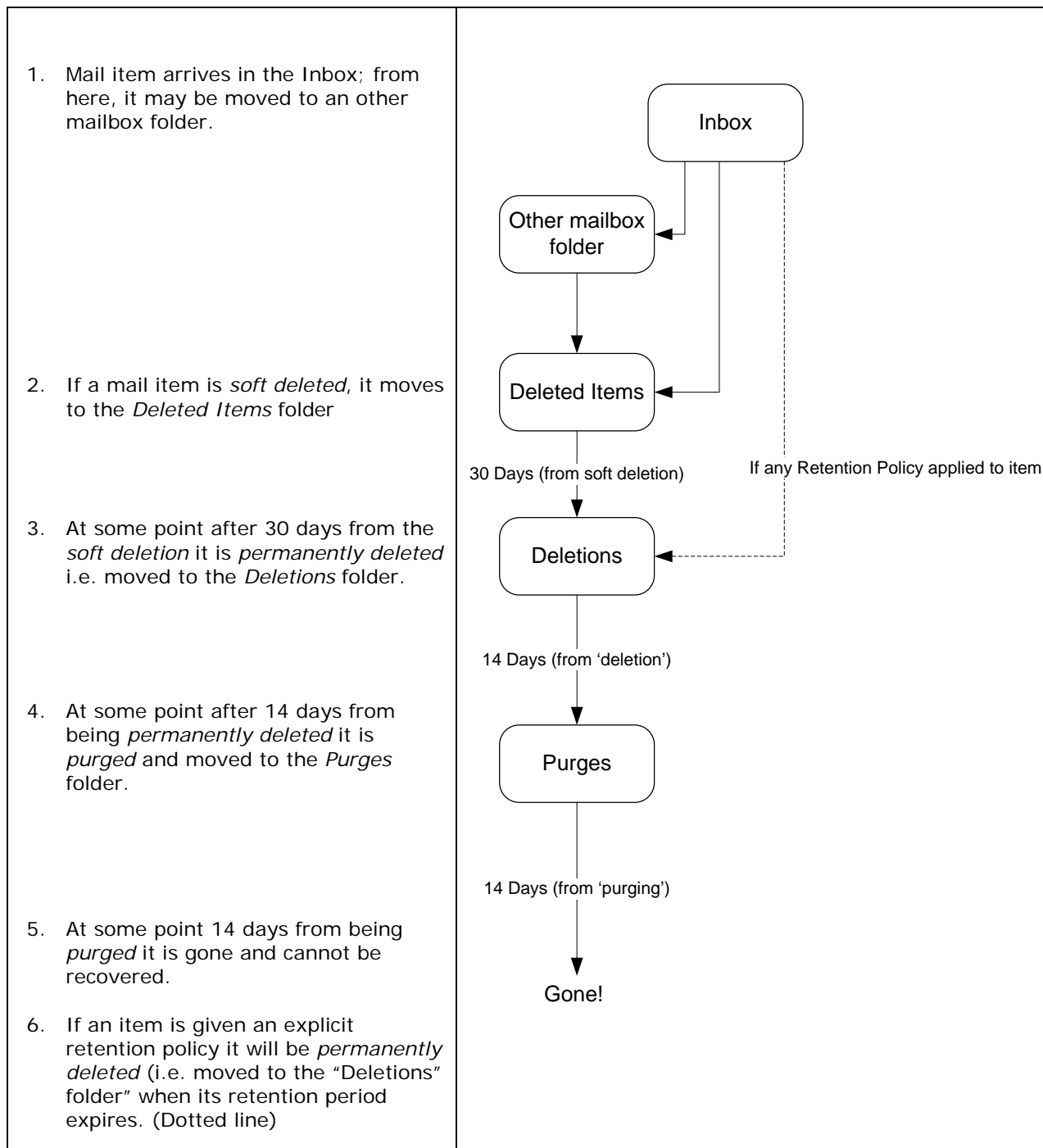


## Outlook 365: deleting and recovering mailbox items

The diagram below shows how mailbox items are deleted and recovered, and summarises the timescales involved.



### When you leave the University

Your Office 365 mailbox – with ALL your email, calendars and contacts – is deleted entirely 90 days after you leave the University. It is NOT retained in any archive.

### Help and advice

If you have any questions related to deleting, recovering, or archiving items, please contact the Service Desk – [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk), or online at <https://myit.abdn.ac.uk>.