Recover Deleted Items – Outlook

When Outlook items (e.g. e-mail messages, calendar events, tasks, etc.) are deleted, they remain “retrievable” for 14 days. During that 2-week period, you can recover items you may have disposed of inadvertently.

Recover deleted items in Outlook 2016

1. Select the Deleted Items folder.

2. Click Recover Deleted Items from Server on the Ribbon’s Folder tab. A list of deleted items will appear.

3. Select the item(s) you wish to recover, verify the Restore Selected Items is selected and then click the OK button. The deleted items will be moved back to the original location.

Recover deleted items in Outlook Online (Office 365)


2. If necessary, click More in the Folders pane (far left).

3. Click Deleted Items under Folders (far left).
4. Click the yellow highlighted area, “Need to recover email?”, in the center column.

A new window will open.

5. Click on the item(s) you wish to recover. A checked box will appear by each selected item.

6. Click **Recover** at the top of the window.

7. Click **OK**. The recovered item will be restored to its appropriate folder.