

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**.

Recover Deleted Items			
Subject	Deleted On	From	^
Azure pricing and services updates	8/22/2015 10:06 PM	Azure Team	
Adam Happy Independence Day	8/20/2015 10:06 PM	Fabrikam	
Adam Wicked Tough Hand Saws	8/20/2015 10:06 PM	Fabrikam	
Tell us about your recent purcha	8/25/2015 10:26 AM	Fabrikam	
Adamyou're invited to try the n	8/22/2015 10:06 PM	Bing	
Adam you made the list :-) Pleas	8/23/2015 10:06 PM	Bing Rewards	
Winter Outlet Clearance	8/15/2015 10:08 PM	Outdoor Clothing	
🖂 Early Summer Sale Only	8/16/2015 10:06 PM	Outdoor Clothing	
🖂 Take an additional 20%	8/21/2015 10:06 PM	Outdoor Clothing	\sim
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Restore Selected Items			
O Purge Selected Items			
Select All Ok Cancel			

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.