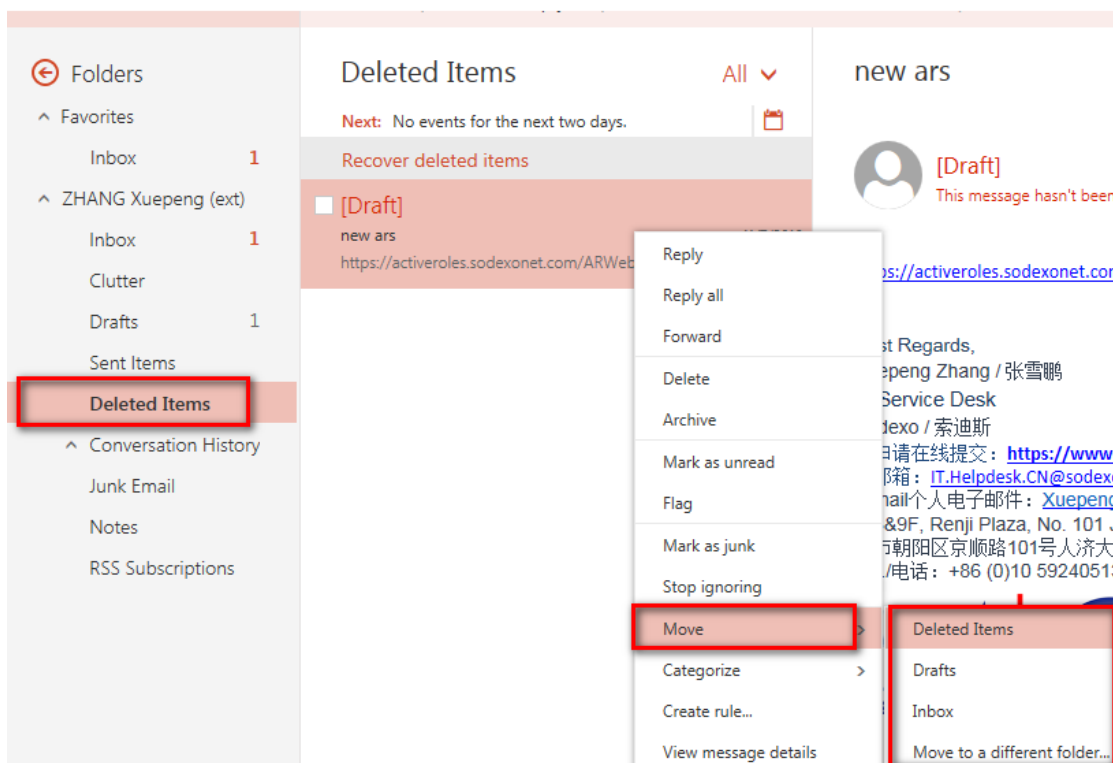


How to recover deleted item in O365 webmail

Step :

Deleted item will exist in the deleted Items folder, right click on the message being deleted, select "move", you can move the message to another folder.



If the messages are deleted from the deleted items folder, in 30 days you can "recover deleted items" button to restore it. If the message "recover deleted items" is clear, will not be restored.

The screenshot shows the Outlook interface. On the left, the 'Deleted Items' folder is selected in the navigation pane. The main pane displays the 'Deleted Items' folder with a 'Next' notification: 'Next: No events for the next two days.' Below this, a button labeled 'Recover deleted items' is highlighted with a red box. A draft email is visible with the subject '[Draft] new ars' and a URL starting with 'https://activeroles.sodexonet.com/ARWebAdmin/Global...'. The date '11/7/2016' is also shown.

Below the Outlook window, a separate window titled 'Recover deleted items' is shown. It has a 'Purge' and 'Recover' button, with 'Recover' highlighted. The text reads: 'Recover deleted items. These items were recently permanently deleted or emptied from the Deleted Items folder. You can either recover these items to their original locations or purge them.'

A search bar is present above a table of deleted items:

Deleted Items	Items by date
GROUP MAILBOX PASSWORD EXPIRATION REPORT - OFFICE Name Name(CN) Department City PasswordExpires PasswordStatus Sam.DONG 董超刚 COR WX 2016/10/18 10:54:33 Expires	10/18/2016
SharePoint.China@app.sodexo.com 温馨提示：[ONLINE CASE]今天您来值班！ Dear SONG Alex (ext) & Xuepeng ZHANG (ext)，今天是 2016/10/18 Tuesday，[ONLINE CASE] 由您二位来值班！ OnDuty：S	10/18/2016
SharePoint.China@sodexo.com [ACCOUNT-STAFF-CLOSE]关闭账号 TIME: 10/18/2016 08:00:19 # 以下账号需要关闭,操作步骤如下: 1.设置转发 2.禁用账号 3.移动OU位置 4.点击这里更新状态 Disa	10/18/2016

See you next week.