

Outlook Express

OPEN DELETED ITEMS FOLDER



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Click on the blue, underlined text to go to its linked reference.

Sometimes you'll delete a message that you didn't mean to delete. More often you'll hear the auditory announcement that you've received an email and nothing appears in the Inbox. Curiosity may cause you to want to see what it was. In many cases, someone be expecting an email from a friend that the friend says was sent, but it doesn't appear in the Inbox.

1. Click on the word "Inbox" on the menu bar under the "Create New Message" button (**Figure 1**.)

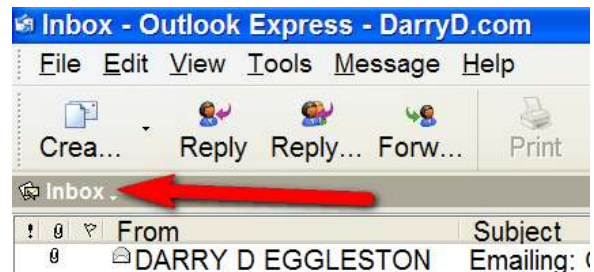


Figure 1

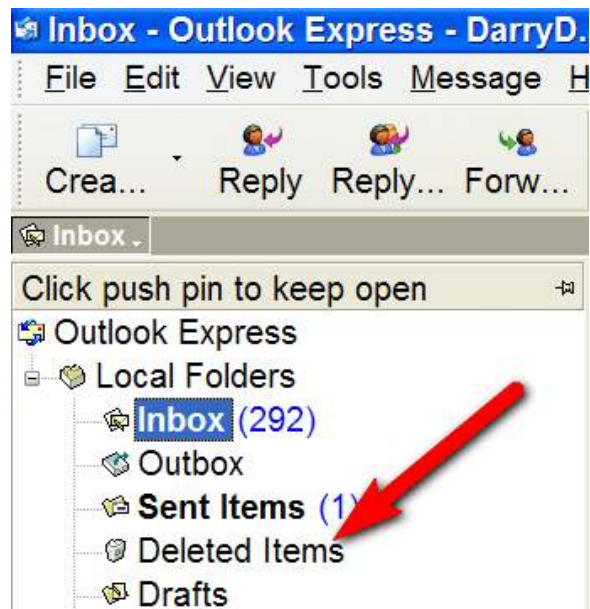


Figure 2

2. Click on the "Deleted Items" entry in the drop-down menu (**Figure 2**).

3. When the Deleted Items folder opens, the emails will be listed chronologically, in the order they were received.

If you are looking for a specific person, click on the word "From" which will sort the messages by sender (**Figure 3**).

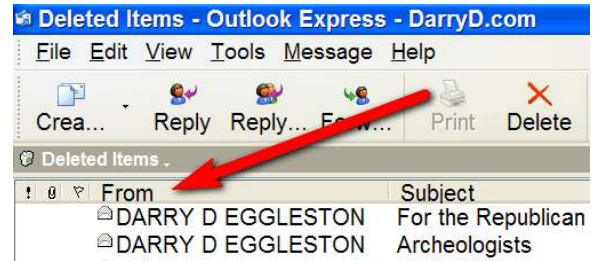


Figure 3

4. To return to the Inbox, click on the word "Deleted Items," and you'll see a drop-down menu in which you can Left-click on "Inbox" (**Figure 4**).

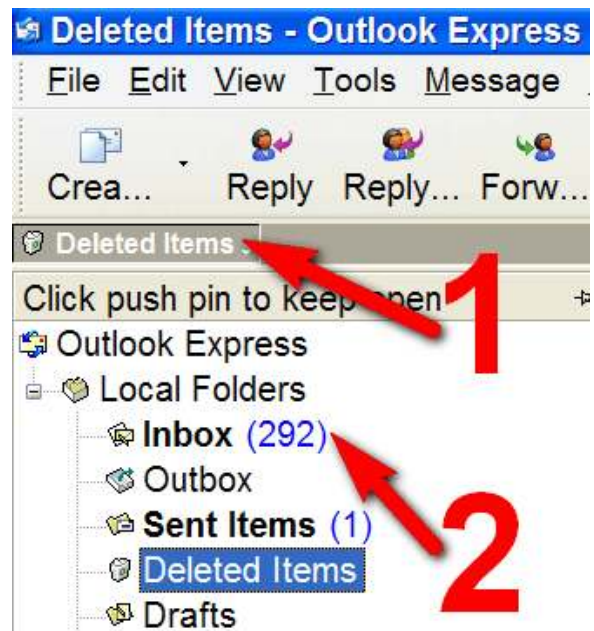


Figure 4