a new folder either as a sub-folder of an existing folder or a new top-level folder by selecting “Mailbox - <owner-name>” before clicking the “New...” button. You can also create new folders in the other message stores (not shown) and move the recovered files there.



Step 4: Here you can choose where you would like to move the deleted email to. In this example we will move it to the inbox folder.

Step 5: As you can see the two emails have been recovered to the folder selected. In this instance the recovered messages were moved to the Inbox.

