Technical Support and Documentation Recover Deleted Mail

Select the Deleted Items Folder

Start Microsoft Office Outlook. In the "All Mail Folders" section at the left of the application window, find the "Deleted Items" folder and select it with a single left click.

Then left click on the "Tools" menu item at the top of the application window (if necessary, pause the mouse over the drop down menu until all items are displayed), then single left click the "Recover Deleted Items..." drop down menu item as shown in the figure to the left.

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Select the Items You Wish to Recover

The "Recover Deleted Items..." drop down menu item opens the "Recover Deleted Items From - Deleted Items" window show at right.

The left most icon is the "Select All" icon. The center icon is the "Recover Select Items" icon. The right most icon is the "Delete Select Items" icon.

Either use the "Select All" icon to select all items in your permanently deleted items list, or use the mouse to select individual items in the list. Standard combinations of Left Click followed by a Shift-Left Click will select a range of items, while Control-Left Click will select multiple items in the list.

👼 Recover Deleted Items From -	Deleted Items	
Select All	Deleted On	From
	3/7/2006 9:31 AM	Blake Thomas
Have you encountered a Rootkit?	3/7/2006 9:38 AM	TechRepublic
Gift Certificates for Activator Semi	3/7/2006 9:40 AM	Charlotte Wat
Server error	3/7/2006 11:24 AM	David Smith
This Morning	3/7/2006 11:24 AM	Neil Halliday
C# Corner Newsletter Mar 06,2006	3/7/2006 11:24 AM	newsletter@c-
Personal Emergency	3/7/2006 11:24 AM	Lisa Richerson
IS Help Desk Trouble Ticket - Req	3/7/2006 11:24 AM	helpSTAR
doh! - Sytem Attendant Emails ne	3/7/2006 11:24 AM	Judith Adams
IS Help Desk Trouble Ticket - Req	3/7/2006 11:24 AM	helpSTAR
RE: Clin Orth Lab Practical this week	3/7/2006 11:24 AM	Edgar Facuset
LUNCH AND LOVE	3/7/2006 11:24 AM	Craig Fisher
Clinic entrance	3/7/2006 11:24 AM	Benjamin Spitz
RE: Tri III C.E.E. sign up list	3/7/2006 11:24 AM	Shannon Elizat
RE: NEURO??	3/7/2006 11:24 AM	Benjamin Myer
RE: NEURO??	3/7/2006 11:24 AM	Sarah Rachel I
If you missed the AK Practical	3/7/2006 11:24 AM	Robert Cocks
RE: NEURO??	3/7/2006 11:24 AM	Guy Christian I
Microsoft Classes	3/7/2006 11:24 AM	Jacon Morgan

Recover Your Selected Items

After you have made all of your selections, use the "Recover Selected Items" icon to complete the recovery process.

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N N		
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RE: NEURO??	3/7/2006 11:24 AM	Guy Christian I
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Recovering Messages

If you selected a large number of items for recovery, then the computer may take a short time to recover all items to the "Deleted Items" folder.

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Review Your Deleted Items

The recovered items are moved to the "Deleted Items" folder in the "All Mail Folders" section of the Microsoft Office Outlook application. You can now review your deleted items and move them to another folder for later reference.



Manage Your Deleted Items

Don't forget to empty your "Deleted Items" folder on a regular basis to keep your mail store clean and trim.



Configure your Deleted Items

You can configure your "Deleted Items" folder to automatically empty when you close Microsoft Office Outlook in the "Tools" Main Menu, "Options" Menu Item, "Other" Tab, by selecting the check box to the left of "Empty the Deleted Items folder upon exiting"

Preferences	Mail Setup	Mail Format	Spelling	Security	Other	Delegate
General	Empty the Make Outlo	Deleted Items lok the defaul	folder upo program	on exiting for E-mail,	Contact	s, and
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AutoArchive	e 1anages mailb rchive file an ne	iox size by del d by deleting e	eting old it expired ite	ems or mo ms.	ving the	m to an Archive
AutoArchive AutoArchive a Reading Pai	e lanages mailb rchive file an ne ne iustomize opt	iox size by del d by deleting e ions for the Re	eting old it expired ite eading Par	ems or mo ms.	ving the	m to an Archive
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