Deleting Emails in the Outlook Web App

The following explains how to delete emails in the Outlook Web App.

1. In the Outlook Web App, hover over the email that you wish to delete.
2. Click the Delete button. Your email will be sent to the Deleted Items folder.

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

4. Click Delete all in the dropdown that appears.
5. Click OK to permanently delete the items in the folder.
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 to navigate to the Deleted Items folder.
2. Click the email you wish to restore from the Deleted Items folder (See Figure 4).
3. Click Recover, located on the Menu Bar (See Figure 4).

4. 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. Navigate to your Deleted Items folder.
2. Click Recover Deleted Items.
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.