Recovering Deleted Items (UGAMail)

Overview

Messages deleted from your UGAMail account are not gone forever: you can restore messages you have purged from your trash folder from a recycle bin that does not count against your email quota.

Instructions

1. Log into your UGAMail account
2. In the folder view (the left side), right click on the Deleted Items folder.
3. In the right-click menu, choose Recover Deleted Items
4. In the window that appears, highlight one or multiple messages (hold down the ctrl key while clicking to highlight more than one).
5. Click the Recover Deleted Items icon next to the black “X”
6. Choose a folder to restore the items to (such as Inbox).
7. The restored message will appear in that folder's message list in order (i.e. if your mail is sorted by date, the message will appear in the list based on its arrival time).