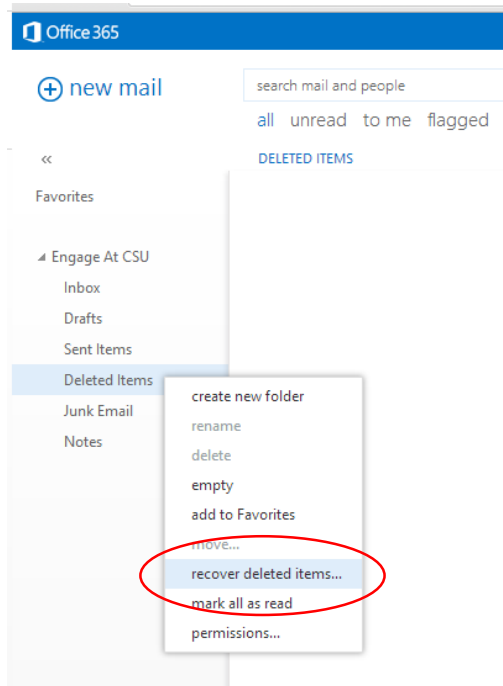




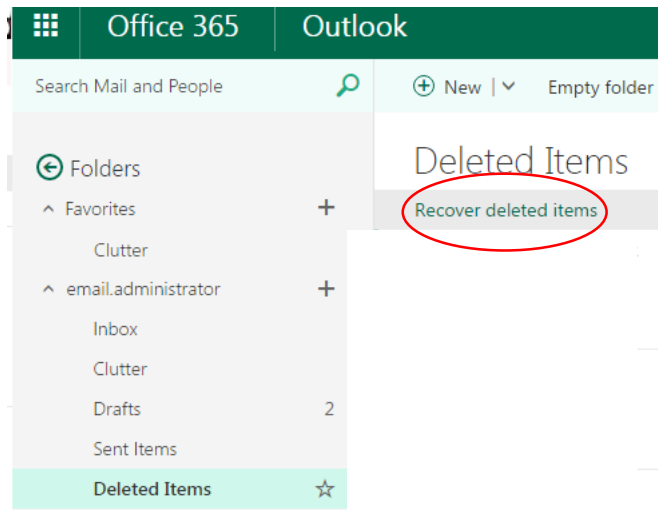
Recover a deleted item after trash has been emptied

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.

Right click on “Deleted Items” and then select “Recover Deleted Items”, or open the “Deleted Items” folder and select “Recover deleted items” located at the top of the listing

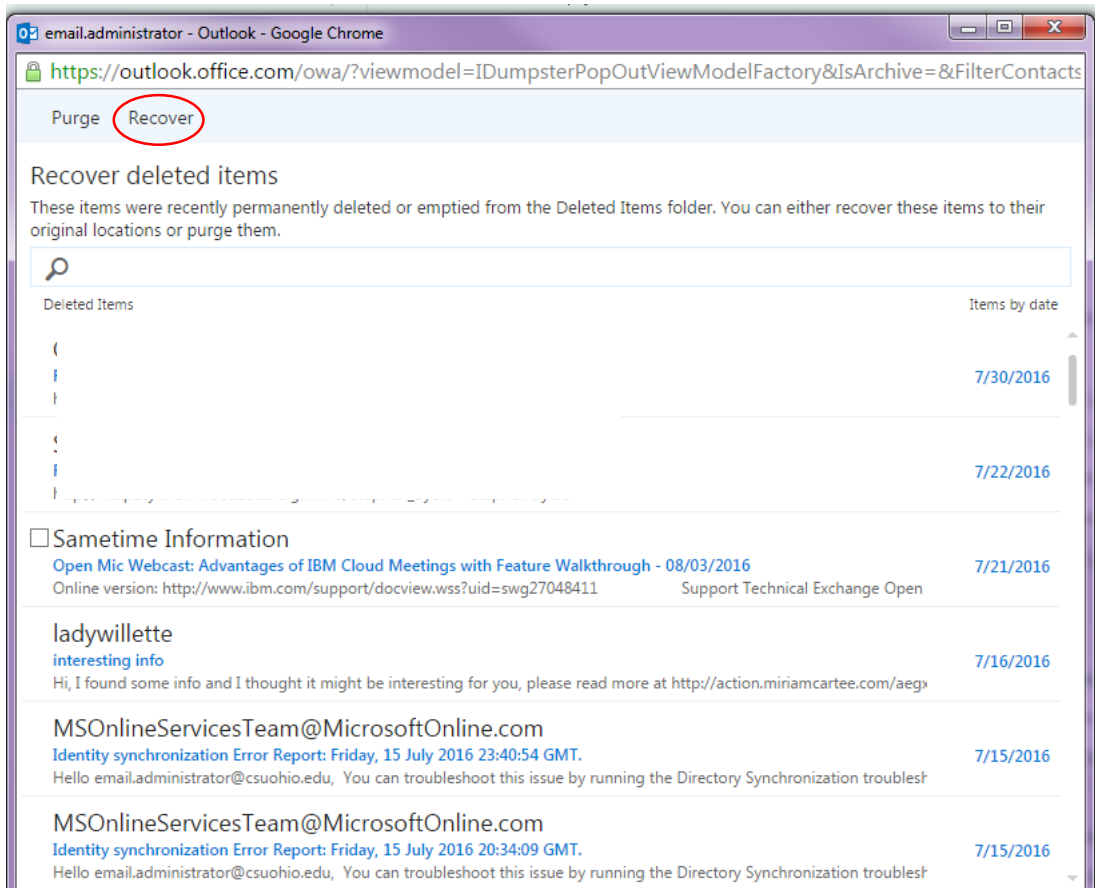


or



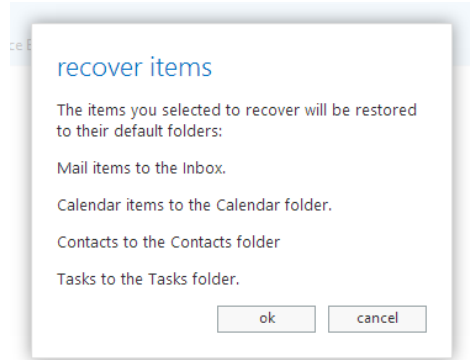


A pop-up titled “Recover Deleted Items” will appear. In the search bar, search for the item to be recovered or scroll down the list until locate. Once the item is located, select it; select “recover”. (note, selecting “purge” will permanently remove it from the recoverable section)





A pop-up will appear stating that the items will be restored to their default folder, and will list the criteria for determining the default folder. Once an item is restored to the default folder, then it can be moved to a desired folder. Select “Ok” to complete restore.



The item selected will be restored and the system will return to the “Recover Deleted Items” screen where additional items can be recovered, or the process ended by closing the pop-up.