Managing the Deleted Items Folder

About the Deleted Items Folder

When you delete messages from the Messaging Inbox web tool, Cisco Unity Connection saves them in the Deleted Items folder. You can listen to deleted voice messages; retrieve the deleted messages so that you can listen to them, reply to or forward them; restore them to the Messaging Inbox; or delete them permanently.

Related Topics

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Managing Deleted Items

Procedure

Step 1 In the Messaging Inbox, select the **View Deleted Items** icon below the menu bar.

Step 2 On the Deleted Items page, manage the items, as applicable:

Option	Description
Listen to a voice message	Select the **speaker icon** to the left of the message. Or Open the message and play it by using the Media Master.
Reply to or forward a message	Open the message, and select the applicable icon.
Restore a message to the Messaging Inbox	Check the check box to the left of the message, and select the **Restore Selected to Inbox** icon below the menu bar.
Permanently delete a message	Check the check box to the left of the message, select the **Delete Selected** icon below the menu bar, then select **OK**.