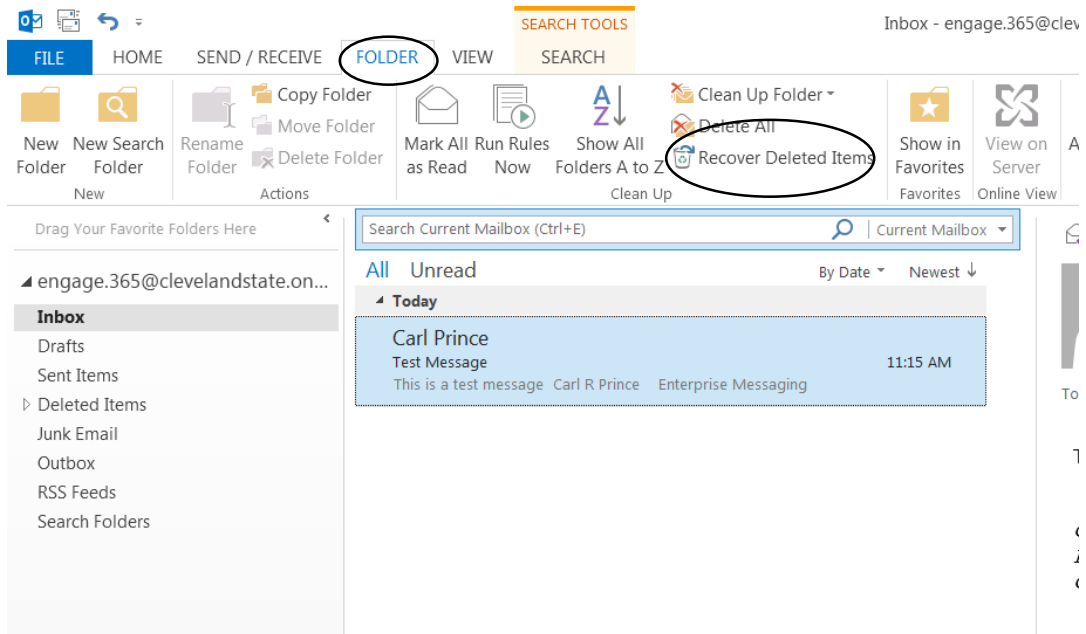




## Recover deleted items after trash has been emptied

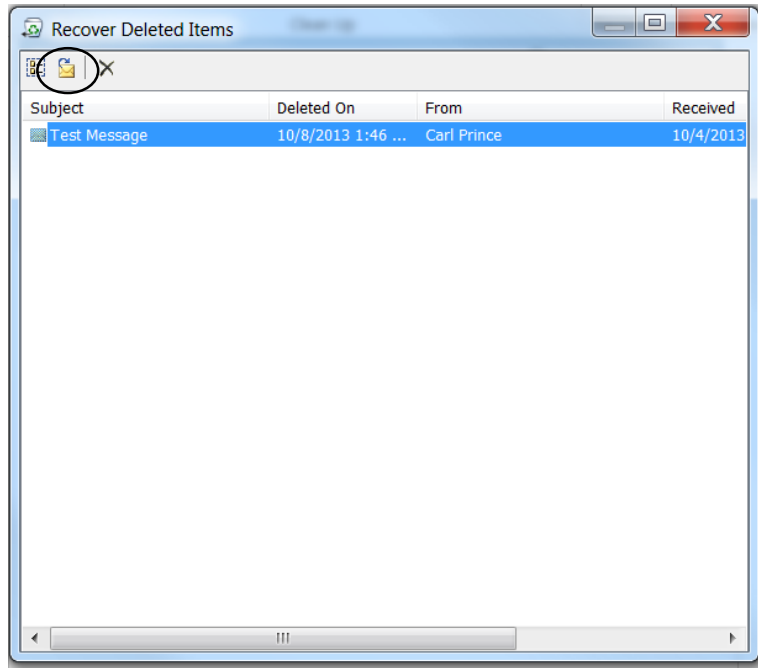
This process will recover a deleted item within 30 days of it being removed from the Deleted Items folder (trash). If the item is still listed in the trash bin then simply move the item to the desired folder, this will remove it from the trash bin.

Select the folder into which you would like the items restored into; select the “Folder” tab the select “Recover Deleted Items”





A pop-up titled “Recover Deleted Items” will appear. Select the item to be recovered, and then select the recover icon (yellow envelop with blue arrow)



The item will be restored into the folder that was selected in the first step.

