How long do items remain in the Office 365 Outlook Deleted Items and Junk Email Folders?

Effective: July 9, 2015
Last Updated: January 26, 2018

In the Office 365 Student Email program, items placed in the Deleted Items folder or the Junk Email folder will remain there for thirty days. After thirty days, items are permanently deleted.

The steps below describe how an Outlook user can recover deleted items during the thirty day grace period.

How do I recover deleted email items by using the Outlook web?

1. Sign in to Office 365.
2. Open Outlook.
3. In the Folder pane on the left-hand side of the window, choose “More”. The Deleted Items folder will appear under Inbox.
4. Right-click on the Deleted Items folder and choose “Recover Deleted Items”.

5. A window will appear displaying all available deleted items.

6. Select the deleted items to be recovered.
7. Choose “Recover”. The following dialog box appears.

![Recover items dialog box]

The items you selected to recover will be restored to their original folders:
- Mail items to the Inbox.
- Calendar items to the Calendar folder.
- Contacts to the Contacts folder.
- Tasks to the Tasks folder.

8. Click OK. The mail items will be restored back to their original folder.