

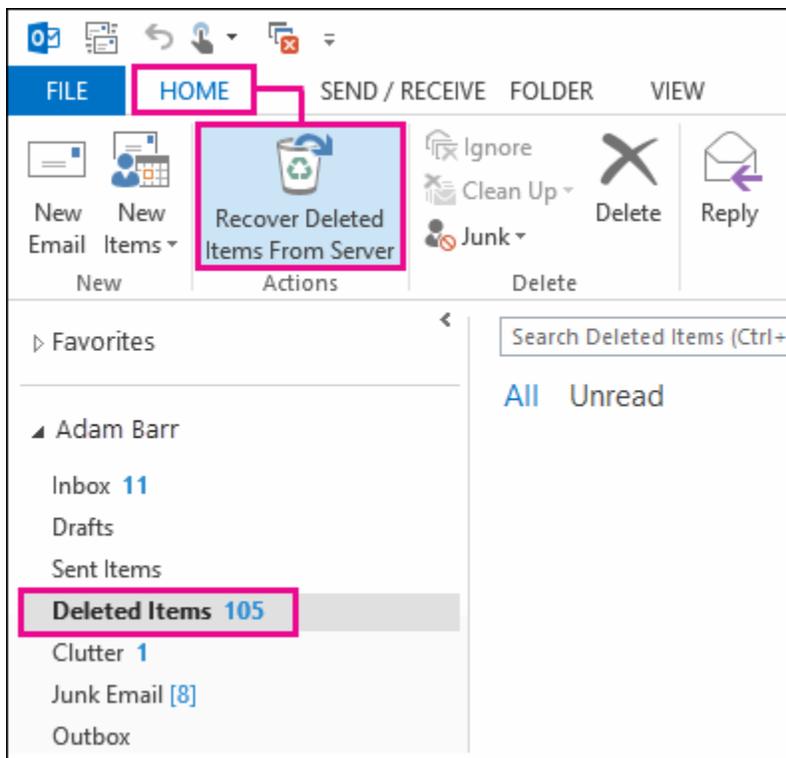
Recover an item that's no longer in your Deleted Items folder

Applies To: Outlook for Office 365 Outlook 2016 Outlook 2013 Outlook 2007

1. In Outlook, go to your email folder list, and then click **Deleted Items**.

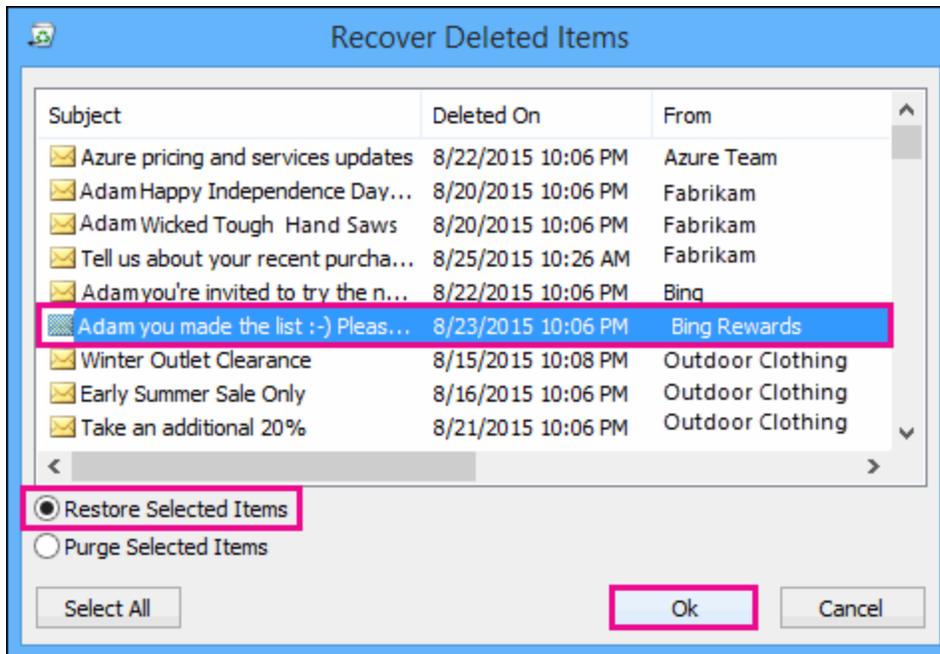
Important: If you don't see the **Deleted Items** folder, but instead see the **Trash** folder, then your account doesn't support recovering an item that's no longer in your **Deleted Items** folder.

2. Make sure **Home** is selected at the top, left-hand corner, and then click **Recover Deleted Items from Server**.



Important: If **Recover Deleted Items from Server** isn't there, your account doesn't support recovering an item that's no longer in your **Deleted Items** folder.

3. Select the item you want to recover, click **Restore Selected Items**, and then click **OK**.



Where do recovered items go? When you recover items from the Recoverable Items folder, they are moved to the **Deleted Items** folder. So, after you recover an item, you can find it in your **Deleted Items** folder and then move it to another folder.