

OWA – How to recover deleted emails

Quite frequently email users delete an email, either by mistake or on purpose, and then realise later that the email contained information that is important. In this short guide Techquity will show you how to restore your deleted emails.

Note: The emails can only be restored in this fashion for a short period of time, once they have been deleted from the delete folder for longer than 14 days, they will not be recoverable.

Firstly you will need to log into your OWA (or webmail) account.

- Open Internet Explorer
- Navigate your way to: <http://mail.companyname.com.au>
 - Note that company name will be specific on your mail set up.
- Enter your log in details:
 - Email address: username@companyname.com.au
 - Password: if this is your first time logging into OWA your password will be set as a default value. Please contact your mail administrator for the information.

Microsoft®
Outlook® Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

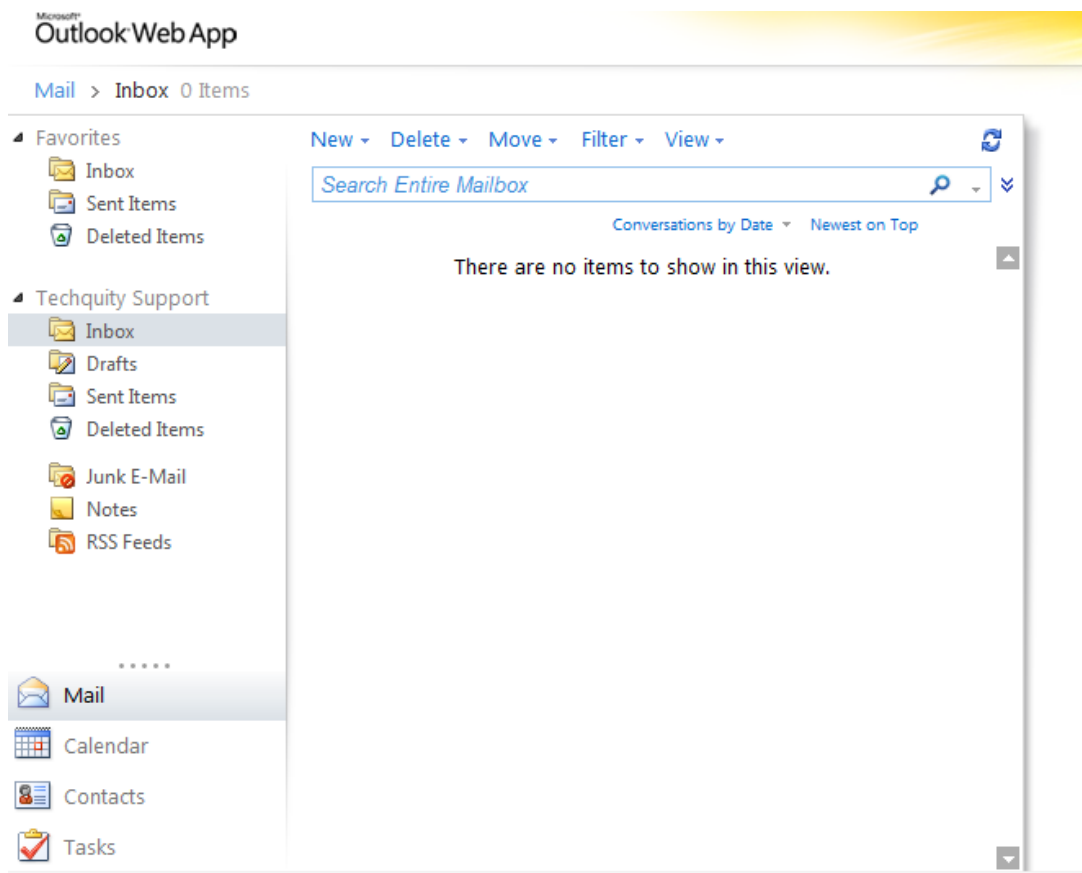
E-mail address:

Password:

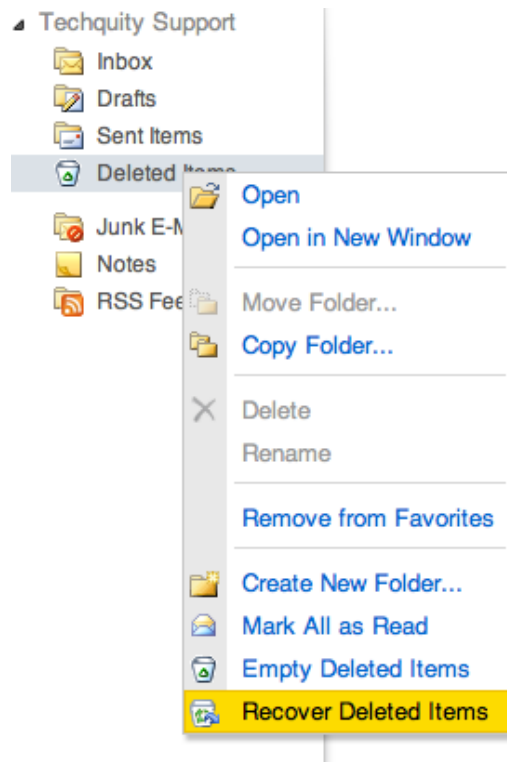
[Sign in](#)

Connected to Microsoft Exchange
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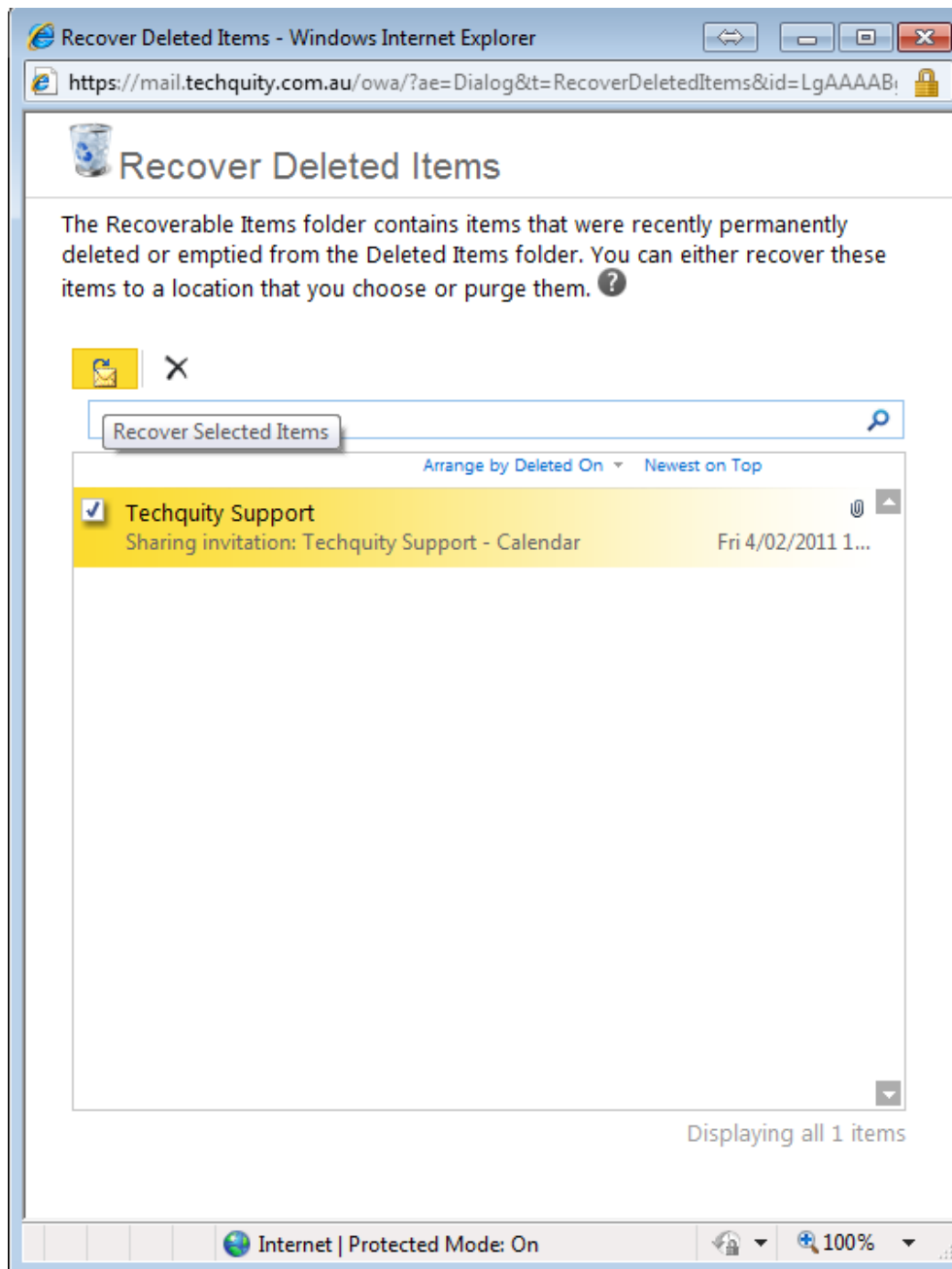
- Once logged in you will see the OWA user interface.



- Right Click on the Deleted Items icon, then on Recover Deleted Items

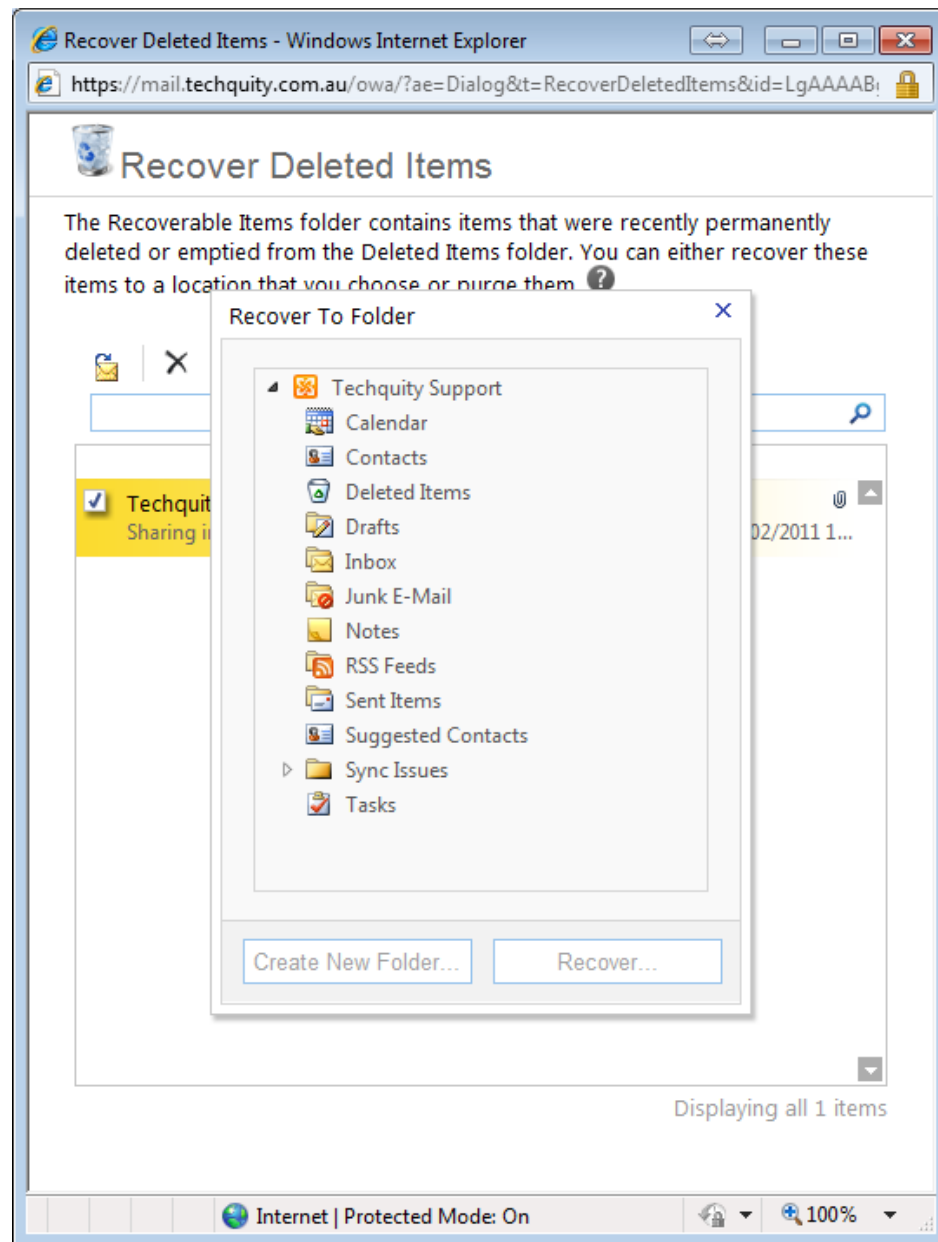


- New window opens



- Select the file you wish to restore and click Recover Selected Items (upper left button)

- This will bring up another window, select the folder you wish to restore the email to



- Click recover and your email will be restored in that folder.