

Prevent Outlook from automatically deleting accepted meeting invites ^[1]

September 8, 2025 by [ES and UIS Communications](#) ^[2]

By default, Outlook automatically deletes accepted or declined meeting requests, which can make it difficult to locate meeting details or attachments. Disabling this option ensures meeting invitations remain in your inbox.

NOTE: Emails in the Deleted Items and Junk Mail folders are automatically deleted after 30 days and cannot be easily accessed again. Review CU System's [data retention standards](#) ^[3] for more information.

Disabling automatic deletion of meeting invites in Classic Outlook

1. In the Classic Outlook desktop app, click **File**.
2. Click **Options**.
3. Select **Mail** from the left-side menu and scroll down to the **Send messages** tab.

General

Mail

Calendar

Groups

People

Tasks

Search

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Save messages



☒ Automatically save items that have not been sent after this mar

Save to this folder: Drafts

☐ When replying to a message that is not in the Inbox, save the re

☒ Save forwarded messages

☒ Save copies of messages in the Sent Items folder

☒ Use Unicode format

Send messages



Default Importance level: Normal

Default Sensitivity level: Normal

☐ Mark messages as expired after this many days: 0

☐ Always use the default account when composing new message

☐ Commas can be used to separate multiple message recipients

☒ Automatic name checking

☐ Delete meeting requests and notifications from Inbox after resp

☒ CTRL + ENTER sends a message

☒ Use Auto-Complete List to suggest names when typing in the T
and Bcc lines

☒ Warn me when I send a message that may be missing an attach

☒ Suggest names to mention when I use the @ symbol in a messa

4. Uncheck the **Delete meeting requests and notifications from Inbox after responding** option.

Send messages



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Normal

Default Sensitivity level:

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☐ Mark messages as expired after this many days:

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☐ Always use the default account when composing new messages

☐ Commas can be used to separate multiple message recipients

☒ Automatic name checking

☐ Delete meeting requests and notifications from Inbox after responding

☒ CTRL + ENTER sends a message

☒ Use Auto-Complete List to suggest names when typing in the To, Cc, and Bcc lines

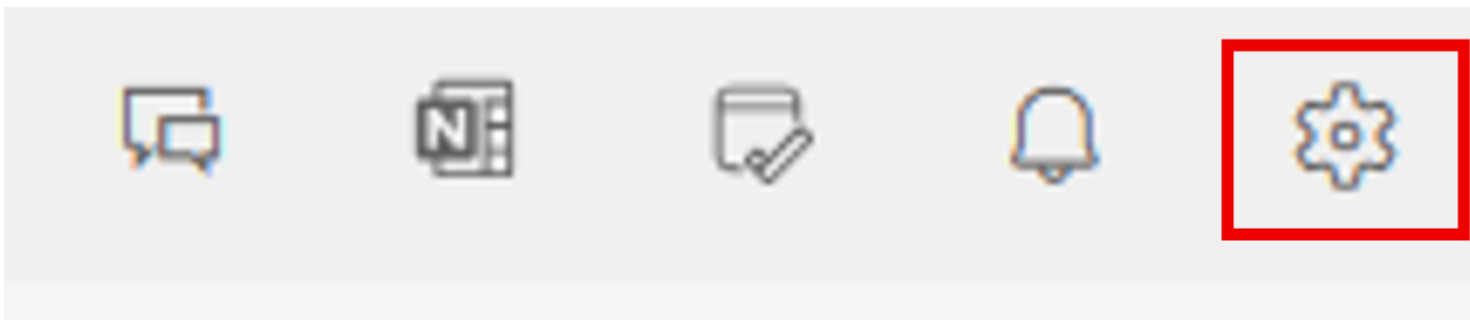
☒ Warn me when I send a message that may be missing an attachment

☒ Suggest names to mention when I use the @ symbol in a message (requ

5. Click **OK**.

Disabling automatic deletion of meeting invites in New Outlook and Outlook on the web

1. In the New Outlook desktop app or Outlook on the web (outlook.office.com/mail [4]), select the **gear icon** on the top right-side.



2. Select **Calendar** from the left-side menu and click the **Events and invitations** tab.

Settings

🔍 Search settings

👤 Account

⚙️ General

✉️ Mail

📅 **Calendar**

👥 People

📎 Copilot

View

Events and invitations

Weather

Events from email

Shared calendars

Customize actions

Accounts

Work hours and location

3. Uncheck **Delete invitations from Inbox after responding**.

Invitations from other people

Control how invitations, responses, and notifications are handled.

- ☐ Delete invitations that have been updated by the organizer
- ☐ Delete notifications about forwarded events
- ☐ Delete invitations from Inbox after responding
- ☐ Automatically decline invitations that conflict with existing e

4. Click **Save**.

Outlook Calendar ^[5], Outlook email ^[6]

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