

PRINTABLE GUIDE

Try to restore a deleted email

Recovery has a time limit. Gmail normally keeps deleted messages for 30 days unless permanently deleted sooner. Other services and workplace policies differ.

Any email service; Gmail examples | 2 min read | 5 steps

Before you start

- ☐ Access to the email account that received the message
- ☐ The sender, subject or approximate date

1. Check the correct account

Open your provider's official website and confirm the account address. If you have several mailboxes, the missing message may belong to another one. Search by sender or subject before assuming it was deleted.

- ☐ Done this step

2. Look in Trash or Bin

Open the account's folder list. In Gmail, expand More if needed, then choose Trash or Bin. Check Spam and Archive or All Mail as well; a message may have been moved rather than deleted.

- ☐ Done this step

3. Inspect the result

Select the message you need. A conversation can contain several replies, so check its contents and date. Avoid restoring unrelated suspicious messages simply because they share a familiar sender name.

- ☐ Done this step

4. Move it back

Use Move to and choose Inbox or another appropriate folder. In other apps, look for Restore or Recover. Return to that folder and confirm the message and required attachment are accessible.

☐ Done this step

5. Get help if it is absent

Check the provider's official recovery guidance. Work or school users should contact their administrator promptly. Permanently deleted personal messages may be unrecoverable; do not pay an unsolicited recovery service or share your password.

☐ Done this step

Try it for yourself

Find Trash and identify its retention policy without deleting anything.

☐ I tried the task.

My notes

Can I recover a deleted draft in Gmail?

Gmail does not recover deleted drafts from Trash. Before deleting a draft, copy any writing you need to keep.

Official help and the online guide

Deleted messages in Gmail - <https://support.google.com/mail/answer/7401?hl=en>

Missing messages in Gmail - <https://support.google.com/mail/answer/7015314?hl=en>

Read online: <https://plaintechguides.com/guides/restore-deleted-email/>