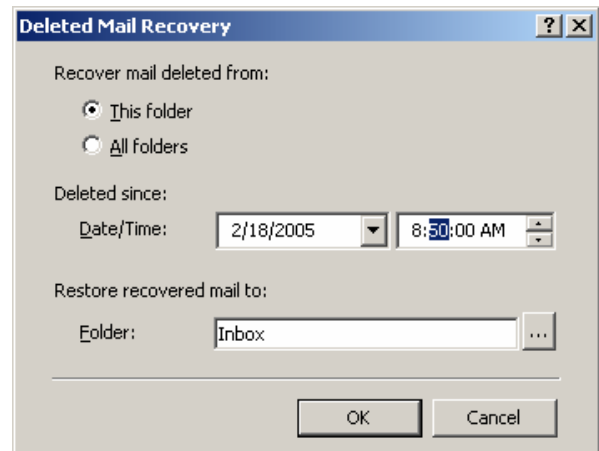


Restoring Deleted Mail

Did you know it might be possible to restore e-mail that you have deleted from your Inbox or other folder in Outlook?

First we suggested checking your **Deleted Items folder**. If you have already emptied your deleted items folders you may still be able to recover your mail. As long as it is within two hours of when you deleted the message you should be able to recover it by doing the following:

1. In Outlook go to the **Tools** menu
2. Click on **Deleted Mail Recovery**
If you do not see Deleted Mail Recovery you may need to update your Oracle Outlook Connected.
[Click here for instructions](#)
3. Select the folder the e-mail was deleted from. ('this folders' indicates the folder you are currently viewing, most likely your inbox)
4. Set the date and time. (It is best to choose a small time frame; for example if you deleted the e-mail 9a.m. try setting the time to 8:50a.m.)
5. Select the folder you want to restore the e-mail to (most likely this will be your inbox)
6. Click **OK**.
7. The e-mail you deleted during the specified time frame should now be recovered.



Occasionally this process may alter your menu bar causing it to lose icons. If that happens please follow the steps below to restore your menu bar icons.

1. right click anywhere on the menu bar
2. choose customize
3. click the toolbars tab if necessary
4. select menu bar (don't uncheck it)
5. click the reset button

If you need additional assistance please call the LCC Help Desk at 483-5221 or 1-800-644-4522 for long distance or [click here to contact the Help Desk via e-mail](#).

