

Recover a deleted email from Outlook

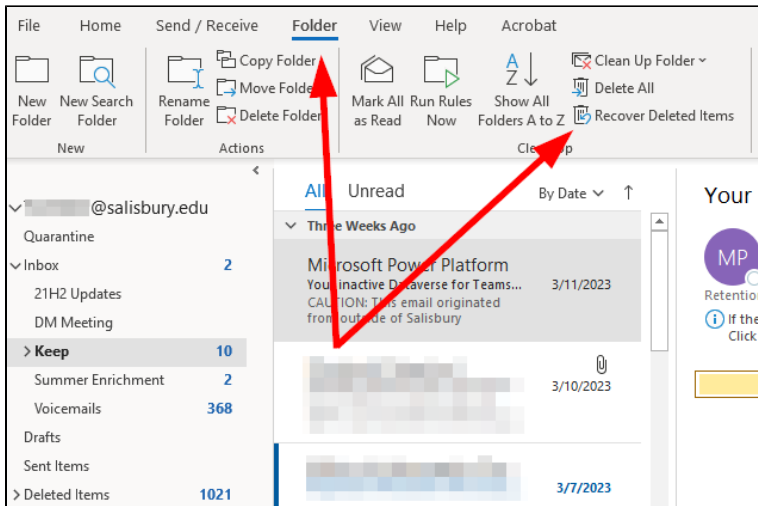
Problem

I need to recover an item I accidentally deleted from my mailbox in Outlook.

Solution

You can still restore recently deleted items from the hidden Recoverable Items folder.

1. Select the Folder tab at the top of the screen



2. Click Recover Deleted Items from the Clean Up section
3. Select the item(s) you want to restore, verify Restore Selected Items is chosen, and click OK.

Items that are restored are put back into Deleted Items.

[Tutorial on How to Restore a Deleted Email](#)

****Note that you cannot recover a folder once it's been deleted. However, you can use the steps above to recover the messages contained within that folder.**

Related articles

- [About the Recall feature in Outlook](#)
- [Maximum number of recipients in an outgoing email -Office 365](#)
- [Sharing a calendar and opening a shared calendar in Outlook](#)
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