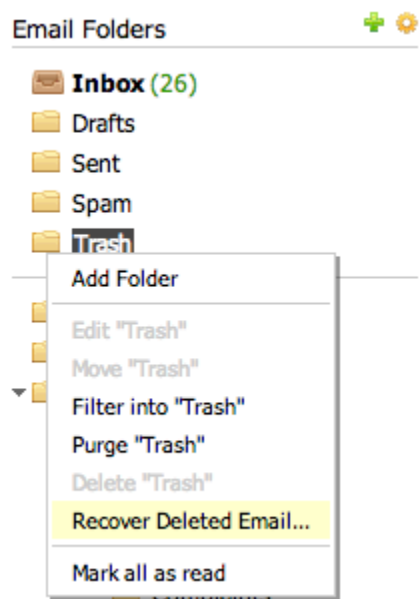


Recover Deleted Email in Webmail

Recover Deleted Email in Webmail

For up to 14 days, it is possible for users to recover email messages even after they have been purged from the Trash folder. To do so, login to [Webmail](#), and perform the following steps:



1. Right click on the **Trash** folder
2. In the context menu, click **Recover Deleted Email...**




3. Select the message(s) that you want to recover

Recover Deleted Email

You can recover deleted messages for up to 14 days.

 Recover to Folder ▾		
<input type="checkbox"/> From	 Subject	Received ▾
<input type="checkbox"/> Frank Newman	Don't forget Monday's Meeting	Today 8:40 pm
<input type="checkbox"/> John Franklin	This quarter's earnings!	Today 3:02 pm
<input type="checkbox"/> Arlene Johnson	Thanks again	Today 11:24 am
<input type="checkbox"/> Chris Arlington	Let's go bowling	Today 10:41 am
<input type="checkbox"/> Nancy Christianson	What's next?	Today 10:21 am
<input type="checkbox"/> Gabriel Nantucket	Best Sales Pitch Ever!	Today 9:43 am
<input type="checkbox"/> Taykwan Jones	Important, Please Read!	Today 8:41 am

 1 - 7 of 7

4. Click **Recover to Folder**.

5. Select the folder you want to move the messages to

Recover to Folder ▾

- Inbox
- Drafts
- Sent
- Spam
- Trash
- 1) Next
- 2) Someday
- 3) Archive
 - Bug Reports
 - Change Log
 - Change Requests
 - Feedback
 - Complaints
 - Ideas
- Errors

Subject	Received ▾
Don't forget Monday's Meeting	Today 8:40 pm
This quarter's earnings!	Today 3:02 pm
Thanks again	Today 11:24 am
Let's go bowling	Today 10:41 am
What's next?	Today 10:21 am
Best Sales Pitch Ever!	Today 9:43 am
Important, Please Read!	Today 8:41 am

1 - 7 of 7

6. When you see the confirmation “Message(s) Recovered”, you are done.

*NOTE: Admins can do this on behalf of their user's by utilizing the Webmail **LoginAs** functionality available in the Control Panel.*

Mailboxes

Using 1 of 1 mailboxes ([upgrade this plan](#))

1 - 1 of 1 or

Mailbox ▲	Date Created	Last Login	Usage	Action
<input type="checkbox"/> exampleuser	11/04/2013 04:58:50 PM		0.0 MB <input type="text"/> 10.0 GB	Disable Log In As
<input type="checkbox"/> <input type="button" value="Select Action"/>				<input type="button" value="Export List (.csv)"/>