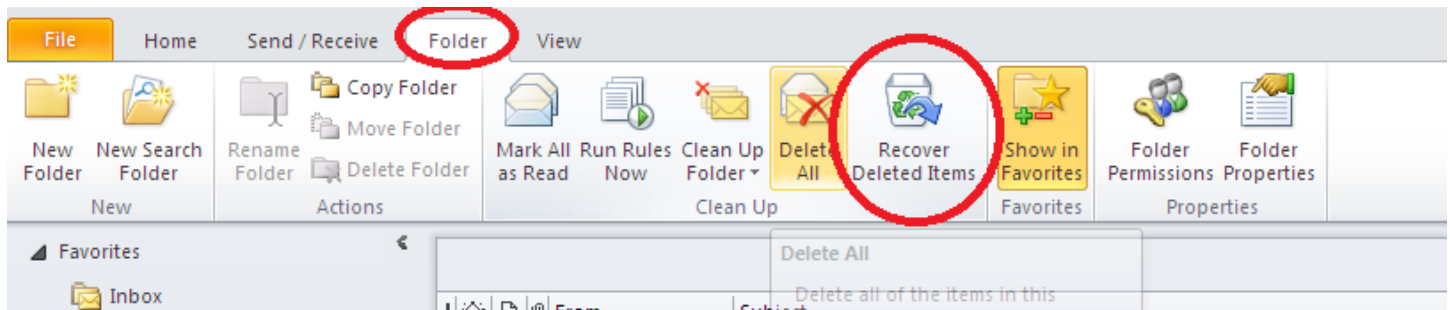


## Deleted Items

There **is no automatic removal of deleted items in Outlook**. It is the user's responsibility to remove items from the deleted items folder. Deleted items count against disk quota.

Users need to go in and empty there deleted items on a regular basis.

Even after they are removed from deleted items they can be recovered for two weeks with "Recover Deleted Items". To find this look in the "Folder" tab.



Recovered items are placed either in your inbox or sent items folder – not in the original location they were deleted from.

