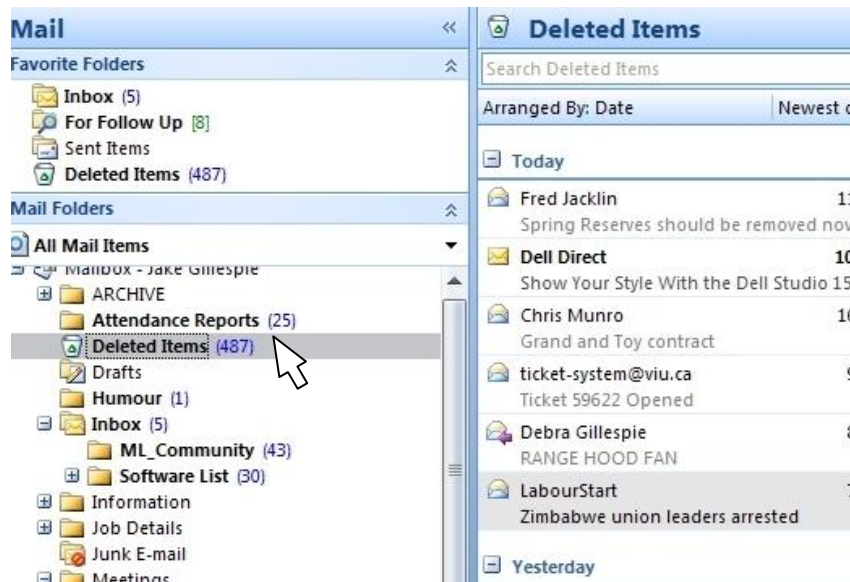




Recover Deleted Items – Outlook 2007

You can recover items deleted within the last 60 days on the VIU Exchange Server using Outlook 2007

- Open **Outlook 2007** and click on the folder you want to recover items from (usually the Deleted Items folder)
N.B. If you know the folder it was originally stored in, click on the folder to filter the items, it will still be recovered to the **Deleted Items** folder)



- Click on **Tools=> Recover Deleted Items**. This opens the **Dumpster**, select the item you want to recover, click the **Recover** button and it will be returned to the **Deleted Items** folder

