



**Universiteit
Leiden**

User Guide

Recover deleted items

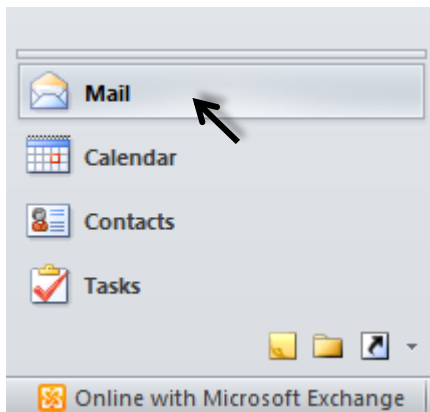


Introduction

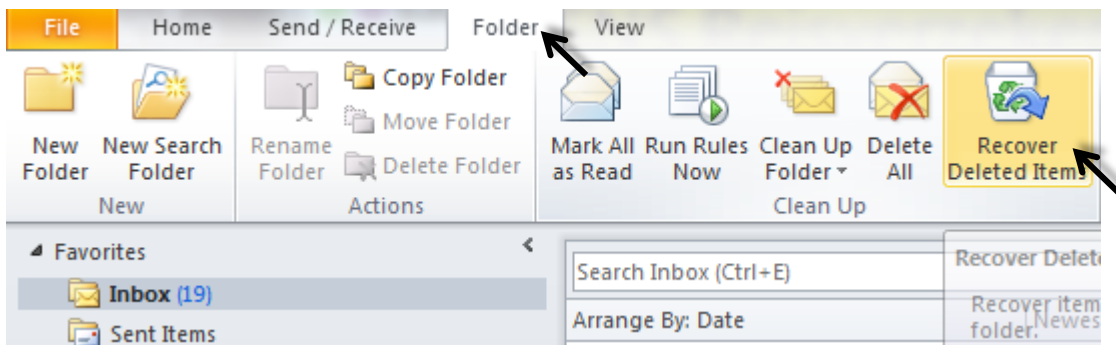
Exchange has a self-service recovery feature that allows you to recover items that have been deleted within the last 60 days.

How to recover deleted items

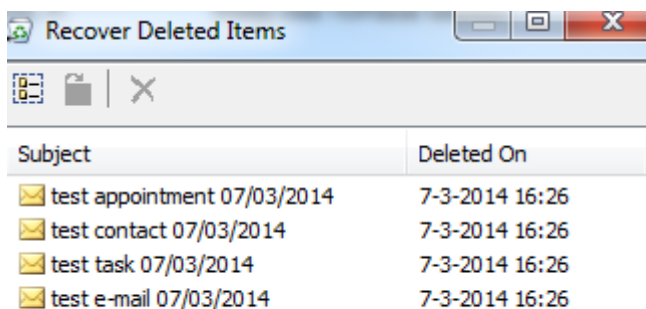
1) Select in the main screen of Outlook, “**Mail**”



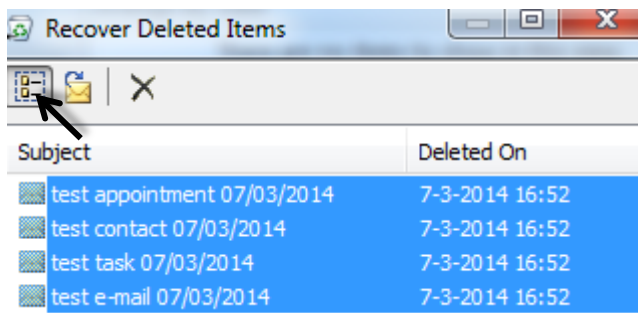
2) Select the ribbon menu “**Folder**”, following with “**Recover Deleted Items**”



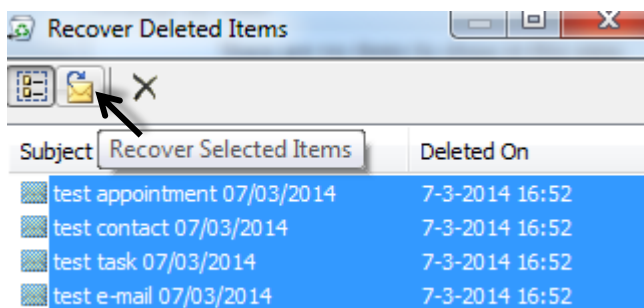
3) Now a new screen will be presented where you can recover the deleted items. In this example we already have deleted some different kind of items (appointment, contact, e-mail and a task). Although it is possible to recover these different kind of items, the icon will appear as if it was an e-mail.



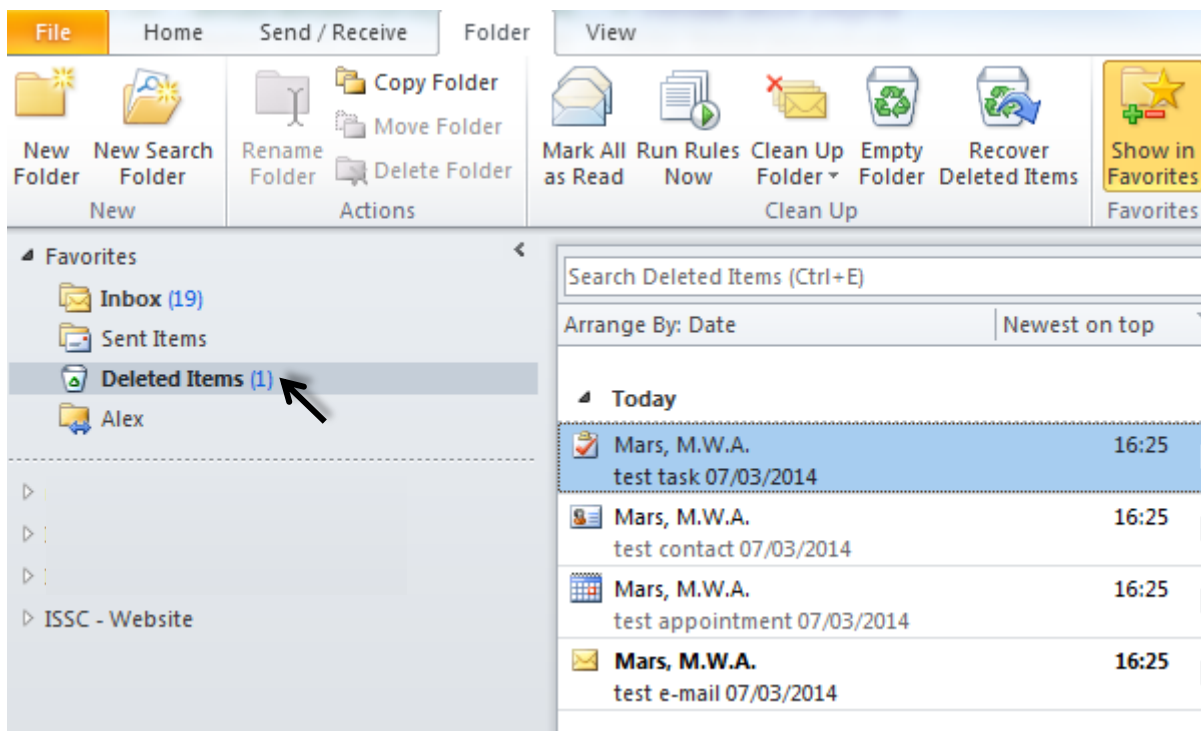
4) In this example we will recover all deleted items. By selecting the first icon, we select all items.



5) Now select the second icon to recover the selected items.



6) All recovered items will appear in the Deleted Items folder.

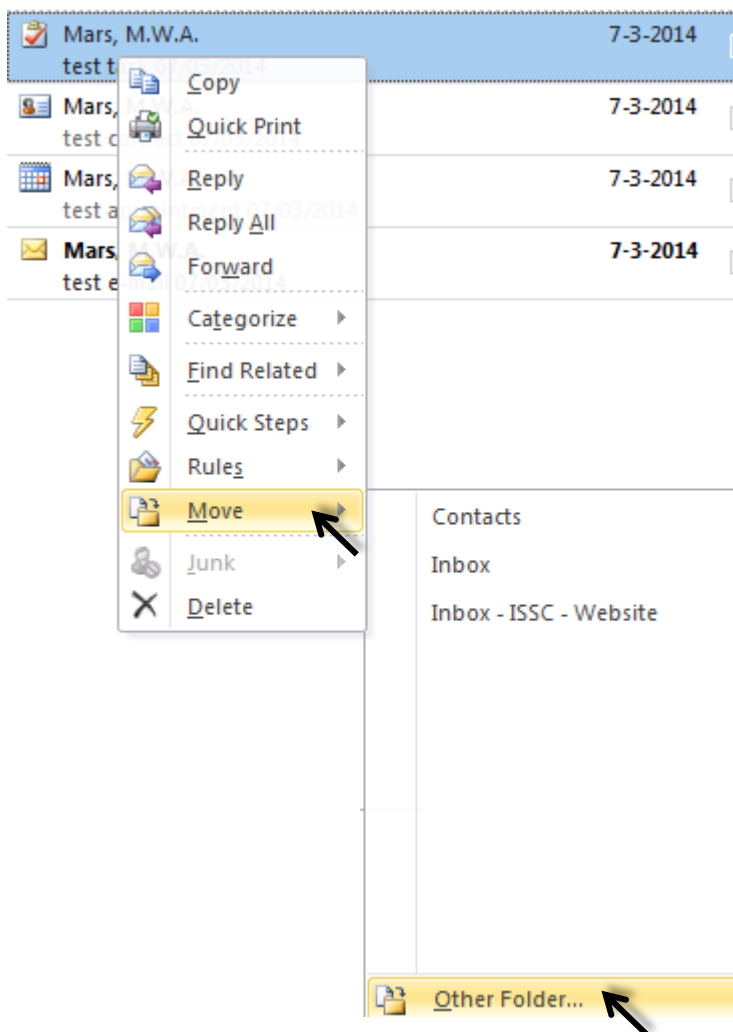


Restoring the marked as deleted items

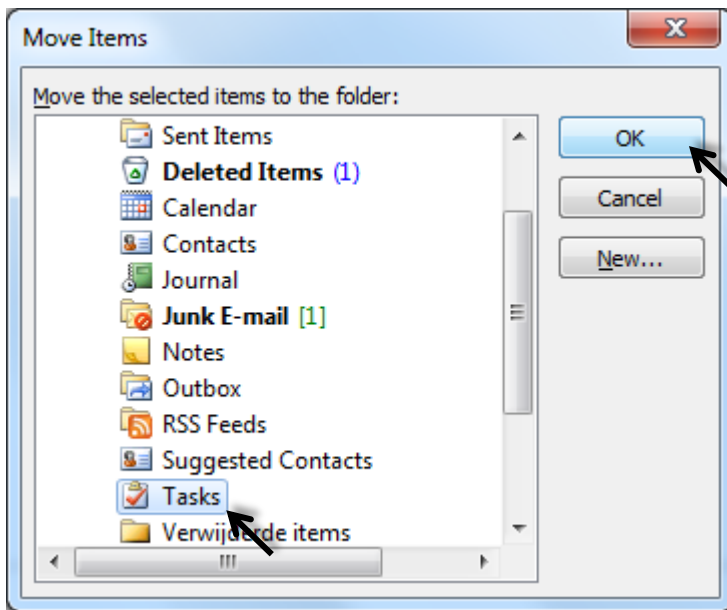
In order to restore the different kind of deleted items which have been restored to the deleted items folder in Outlook, you will have to do some interactions depending on the type of items.

	Today	
1	Mars, M.W.A. test task 07/03/2014	16:25
2	Mars, M.W.A. test contact 07/03/2014	16:25
3	Mars, M.W.A. test appointment 07/03/2014	16:25
4	Mars, M.W.A. test e-mail 07/03/2014	16:25

1) For the Task, right mouse click and select “**Move**” and then “**Other folder**”



2) Now select “**Task**” and then “**OK**”



3) For the other items, do the same as above, but do select the right type of folder (Contact, Calendar, Inbox).