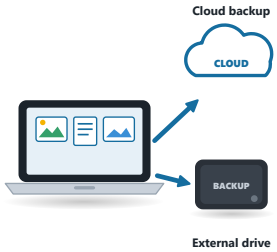
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Recover a Deleted Email or Folder

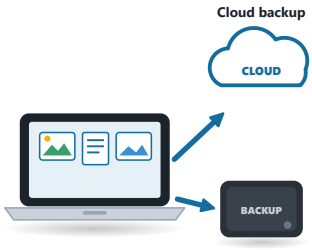
Outlook and Gmail, step by step.



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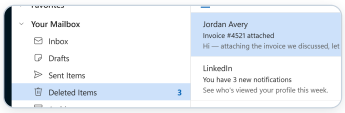
1 Where Did It Go?

A deleted email moves to **Deleted Items or Trash** first — that's the first place to check.



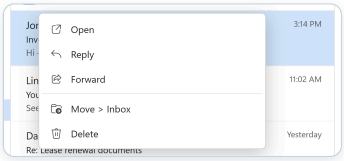
2 Outlook: Open Deleted Items

Click **Deleted Items** in the folder list, and find the message.



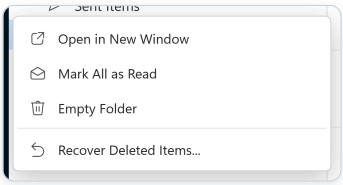
3 Outlook: Move to Inbox

Right-click the message, and choose **Move > Inbox**.



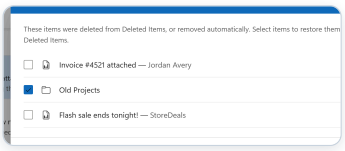
4 Gone? Recover Deleted Items

Right-click **Deleted Items**, and choose **Recover Deleted Items**.



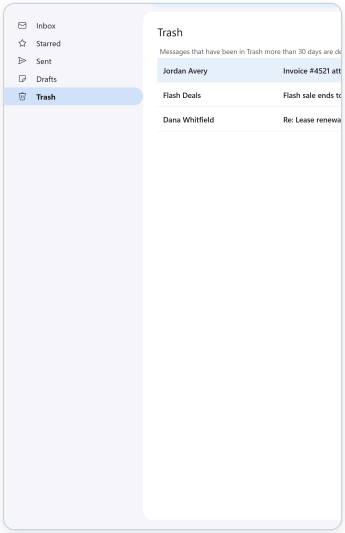
5 Check It, and Restore

Check the box, even for a whole **deleted folder**, and click **Restore Selected Items**.



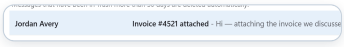
6 Gmail: Open Trash

In the left sidebar, click **Trash**, and find the message.



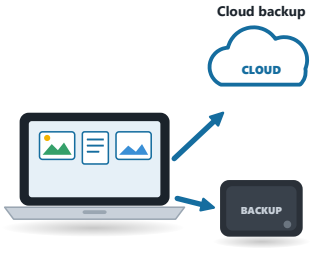
7 Gmail: Move to Inbox

Hover over it, and click **Move to Inbox**.



8 Don't Wait Too Long

Both Outlook and Gmail usually give you about **30 days** before it's gone for good.



Good to Know

- Can't find it? **Search All Mail or All Folders** — a rule or filter may have moved it.
- In Outlook, **a deleted folder** can come back through Recover Deleted Items too.
- For a business mailbox, an **admin may recover it** even after the normal window closes.

Need Help?

Contact Naples Computers

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