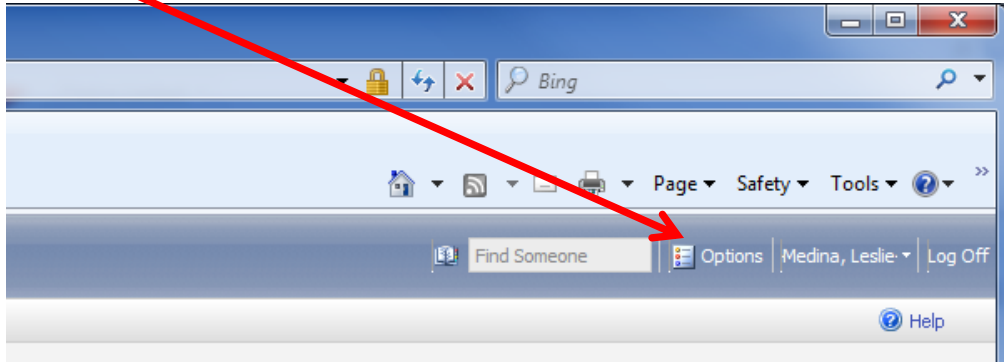


## Recovering deleted items in Outlook Web Access

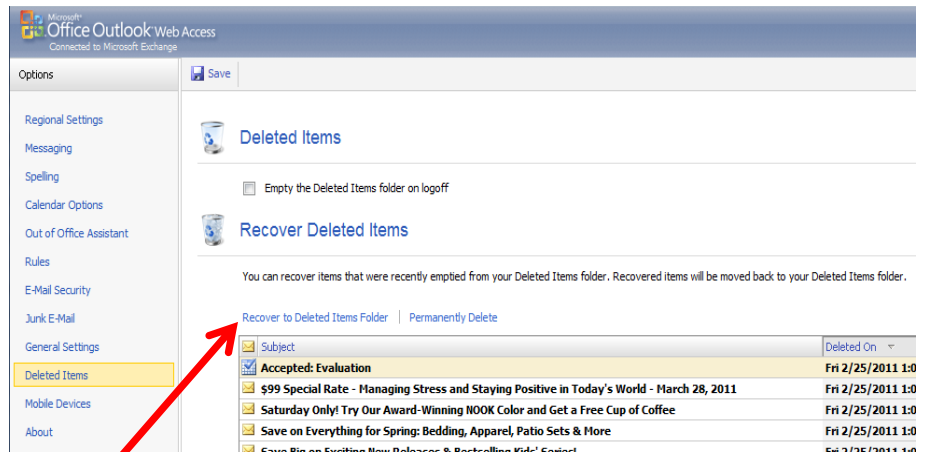
1. In Outlook Web Access (OWA) Click "**Options**" near the upper right corner of the screen.



2. The "Options" page will open – Click "**Deleted Items**" on the left side menu.

3. The recovery window will display in the center of the page.

4. Click an item to select it for recovery.



5. Click "**Recover to Deleted Items Folder**".

6. Your document will be restored to the "Deleted Items Folder" in OWA.

7. Once you locate your recovered item in the "Deleted Items Folder" you can "click and drag" that item to your Inbox or other folder as needed.