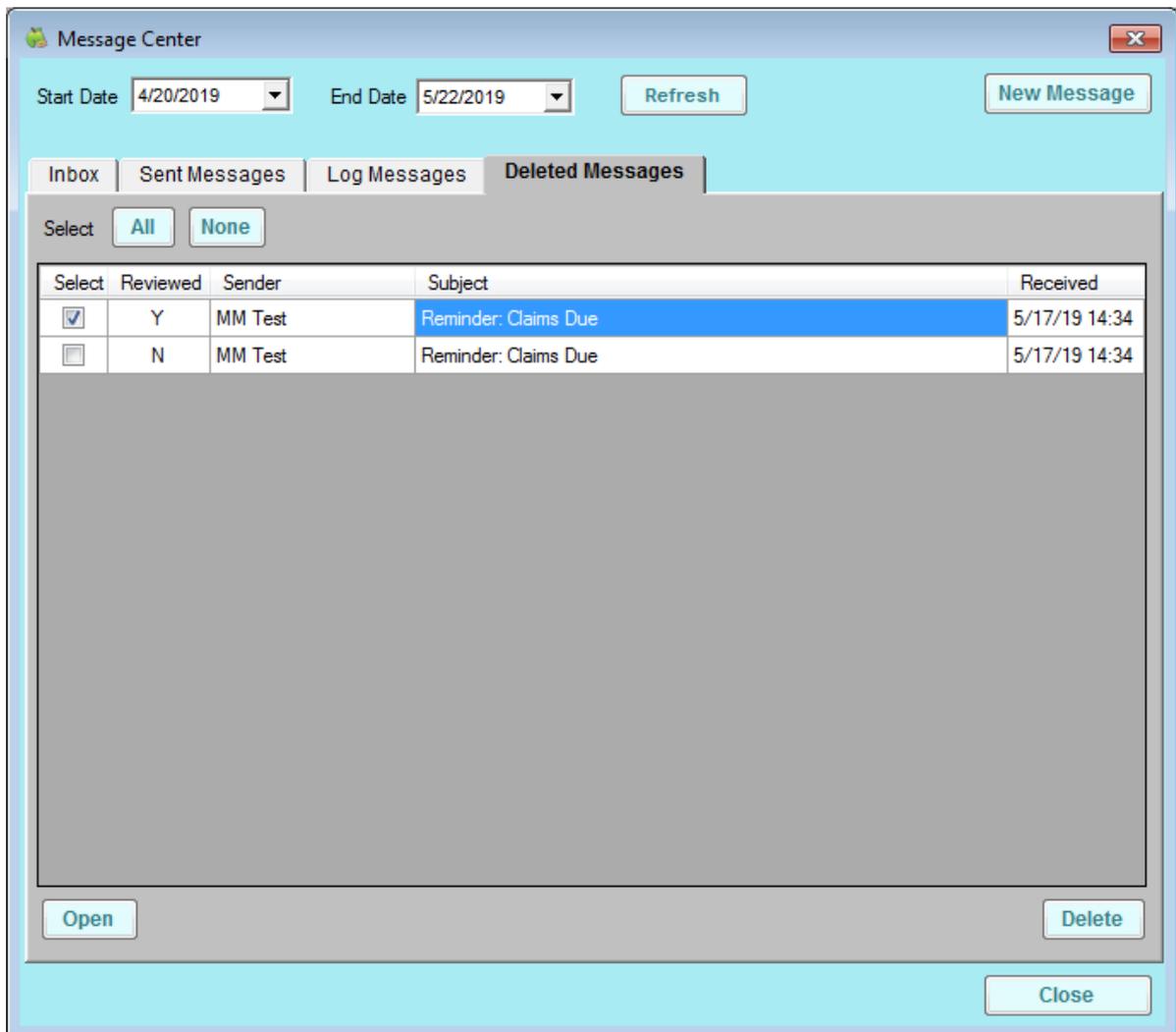


# Review Deleted Messages

Last Modified on 05/20/2019 1:18 pm CDT

Every message you delete is added to the Deleted Messages tab in the Message Center window.

1. Click the **Tools** menu and select **Message Center**. The Message Center window opens.
2. Click the **Deleted Messages** tab.



3. Click the **Start Date** and **End Date** boxes and set a date range to view.
4. Check the **Select** box next to the message to read/print, and click **Open**. You can also double-click the message. The View Message window opens.
5. In the View Message window, click **Print** to print the message.
6. Click **Previous** or **Next** to navigate through messages.
7. When finished, click **Close** to exit the View Message window.