

Recovery of deleted elements

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Keywords

deleted, recover E-Mail OWA Outlook

Solution (public)

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[1]Outlook Web App (OWA)
[2]MS Outlook 2010, 2013, 2016

If Exchange items (mails, appointments, contacts, etc.) have been deleted, they are moved to the recycle bin and can be restored from there. However, if the recycle bin has been emptied in the meantime, all items are kept in the so-called "Deleted items" folder for another 30 days and can be restored from there. ATTENTION! No calendar entries can be moved to the inbox. Please filter them out beforehand.

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[3]Outlook Web App (OWA)

[4]MS Outlook

Outlook Web App (OWA)

From the folder "Deleted Items" chose "Recover deleted items..." in the right-click context menu.

Screenshot of the context menu of the deleted items folder in the OWA.

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Select all the items you would like to recover and confirm those changes by choosing "Recover".

Screenshot of the Recover deleted items menu in the OWA. MS Outlook 365 / 2021 / 2019 / 2016 / 2013 / 2010

Open the "Deleted items" folder.

Screenshot of the start screen in MS Outlook.

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Now select the "Folder" tab and select "Recover Deleted Items" from the menu bar at the top.

Screenshot of the folder tab in MS Outlook.

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Select the items you want to restore (mails, calendar entries or contacts) and choose "Restore selected items" and then "OK".

Screenshot of the Recover Deleted Items menu in MS Outlook.

[1] #Outlook+Web+App++OWA+

[2] #MS+Outlook+2010++2013++2016++

[3] #Outlook Web App (OWA)

[4] #MS Outlook 365 / 2021 / 2019 / 2016 / 2013 / 2010