Recovering Deleted E-mails (Faculty and Staff)

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Did you accidentally delete an important email and then cleared your deleted items folder? There is hope...

**Option 1:**

1. Log into Webmail (https://webmail.spcollege.edu)
2. Select located in the upper right corner of the website.
3. Select located on the left side of the website.
4. In the section titled **Recover Deleted Items**:
   a. Click on the email you need to retrieve, then select **Recover to Deleted Items Folder**
   b. The email will be recovered to your **Deleted Items** folder. When the email arrives in your **Deleted Items** folder you can move it to the appropriate folder.
Option 2:

1. **Log into Archive Manager** ([https://archivemanager.spcollege.edu](https://archivemanager.spcollege.edu))
   a. Username format: **admin\lastname.firstname**
   b. Password: the same password you use to access other college websites.

2. **Select the account that the email was sent to** (the emails may take a few minutes to populate). If the email is not listed, expand the menu under the account the email was sent to by clicking on the + sign to the left of it and search the **Deleted Items** folder.

3. **The emails should be listed according to date.**

4. **Double-click on the email you need to retrieve.** This should open the email in a new window. At the top of this window, look for the **Send To Me** button. You can also use the forward option. Click **Send** and check your inbox. This action may take a few minutes to complete.