

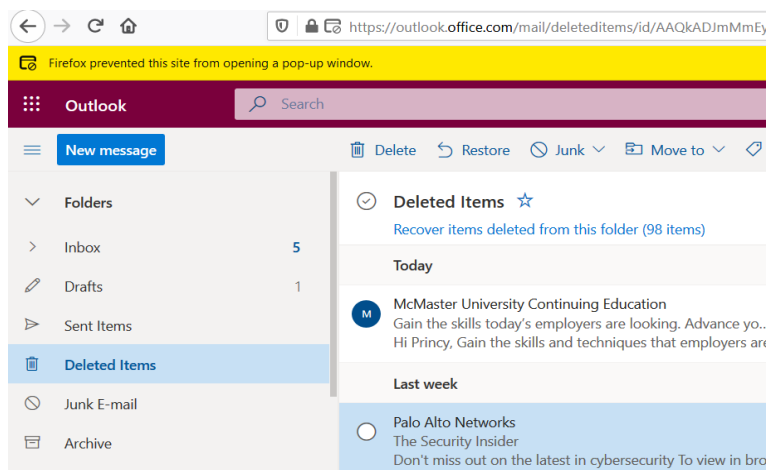


McMaster  
**MAIL**

## How to Recover Deleted Items in Outlook Client or Outlook Web Access

### Outlook web app

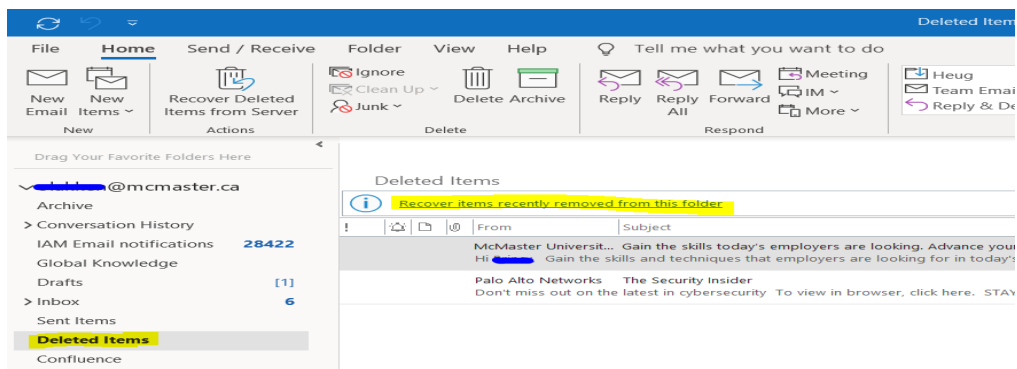
1. Click on the Deleted Item folder on your left pane



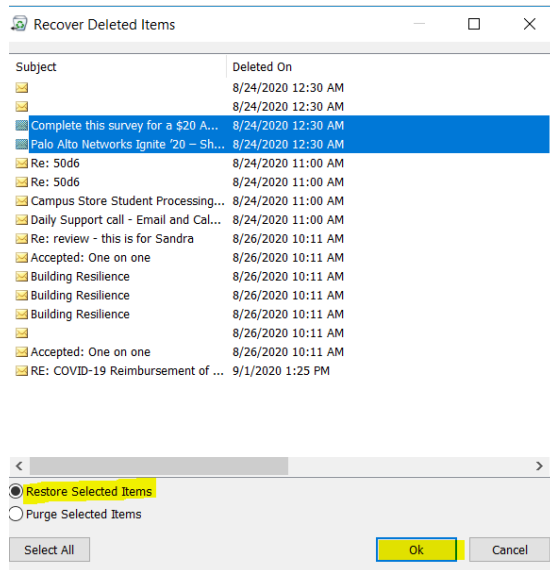
2. Click on 'Recover Items deleted from this folder' on your right pane
3. Select the item/(s) you want to restore and click 'Restore'

### Outlook client (MS Office 365 ProPlus)

1. Click on 'Deleted Items' on your left pane



2. Click on 'Recover Items recently removed from this folder' on your right pane
3. Select the item/(s) you want to restore and click 'Restore Selected Items' and click 'ok' button



4. Selected items will be restored