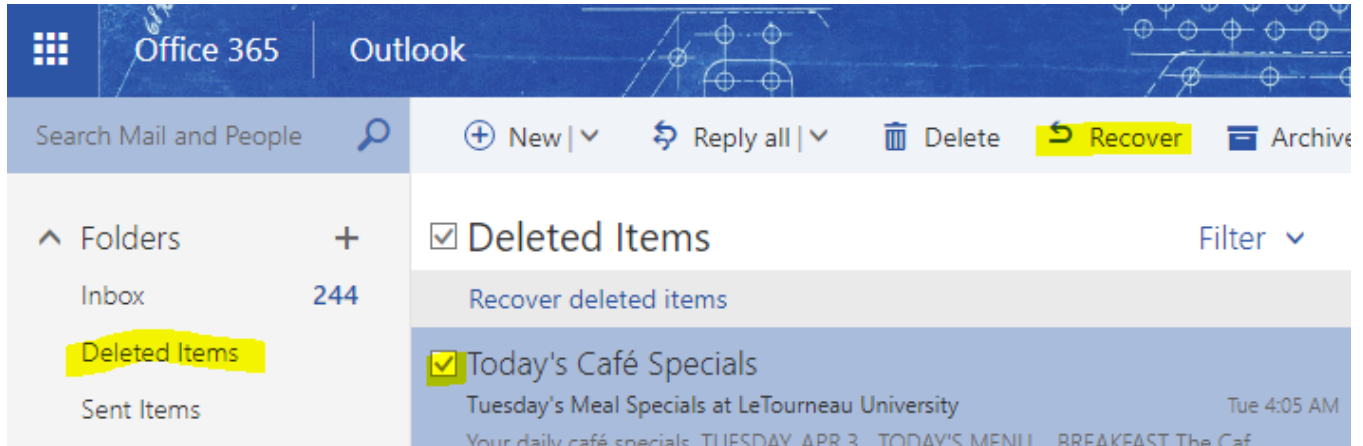


# Restore Deleted items in LETU Webmail

## Deleted Items

If you accidentally delete items you want in LETU webmail, you have a limited time where you may recover those items.

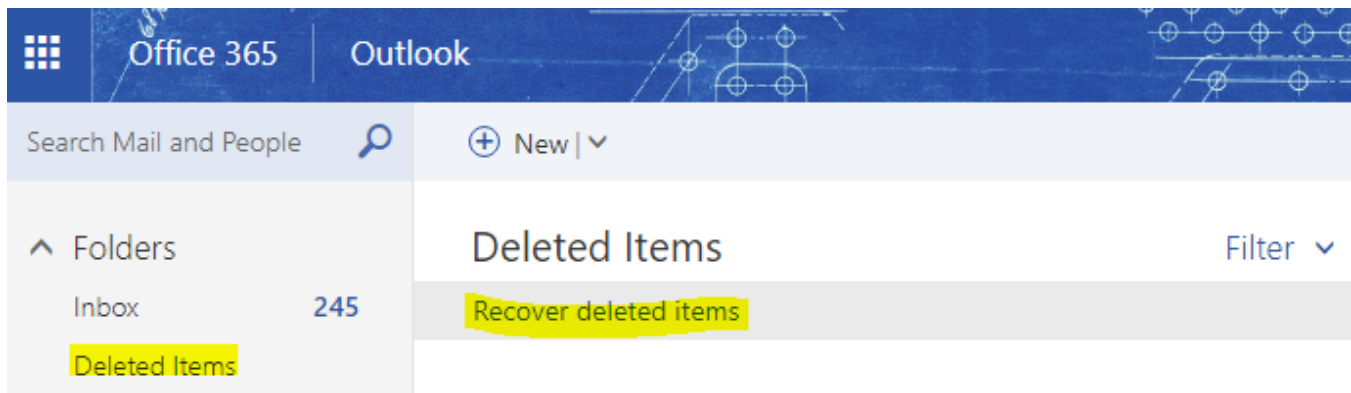
The easiest way to do this is by visiting your "Deleted Items" folder in LETU Webmail, selecting the message you want to retrieve and selecting "Recover"



## Recover Deleted Items (Webmail)

In some cases, you may have emptied your Deleted items folder or the messages may have been deleted in a way that bypassed the Deleted items folder. In this case you can use the "Recover Deleted Items" functionality to access items that have been removed from the Deleted Items folder. Items in this state are not retained very long so you'll want to do this as soon as possible once you determine you want a deleted message.

First, click on the Deleted Items folder, and then click on "Recover Deleted Items" as below:



Now you'll be given the ability to search for items that you would like to recover. To do so - find the message(s) you are after and select the checkbox to the left of each item - then click "Recover"

Recover Purge

## Recover deleted items

These items were recently permanently deleted or emptied from the Deleted Items folder. You can either recover these items to their original locations or purge them.

Deleted Items Items by date

**Dan Bowers**

[Looking to Migrate to a Cloud Phone System?](#)

2:19p

Hello! Are you interested in migrating to a Cloud Based VoIP Phone system this year? For over 30 years CMS Communicatic

## Recover Deleted Items (Outlook)

If you use Outlook, you can either choose to login to your email at <https://mail.letu.edu> to perform the recovery steps above, or if you are on Outlook 2016 you can use the "Recover Deleted Items" functionality from within your Outlook client as below:

The screenshot shows the Outlook interface. The ribbon is set to 'Home' and includes the 'Delete' group with the 'Recover Deleted Items from Server' button highlighted. The navigation pane on the left shows the 'Deleted Items' folder selected. The main pane displays a list of items, with the first item highlighted: 'Recover items recently removed from this folder'. Below the list, the 'FROM' and 'SUBJECT' columns are visible, showing 'Today's Café Specials' and 'Tuesday's Meal Specials at LeTour'.