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.

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.
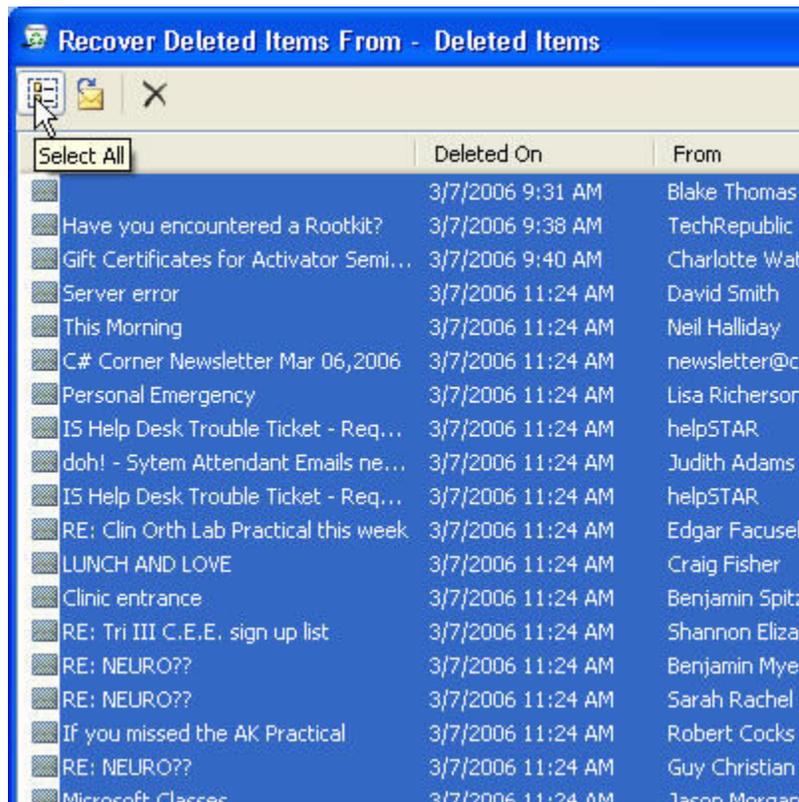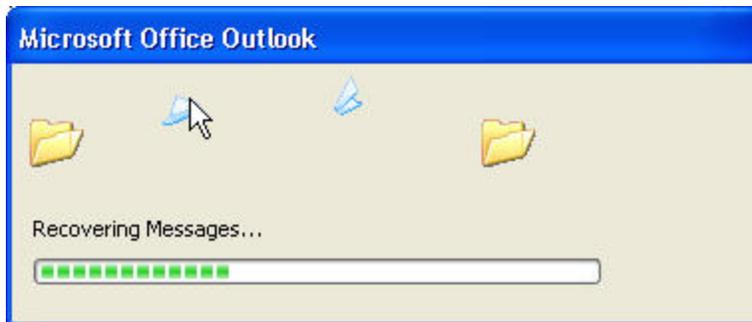
Recover Your Selected Items

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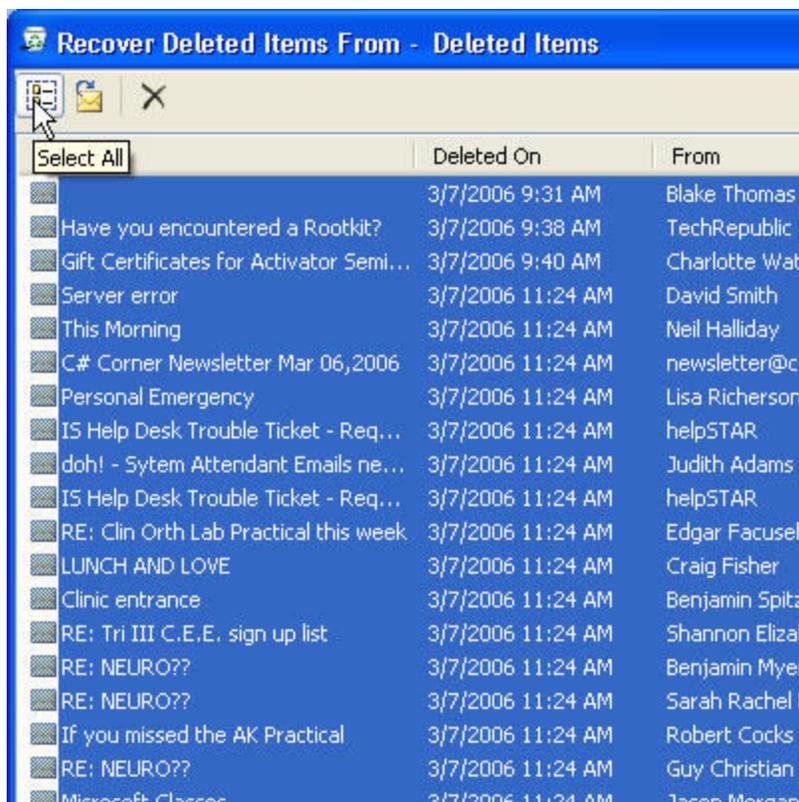
Recovering Messages

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.
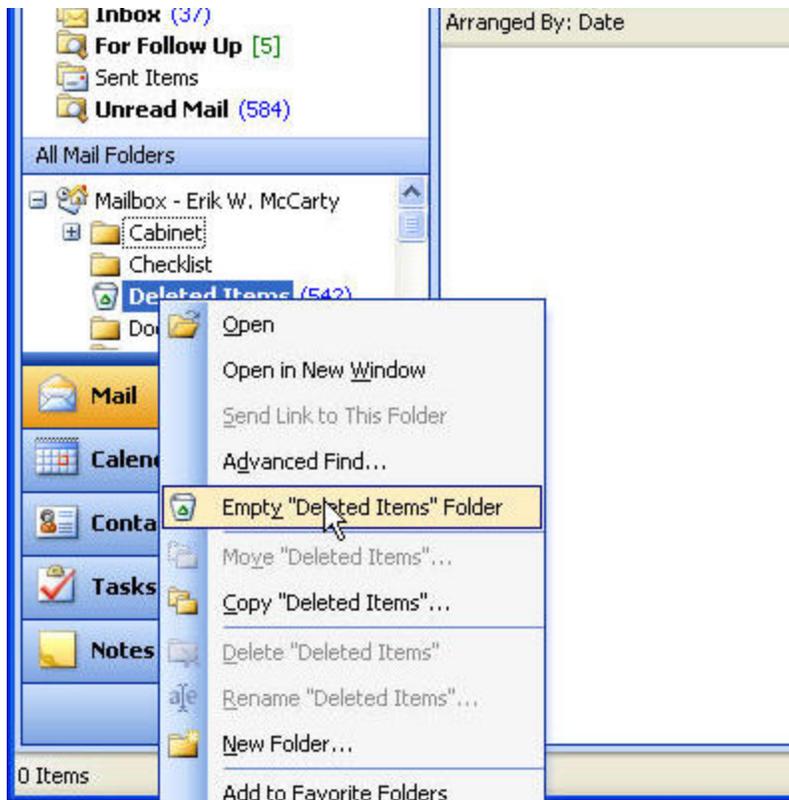

Review Your Deleted Items

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.
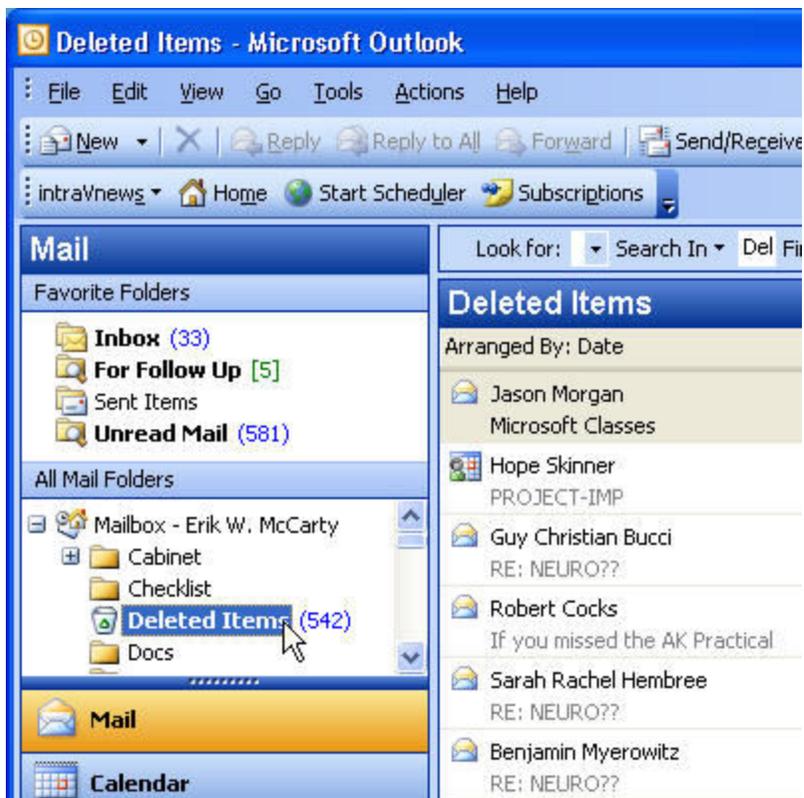
Manage Your Deleted Items

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"

Options

| Preferences | Mail Setup | Mail Format | Spelling | Security | Other | Delegates |

General

☑ Empty the Deleted Items folder upon exiting

☑ Make Outlook the default program for E-mail, Contacts, and Calendar.

[Navigation Pane Options...] [Advanced Options...]

AutoArchive

Manages mailbox size by deleting old items or moving them to an archive file and by deleting expired items.

[AutoArchive...]

Reading Pane

Customize options for the Reading Pane.

[Reading Pane...]

Person Names

☑ Enable the Person Names Smart Tag

☐ Display Presence Status in the From field