

## RECOVERING DELETED MESSAGES

When a user deletes a message, the message is moved to the user's Deleted Items folder. The message will remain in the user's Deleted Items folder for 30 days unless the user purges the Deleted Items folder sooner than 30 days. Items in the Deleted Items folder are counted against the user's email quota.

Once a deleted message is removed from the Deleted Items folder either via aging or via a manual purge, the message is saved in the system for an additional three weeks. Users can restore these messages without ICIT assistance by using the "Recover Deleted Items" function. Right-click the Deleted Items folder in the Navigation Pane and click Recover Deleted Items.

