

## Recovering Items Deleted From Mailbox (Microsoft Outlook 2003)

### Note:

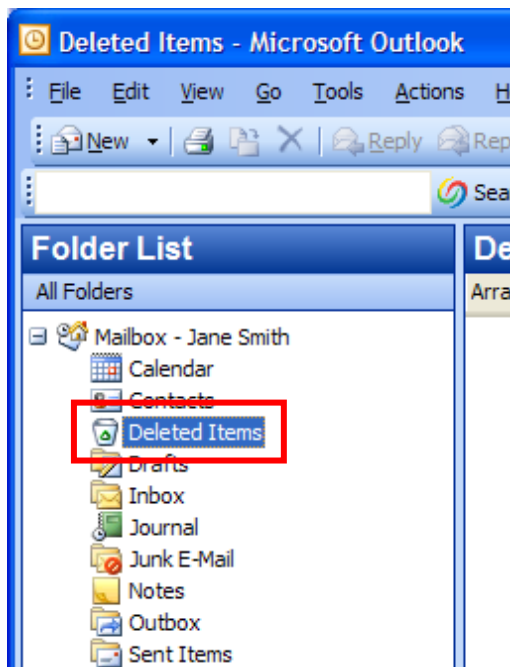
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1. This guide is about how to recover items permanently deleted from the “Deleted Items” under your Exchange Mailbox.
2. Items permanently deleted from “Deleted Items” are kept for a maximum of 14 days on the server.
3. Items permanently deleted from **Personal Folder (.pst)** **CANNOT** be recovered.

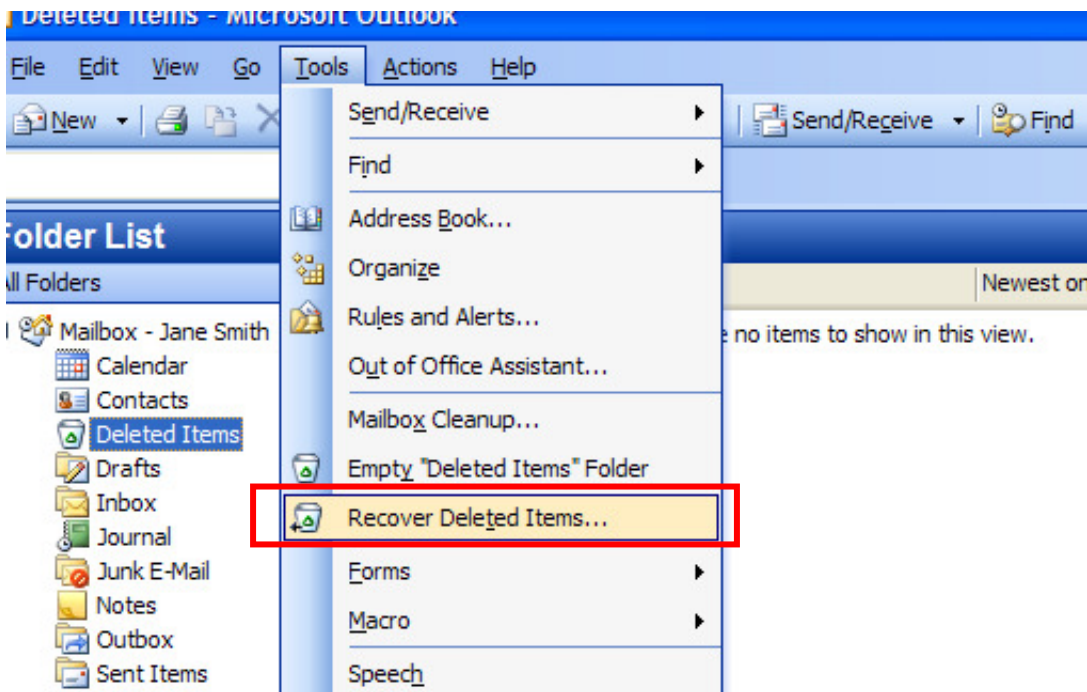
### Recovering Deleted Items:

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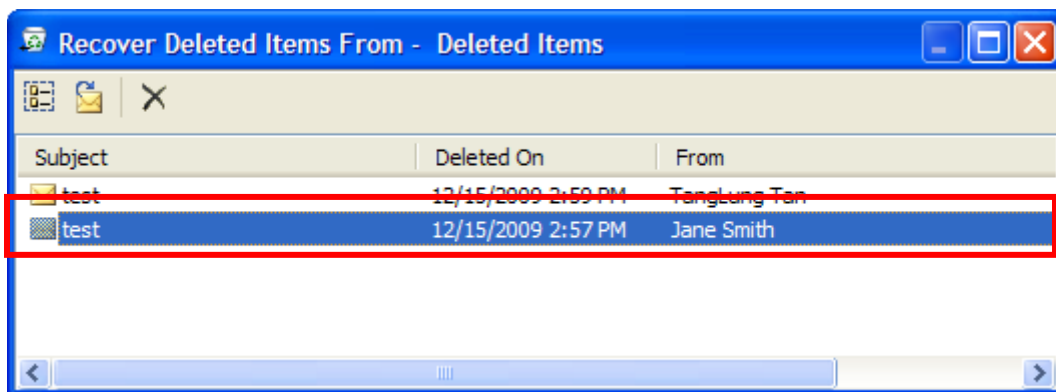
1. Click on “Deleted Items” under your mailbox.



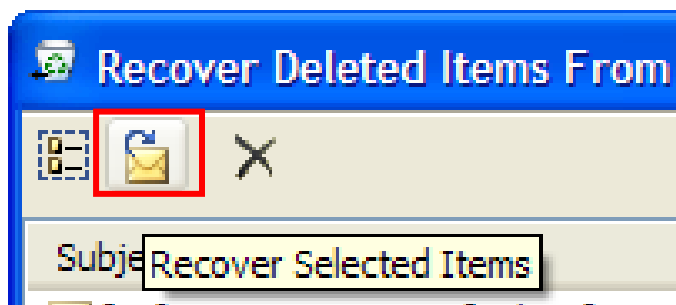
2. Click on Tools menu > Recover Deleted Items.



3. On the pop up window, choose from the list of items you want to recover.



4. To recover the item, click on the second icon on the window as shown in the following figure.



5. The recovered items will be moved to the "Deleted Items" folder where you can drag it out to other folders.

Deleted Items - Microsoft Outlook

File Edit View Go Tools Actions Help

New | | X | Reply Reply to All Forward Send/Receive Find Type a contact to find

Search

**Folder List**

All Folders

- Mailbox - Jane Smith
  - Calendar
  - Contacts
  - Deleted Items (1)**
  - Drafts
  - Inbox

**Deleted Items**

Arranged By: Date Newest on top

Jane Smith	2:57 PM	
test		

**test**

Jane Smith

To: Jane Smith

test