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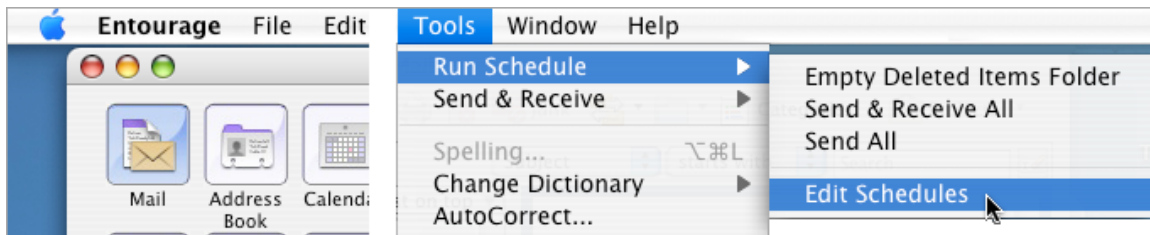
Entourage is initially configured so that you must manually empty your Deleted Items folder by **control-clicking** the Deleted Items folder and selecting **Empty 'Deleted Items'** from the pop-out menu.

**NOTE:** Under Run Schedule in the Tools menu, there is an Empty Deleted Items Folder option; this only empties your local Deleted Items folder.

If you prefer, you can set Entourage to automatically empty the folder.

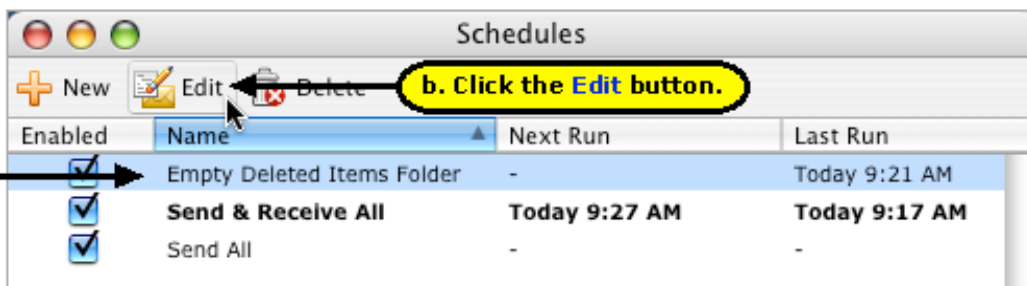
## Automatically Deleting Messages

1. From the **Tools** menu, select **Run Schedule** then **Edit Schedules**.

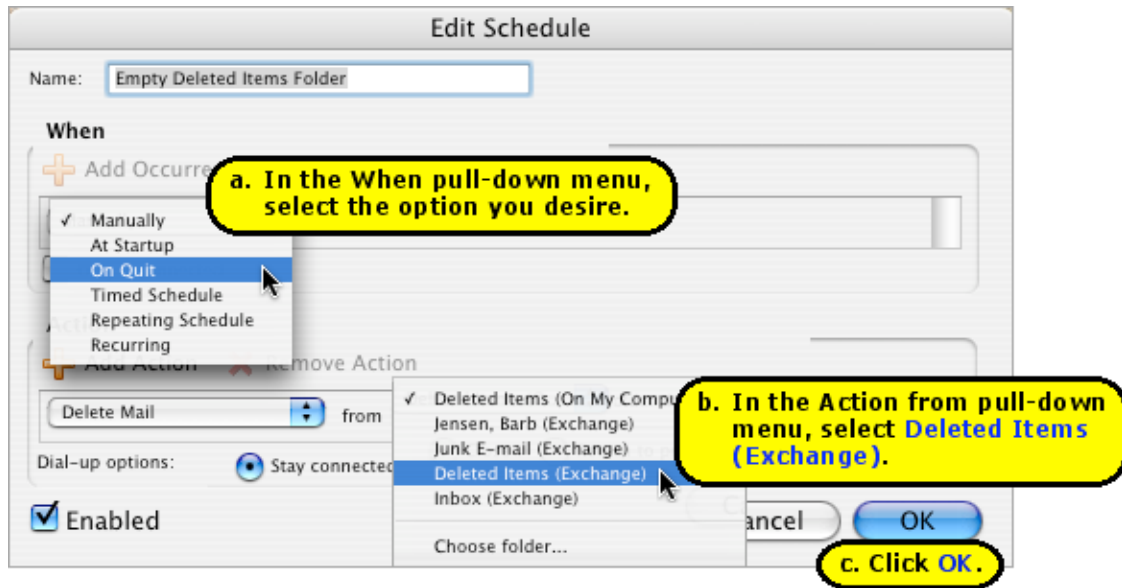


2. In the Schedules window:

**a. Click **Empty Deleted Items Folder** to select it.**



3. In Edit Schedule window:



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## Restoring Deleted Messages

You can remove messages you've placed in the Deleted Items folder at any time before you have:

- control-clicked the Deleted Items folder and selected Empty 'Deleted Items' from the pop-out menu
- quit Entourage if you have configured it to automatically empty the Deleted Items folder upon quitting.

After you have taken either of the two above steps, you can still recover messages **within 3 days** of them being deleted by using the Exchange web client, Outlook Web Access (OWA).

1. Connect to the Outlook Web Access (<https://exchange.umich.edu/>).



2. At the login screen:

Microsoft Office  
**Outlook Web Access**

a. Enter **umroot\** followed by **your username**.  
Make sure you use a backslash (\).

Domain\user name:

Password:

b. Enter your **Windows Active Directory** password.

Log On

c. Click **Log On**.

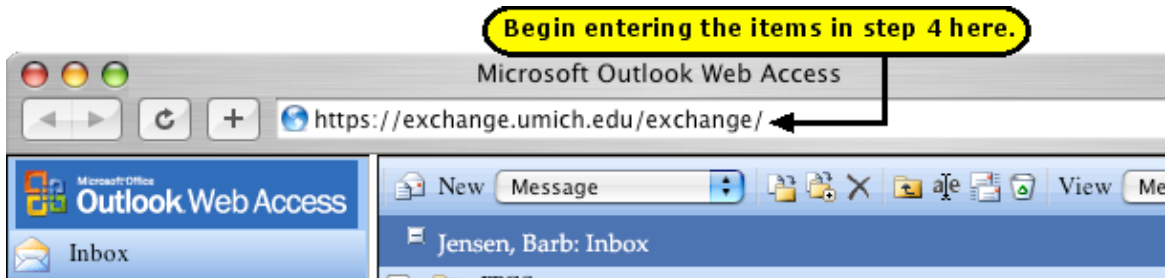
**Security**

Public or shared computer  
Select this option if you use Outlook Web Access on a

Private computer  
Select this option if you are the only person who uses this computer.

**Warning:** By selecting this option you acknowledge that the computer complies with your organization's security policy.

3. When you are logged in, place your cursor at the end of the URL so that you can add the information in step 4.



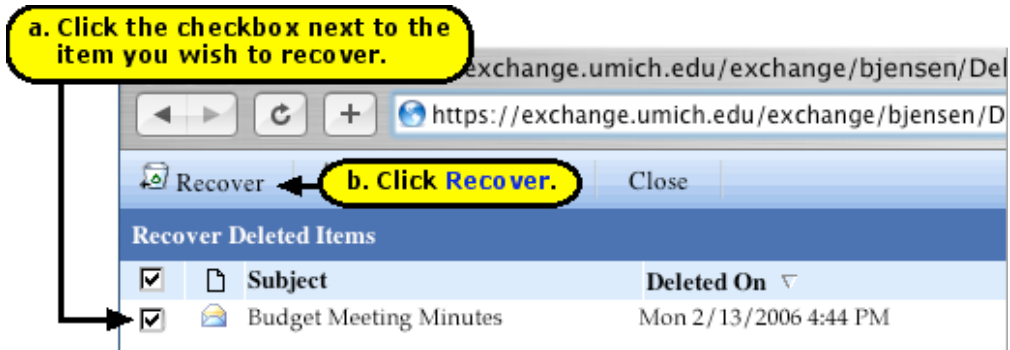
4. At the end of the URL <https://exchange.umich.edu/exchange/> add
- your **username** followed by a forward slash (/)
  - enter exactly **Deleted%20Items** followed by a forward slash (/)  
**NOTE:** %20 is used to indicate a space.
  - enter exactly **?cmd=showdeleted&btnClose=1**

In this example, if your username was bjensen, the completed URL would be

<https://exchange.umich.edu/exchange/bjensen/Deleted%20Items/?cmd=showdeleted&btnClose=1>

5. Press the **Return** or **Enter** key to go to the URL you've entered.

6. In the new URL:



7. The recovered item is returned to your Deleted Items folder in Entourage. You can then drag it to any folder you desire.

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