

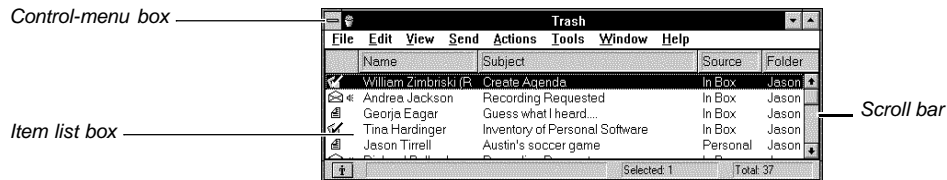
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## Undeleting Items

You can still recover items you have deleted from your Calendar, In Box, and Out Box if they have not been emptied from the Trash.

From the Main Window,

- 1 Double-click **Trash** .



- 2 Select the item to undelete from the Item list box.
- 3 Choose the **Edit** menu, then choose **Undelete** to recover the item.
- 4 Double-click the Control-menu box to return to the Main Window.

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### Tips and Hints

#### *Where Undeleted Items Appear*


An undeleted item will reappear in the Calendar or in the In Box or Out Box folder it was deleted from. If the folder the item was deleted from no longer exists, the undeleted items will reappear in the root folder.

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## Emptying Your Trash

Emptying your Trash lets you permanently delete *all* the items currently in the Trash. Once you have emptied the Trash, you will *not* be able to recover any items. To discard only selected items, see *Selecting Multiple Items* under *Tips and Hints* below.

From the Main Window,

- 1 Double-click **Trash** .
- 2 Choose the **Edit** menu, then choose **Empty Trash** to delete all items from your Trash.
- 3 Choose **Yes** if you are sure that *all* items in the Trash should be deleted.

All the items in the Trash will be deleted. This process may take some time.

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### Tips and Hints

#### *Selecting Multiple Items*

You can empty selected item(s) from the Trash.

To select a continuous range of items, click the first item in the range, then Shift-click the last item in the range.

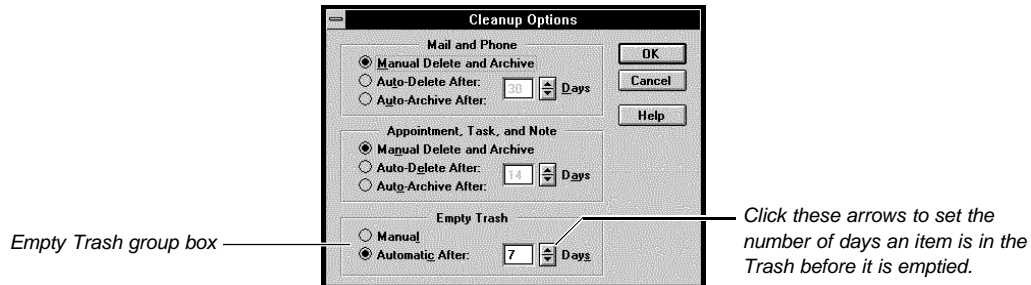
To select non-continuous multiple items, Ctrl-click the items.

After selecting your items, right-click the selected range to display the QuickMenu, then choose **Empty Selected Items**.

### *Emptying Your Trash Automatically*

You can specify the number of days that items should stay in the Trash before they are automatically emptied.

From the Main Window, choose the **File** menu, choose **Preferences**, then double-click **Cleanup**. Select **Automatic After** from the Empty Trash group box, specify the number of days, then choose **OK**. Be aware that your system administrator can set and lock this option.



You can recover an item you have placed in the Trash if the Trash has not been emptied. See *Undeleting Items* under *Trash*.