

## OUTLOOK – RECOVER DELETED ITEMS FROM ANY FOLDER (NOT JUST DELETED ITEMS FOLDER)

Outlook provides a way to recover items after you have permanently deleted them, including after emptying the **Deleted Items** folder. Your Exchange server administrator specifies the retention time for permanently deleted items on the Exchange server. After this time has elapsed, you cannot recover the deleted items.

By default, to use the **Recover Deleted Items** command on the **Tools** menu, you must be viewing the **Deleted Items** folder. By modifying the registry, this command is available regardless of which **Outlook** folder that you are viewing.

You can view and recover deleted items, including those items that were permanently deleted by using **SHIFT+DELETE**, for the folder that you are viewing. To enable this feature follow the steps below.

- Exit **Outlook**.
- Open the Windows registry editor (**regedit**).
- Browse to: **My Computer\HKEY\_LOCAL\_MACHINE\Software\Microsoft\Exchange\Client\Options**.
- On the **Edit** menu, point to **New**, and then click **DWORD Value**.
- Type the name **DumpsterAlwaysOn**.

**Note** Do not type any spaces in the name.

- Set the **DWORD** value to 1.
- Restart **Outlook**.

The **Tools** menu now has the **Recover Deleted Items** command for every **Outlook** folder.