



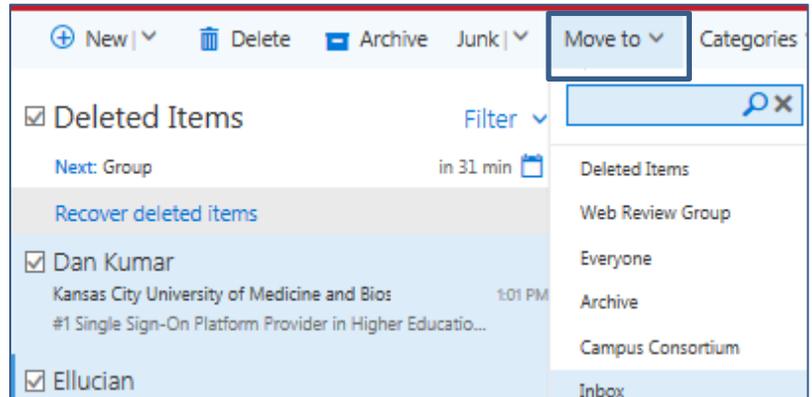
## Wharton County Junior College

### Recover Deleted Items

#### Recover email that's still in your Deleted Items folder

When you delete an email message, a contact, a calendar item, or a task, it's moved to the Deleted Items folder in your mailbox. If you're trying to find a message that was deleted, the Deleted Items folder is the first place to look. If the message is there, here's how to recover it:

- a. In your email folder list, select **Deleted Items** and do one of the following:
  - o To restore a message to your Inbox, right-click the item and then select **Move > Inbox** (or another folder)
  - o To restore more than one message, check the box to the left of each message; then click "Move to" and the location you want to move the message to.
- b. **Tip:** If you delete a folder, it's moved to the Deleted Items folder and appears as a subfolder. To recover it (and all the items it contains), right-click the deleted folder, click **Move**, and then select a folder to move it to.



#### Recover permanently deleted email

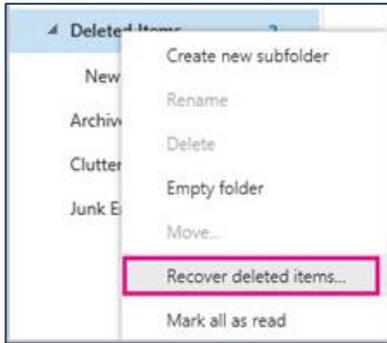
Email no longer in your Deleted Items folder

If you can't find an item in the Deleted Items folder, the next place to look is the Recoverable Items folder. This is a hidden folder, and it's the place where items are moved when you do one of the following things:

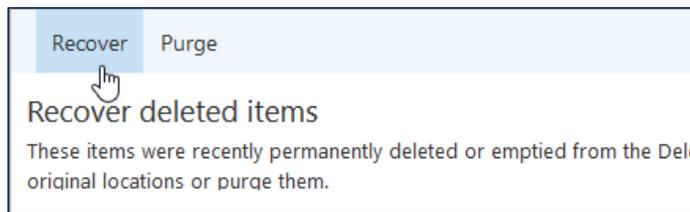
- Delete an item from the Deleted Items folder.
- Empty the Deleted Items folder.
- Permanently delete an item by selecting it and pressing **Shift+Delete**.

Here's how to recover items from the Recoverable Items folder:

- a. In your email folder list, right-click the Deleted Items folder and then select **Recover deleted items**.



- b. Select the item you want, and then select **Recover**.



**Where do recovered items go?** The items you select to recover will be restored to their original folders when possible. If an original folder no longer exists, items will be restored to your **Inbox**.

**Note:** You also can **purge** items that are shown in the **Recover deleted items** dialog box. Select the item, and then select **Purge**. If you purge an item, you can't use **Recover deleted items** to get it back.