Deleting Emails in Microsoft Outlook 2016 for the PC

The following explains how to delete emails in Microsoft Outlook 2016 for the PC.

1. In your Inbox, right click the email that you wish to delete.

![Figure 1 - Select the Email]

2. Click Delete. Your email will be sent to the Deleted Items folder.

![Figure 2 - Click Delete]

3. To empty the Deleted Items folder, right click Deleted Items, located in the Folder pane.

![Figure 3 - Deleted Items]

4. Click Empty Folder.
5. Click Yes to permanently delete the items in the folder.

![Figure 4 - Click Yes]
Restoring Deleted Emails

The following explains how to restore an email deleted from the inbox but not permanently deleted from the Deleted Items folder.

1. To restore an email, click **Deleted Items** in the **Folder Pane**.
2. Right click the **email** you wish to restore from the **Deleted Items** folder.
3. Click **Move** (See Figure 5).
4. Click **Other Folder** (See Figure 5).

![Figure 5 - Selecting the Folder](image)

5. Select the folder that you wish to move the deleted email to (See Figure 6).
6. Click **OK** (See Figure 6).

![Figure 6 - Moving the Email](image)

Recovering Permanently Deleted Emails

Microsoft Outlook 2016 for the PC also allows you to recover emails that were permanently deleted from the Deleted Items folder. The following explains how to do so.

1. Navigate to you **Deleted Items** folder.
2. From the **Home** tab of the ribbon, click **Recover Deleted Items from Server**.

![Figure 7 - Recover Deleted Items from Server](image)
3. Select the email(s) you wish to recover.
4. Verify that Restore Selected Items is selected.
5. Click OK. Your email will be recovered and placed in the Deleted Items folder where you can move the email to your desired location.