

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

Cffice 365				
🕀 new mail	search mail and people			
	all unread to me flagged			
«	DELETED ITEMS			
Favorites		Office 365	Outlo	ok
4 Engage At CSU		Courte Mail and Decels	0	
Inbox		Search Mali and People	P	• New Em
Drafts				
Sent Items		€ Folders		Deleted Ite
Deleted Items	e new folder	∧ Favorites	+	Recover deleted ite
Junk Email	ne	Clutter		
Notes delet	e	 email.administrator 	+	
empt	ty .	Inbox		
add t	e Favorites	Clutter		
recov	ver deleted items	Defe	2	
mark	all as read	Drafts	2	
perm	issions	Sent Items		
		Deleted Items	☆	



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)

📴 email.administrator - Outlook - Google Chrome	- • ×
https://outlook.office.com/owa/?viewmodel=IDumpsterPopOutViewModelFactory&IsArchive=8	&FilterContacts
Purge Recover	
Recover deleted items	
These items were recently permanently deleted or emptied from the Deleted Items folder. You can either recover these i original locations or purge them.	items to their
Q	
Deleted Items	Items by date
	7/30/2016
	7/22/2016
Sametime Information Open Mic Webcast: Advantages of IBM Cloud Meetings with Feature Walkthrough - 08/03/2016 Online version: http://www.ibm.com/support/docview.wss?uid=swg27048411 Support Technical Exchange Open	7/21/2016
ladywillette interesting info Hi, I found some info and I thought it might be interesting for you, please read more at http://action.miriamcartee.com/aeg»	7/16/2016
MSOnlineServicesTeam@MicrosoftOnline.com Identity synchronization Error Report: Friday, 15 July 2016 23:40:54 GMT. Hello email.administrator@csuohio.edu, You can troubleshoot this issue by running the Directory Synchronization troublesh	7/15/2016
MSOnlineServicesTeam@MicrosoftOnline.com Identity synchronization Error Report: Friday, 15 July 2016 20:34:09 GMT. Hello email.administrator@csuohio.edu, You can troubleshoot this issue by running the Directory Synchronization troubles!	7/15/2016



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 tot eh default folder, then it can be moved to and desired folder. Select "Ok" to complete restore.

recover	items
The items yo to their defa	ou selected to recover will be restored ult folders:
Mail items to	o the Inbox.
Calendar ite	ms to the Calendar folder.
Contacts to	the Contacts folder
Tasks to the	Tasks folder.
	ok cancel

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.