

GSD. Outlook - How to Restore deleted Contacts in Outlook Web Access

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Author: {'link':

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General Information:

Possible symptoms/errors:

Users want to know how to Restore deleted Contacts in Outlook Web Access

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

N/A

Solution:

This article shows a guide on how you can recover a deleted contact in Outlook Web Access (OWA).Details:1. Advise user to go to portal.office.com then select Outlook icon.2. In Outlook, advise user to select People icon at the lower left corner of the page.3. In the left pane, ask user to select Deleted.4. Advise user to select the contact user want to restore, and then click Restore.5. Contact will be restored to the folder they were in when user deleted them.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization: N/A

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A