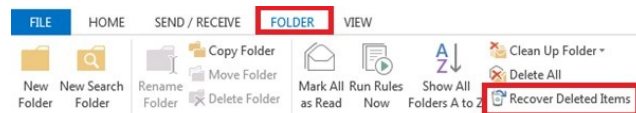


Recover Deleted Items in Outlook for Windows

Last Modified on 14/10/2019 6:29 pm BST

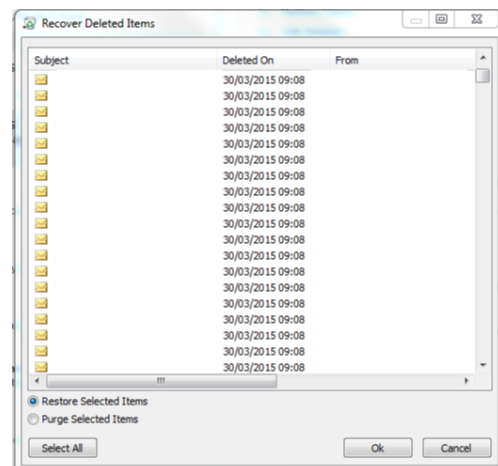
When you delete an item it moves into the deleted items folder within your mailbox. If it is deleted a second time, it then moves to your Recoverable Deleted Items. By default, these items will remain for 30 days, during which time you can recover them in Outlook.

1. Within Outlook, click onto the **Folder** tab
2. Select the **Recover Deleted Items** option



Alternatively this can be opened by right clicking the Deleted Items folder in your Outlook and selecting **Recover Deleted Items**

3. Select the items you wish to restore and select the **Restore Selected Items** check box and click **Ok**.



These items will be restored to previous folder it was in, generally back to the Deleted Items folder.