

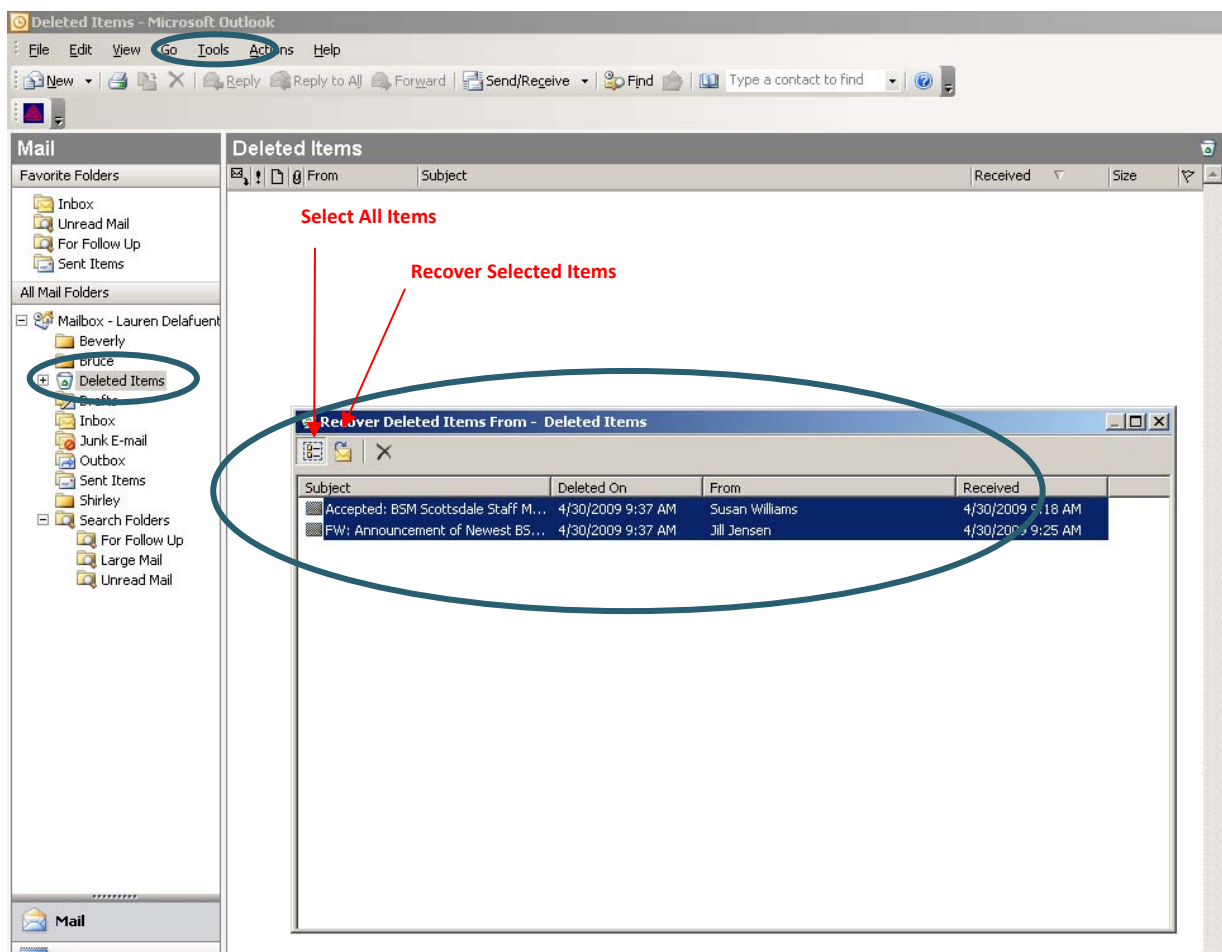
BSM Connection™ Online Library Software Tips - Microsoft Outlook

How to Recover a Permanently Deleted Email

Have you ever deleted an email from your deleted items folder and think that it was gone forever?

Here's how to retrieve it:

1. Select the **Deleted Items** icon, and then select **Tools/Recover Deleted Items**.



2. Highlight the items you wish to retrieve as shown above.
3. Click the **Recover Selected Items** Icon.
4. This will move the selected items back into your Deleted Items folder in Outlook.
5. You can also use the **Select All Items** Icon and it will place all of the deleted items back in your Deleted Items folder.