Deleting Emails in Microsoft Outlook 2016 for the Mac

Deleting Emails from the Inbox
The following explains how to delete emails in Microsoft Outlook 2016 for the Mac.

1. In your Inbox, hover over the email that you wish to delete.
2. Click the Delete icon that appears. Your email will be sent to the Deleted Items folder.

![Image of email with delete icon]

Figure 1 - Click Delete

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

![Image of folder pane with Deleted Items selected]

Figure 2 - Deleted Items

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

![Image of delete confirmation dialog]

Figure 3 - Click Delete
Restoring Deleted Emails from the Deleted Items Folder

If you wish to restore a deleted email from the Deleted Items folder, it is recommended that you utilize the Outlook Web App. The web application will allow you to quickly restore deleted items from the Deleted Items folder as well as any items that have been permanently deleted from your email. The following explains how to restore an email from the Deleted Items Folder.

1. In an internet browser, navigate to http://ksumail.kennesaw.edu to access your email.
2. Log in using your NetID Credentials.
3. To restore an email, click Deleted Items in the Folder Pane to navigate to the Deleted Items folder.
4. Click the email you wish to restore from the Deleted Items folder (See Figure 4).
5. Click Recover, located on the Menu Bar (See Figure 4).

   ![Figure 4 - Restoring Deleted Email](image)

6. Your email will be restored to its original folder location.

Recovering Permanently Deleted Emails

The Outlook Web App also allows you to recover emails that were permanently deleted from the Deleted Items folder. The following explains how to do so.

1. In the Outlook Web App, navigate to your Deleted Items folder.
2. Click Recover Deleted Items.

   ![Figure 5 - Click Recover Deleted Items](image)
3. Select the email(s) that you wish to recover (See Figure 6).

4. Click Recover (See Figure 6).

![Figure 6 - Recovering Emails]

5. The Recover Items window appears. Click OK.

![Figure 7 - Click OK]

6. Your emails will be recovered and placed in their original folder. If the original folder does not exist, your mail will be placed back into the Inbox.