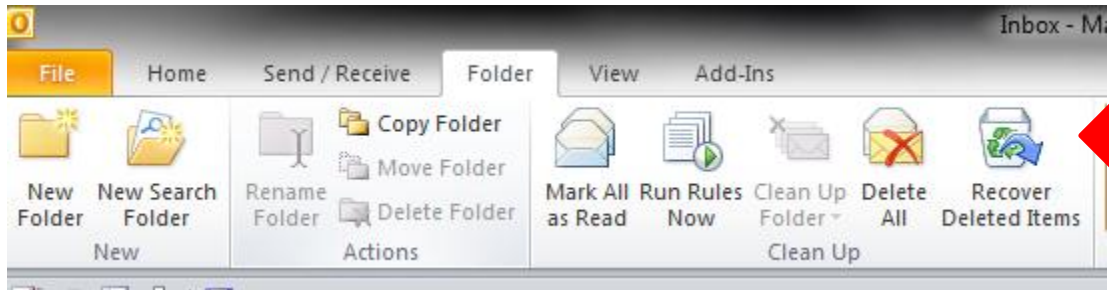


## Recovering deleted items in Outlook 2010

*Deleted email items can be recovered within 21 days of the item being deleted.*

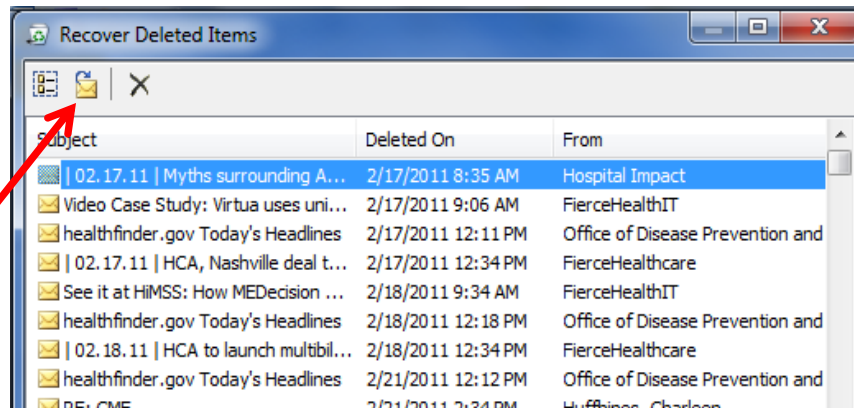
1. Navigate to the folder from which the item was deleted. (Or in the **Deleted Items** folder)
2. Click the **Folder** tab on the tool bar at the top of your screen.
3. Click **Recover Deleted Items** in the **Clean up** group.



4. The recovery window will display a list of a items deleted within the past 21 days

5. Click an item to select it for recovery.

6. Click **Recover Selected Items**. (Envelope shaped Icon in the middle)



7. Your item will be restored to the folder it was deleted from.

(You can select multiple items by pressing the CTRL button, on your keyboard, as you click each item, and then click **Recover Selected Items**.)