

How to Recover Deleted Items

Outlook 2007 with Microsoft Exchange Server gives you the ability to recover messages even after your deleted items folder has been emptied for a period of **two weeks** [from the time the message was deleted]. To do this:

1. Select your Deleted Items folder and click on Tools\Recover Deleted Items...
2. You will see a box with all of your recoverable deleted items in it.
3. You can either click the Select All button in the upper left hand corner to select all of the message or you can select them one at a time and click on the Recover Selected Items button in middle.

