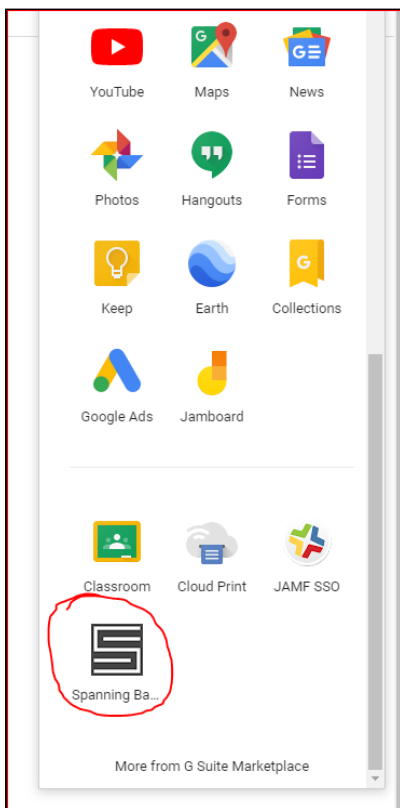# How to recover UMES Gmail Emails

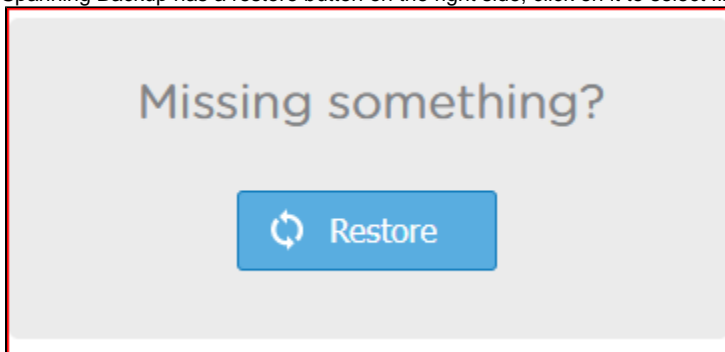All UMES email is backed up and recoverable online.

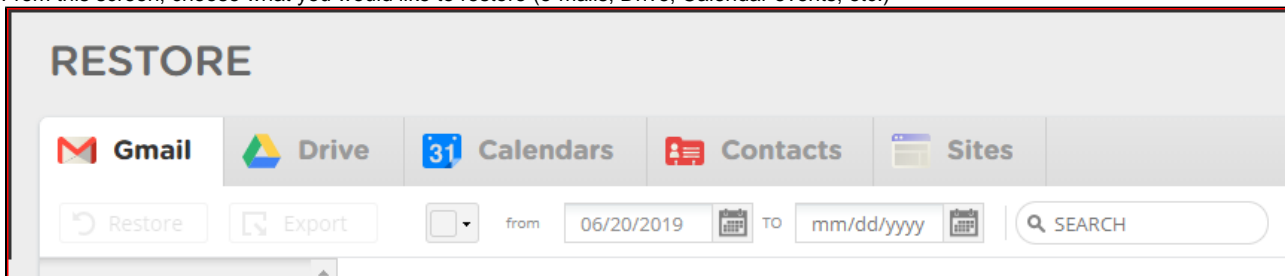## Step-by-step guide

How to recover an email

1. Open Google Chrome and log-into your UMES account.

2. Click the Google apps icon and scroll down to "Spanning Backup." You may have to click "More".
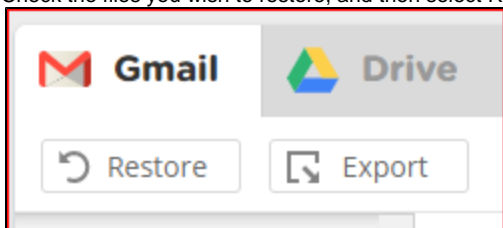

3. Spanning Backup has a restore button on the right side, click on it to select files for recovery.

4. From this screen, choose what you would like to restore (e-mails, Drive, Calendar events, etc.)

5. Check the files you wish to restore, and then select Restore. The files will be placed back into your e-mail, drive, etc.

Related articles appear here based on the labels you select. Click to edit the macro and add or change labels.**Related articles**

- How to Perform Searches in MailArchiver
- Add additional mailbox to Gmail
- How to recover UMES Gmail Emails
- Blackboard sending e-mail to an incorrect address
- GFI MailArchiver