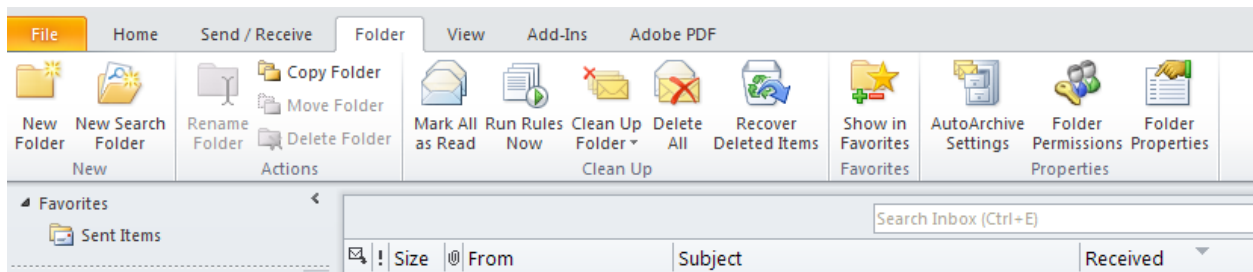


Recovering Deleted Email in Outlook 2010/Exchange System 2010

This document provides general instruction for recovering email that has been accidentally deleted. ISC currently archives Exchange email for **14 days**. Server-side archival policies will directly influence the time frame for which email is able to be recovered.

Outlook 2010 Client

1. Click on the Folder tab in the Ribbon menu
2. Click on the **Recover Deleted Items** icon.



3. Review the emails deleted listed (**14 days back**) and select the email that you would like to recover. Press the **Ctrl** key then click additional items if you would like to recover multiple emails simultaneously.
4. Click the "Recover Selected Items" button to restore selected email. Items are restored to the **Deleted Items** folder or the **Inbox** in the chronological order in which they had originally been received.

