

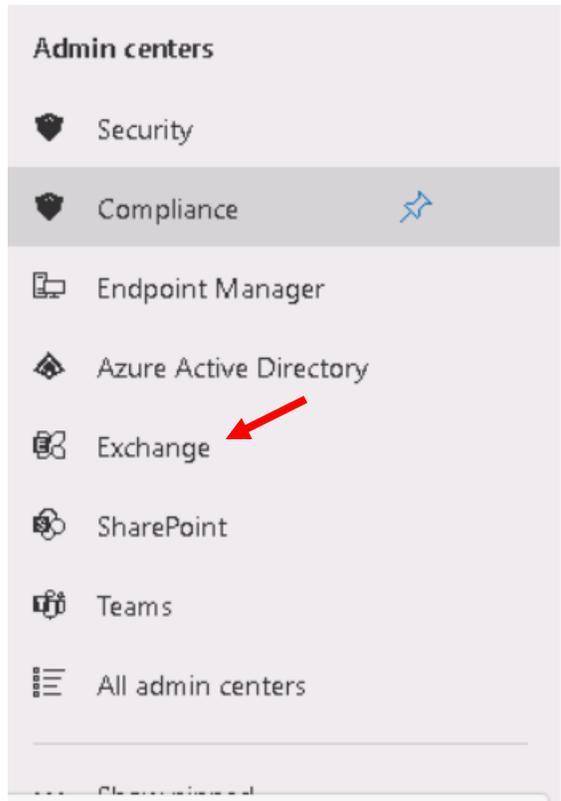
Using Exchange Admin center to
recover deleted emails

Use new EAC for recovering deleted messages

1. In the new EAC, navigate to **Recipients > Mailboxes**.
2. Select the mailbox for which you want to recover deleted messages, and click on the display name.
3. Under **More actions**, click **Recover deleted items**.
4. Enter values for each or either of the filter criteria from the drop-down lists.
5. Click **Apply filter**.

Recovering deleted messages

Step 1. The user who is deleting the message must have the correct admin permission in to recover the message. The permission needed is import export permission. Let's give that permission.





Home



Recipients

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Mail flow



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Home > Admin roles

Admin roles

Admin role groups give users permissions to view data, complete tasks, and use Powershell cmdlets in the Exchange admin center. Give users only the access they need by assigning the least-permissive role. [Learn more about managing role groups](#)



Add role group

12 items



Search



Role group ↑

Description



Compliance Management

This role group will allow a specified user, responsible for creating and manage compliance settings within Exchange in accordance with the organization's policies.



Discovery Management

Members of this management role group can perform search and discovery operations for data that meets specific criteria.



Help Desk

Members of this management role group can view and manage individual recipients and view recipients in an Exchange organization. Only members of the Help Desk role group can only manage the configuration each user can manage. Additional permissions can be added by assigning additional roles.

- Basics
- Permission
- Admins
- Review and finish

Set up the basics

To get started, fill out some basic information about the role group that you're creating.

Name *

Recover deleted items with Mailbox import export permission

Description

Recover deleted items with Mailbox import export permission

Next

Cancel

- ✓ Basics
- Permission**
- Admins
- Review and finish

Add permissions

Select the roles to add to the Recover deleted items with Mailbox import export permission role group. Roles define the scope of the tasks that the members assigned to this role group have permission to manage.

1 selected ×

<input type="checkbox"/>	Role ↑	Description	Default recip
<input type="checkbox"/>	Mail Tips	This role enables administrators to manage MailTips in an organization.	Organization
<input checked="" type="checkbox"/>	Mailbox Import Export	This role enables administrators to import and export mailbox content and to purge unwanted content from a mailbox.	Organization
<input type="checkbox"/>	Mailbox Search	This role enables administrators to search the content of one or more mailboxes in an organization.	Organization
<input type="checkbox"/>	MailboxSearchApplication	This role allows partner applications to	Organization

Back

Next

Cancel

Assign admins

Select the users to assign to this role group. They'll have permissions to manage the roles that you assigned in the previous step.

Members

 MOD Administrator 

Back

Next

Cancel

- ✓ Basics
- ✓ Permission
- ✓ Admins
- Review and finish**

Review role group and finish

We recommend letting the members of the role group know how these changes will impact them.

Basics

Name: Recover deleted items with Mailbox import export permission

Description: Recover deleted items with Mailbox import export permission

Write Scope: Default

[Edit basics](#)

Permissions

Mailbox Import Export

[Edit permissions](#)

Admins

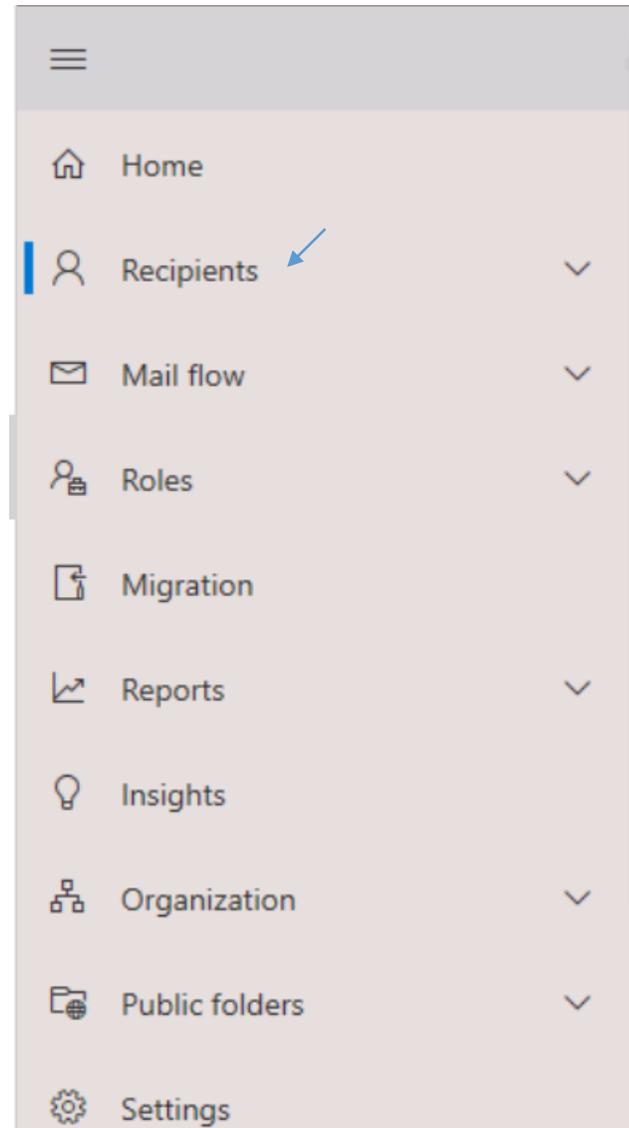
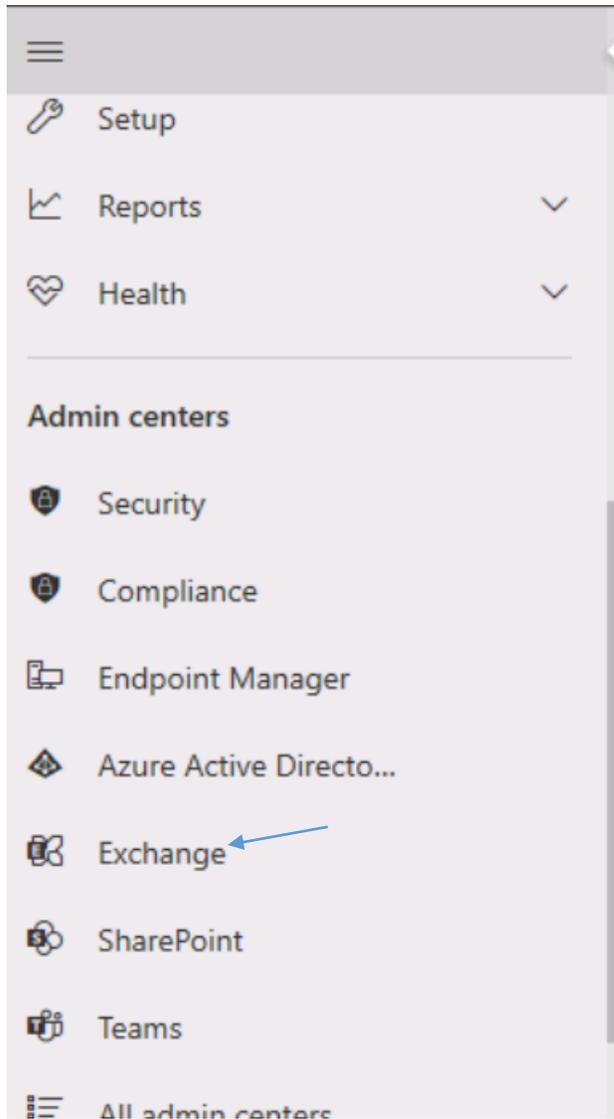
admin

[Edit admins](#)

Back

Add role group

Cancel



Learn about the new menu ✕

Click on an arrow toggle to expand each section of the menu and see more navigation options.

1 of 4 Next

Some features have new names ✕

The Permissions feature in the classic Exchange admin center has been renamed Roles here.

2 of 4 Back Next

Some features in progress ✕

We're displaying the Classic Exchange admin center experience for some features here as we continue work on updated versions.

3 of 4 Back Next

Still need the classic experience? ✕

You're currently using the new Exchange admin center. Select this link to return to the classic Exchange admin center experience.

4 of 4 Back Finish

Mailboxes

 Add a shared mailbox ...

10 items  Filter

 Search



<input type="checkbox"/>	Display name ↑	Email address	Recipient type	Archive statu
<input type="checkbox"/>	Alex Wilber	AlexW@M365x24940619.OnMicrosoft.c	UserMailbox	Active
<input type="checkbox"/>	Allan Deyoung	AllanD@M365x24940619.OnMicrosoft.c	UserMailbox	Active
<input type="checkbox"/>	Diego Siciliani	DiegoS@M365x24940619.OnMicrosoft.	UserMailbox	Active
<input type="checkbox"/>	Isaiah Langer	IsaiahL@M365x24940619.OnMicrosoft.	UserMailbox	Active
<input type="checkbox"/>	Joni Sherman	JoniS@M365x24940619.OnMicrosoft.cc	UserMailbox	Active
<input type="checkbox"/>	Lynne Robbins	LynneR@M365x24940619.OnMicrosoft.	UserMailbox	Active

Mailboxes

...

Display name

Alex Wilbe

Allan Deyo

Diego Sicil

Isaiah Lang

Joni Sherm

Luna Bah

Email addresses

AllanD@M365x24940619.OnMicrosof
t.com

[Manage email address types](#)

Mailbox permissions

[Manage mailbox delegation](#)

More actions

[Convert to shared mailbox](#)

[Manage litigation hold](#)

[Manage mailbox archive](#)

[Set recipient limit](#)

[Recover deleted items](#)

[Custom attributes](#)

[Group membership](#)

Mail flow settings

Default message size and delivery
setting are applied

[Manage mail flow settings](#)

Mailbox policies

Default mailbox policies are applied
for the organization

[Manage mailbox policies](#)

Automatic replies

Off

[Manage automatic replies](#)

To turn on this permission go to roles, admin roles, Add a role group and select mailbox import export. Select Assigned and add yourself to the role group. Sign out and sign back in to your account.

Mailboxes

 Message size restrictions ...

Display name ↑

Alex Wilber

Allan Deyoung

Diego Siciliani

Isaiah Langer

Joni Sherman

Lynne Robbins

Megan Bowen



Alex Wilber

User mailbox

[Manage email address types](#)

[Manage mail flow settings](#)

Mailbox permissions

[Manage mailbox delegation](#)

Mailbox policies

Default mailbox policies are applied for the organization

[Manage mailbox policies](#)

More actions

[Convert to shared mailbox](#)

[Manage litigation hold](#)

[Manage mailbox archive](#)

[Set recipient limit](#)

[Recover deleted items](#)

[Custom attributes](#)

[Group membership](#)

Automatic replies

Off

[Manage automatic replies](#)



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Recover deleted items

Time

Past 30 days

Subject line search

Search

Apply filter

Clear all

The latest 1 recoverable items for the filters you applied are shown below. Select the item you want to recover, or select them all at once by clicking the check mark at the top of the column to recover all of them.

Recover deleted items 1 item 1 selected X Search

<input checked="" type="checkbox"/>	Deleted on	Entry ID	Subject line	Item type	Folder type	Original folder
<input checked="" type="checkbox"/>	3/9/2022 12:27:...	000000...	You've been added as a re...	IPM.Note	Deleted Items	Inbox

Recover deleted items

✔ All items have been successfully recovered

Time

Past 30 days

Subject line search

Search

Apply filter

Clear

Recover deleted items

0 items

Search

Deleted on

Entry ID

Subject line

Item type

Folder type

Original folder

No items found for the given filters



Outlook



Search



Teams call



Your browser supports setting Outlook on the Web as the default email handler. [Try it now](#) [Ask again later](#) [Don't show again](#)



New message



Mark all as read



Undo

Folders

Inbox 1

Drafts

Sent Items

Deleted Items

Junk Email

Archive

Notes

Conversation His...

New folder

In-Place Archive -Al...



Focused

Other

Filter



Microsoft 365 Communication Compla...
You've been added as a revie... 6:39 AM
Hi, admin@M365x27526465.OnMicros...

Last week



Microsoft Audio Conferencing
Your Audio Conferencing for ... Tue 3/1
- Your Audio Conferencing for Microsof...



Microsoft Audio Conferencing
You now have Audio Confere... Tue 3/1
- You now have Audio Conferencing for...



Select an item to read

Nothing is selected

