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Prevent Outlook from automatically deleting accepted meeting invites [1]

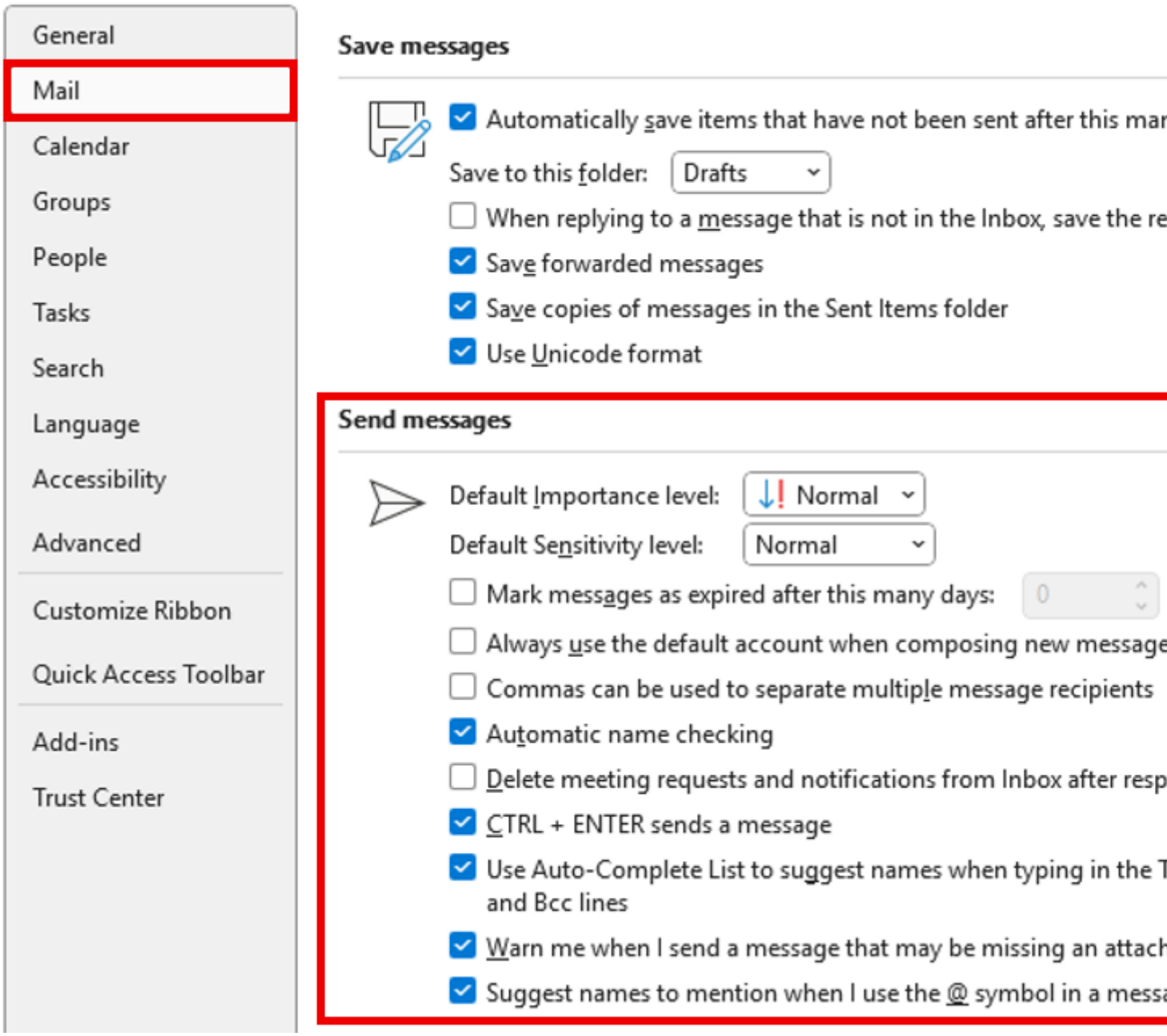
September 8, 2025 by ES and UIS Communications [2]

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.

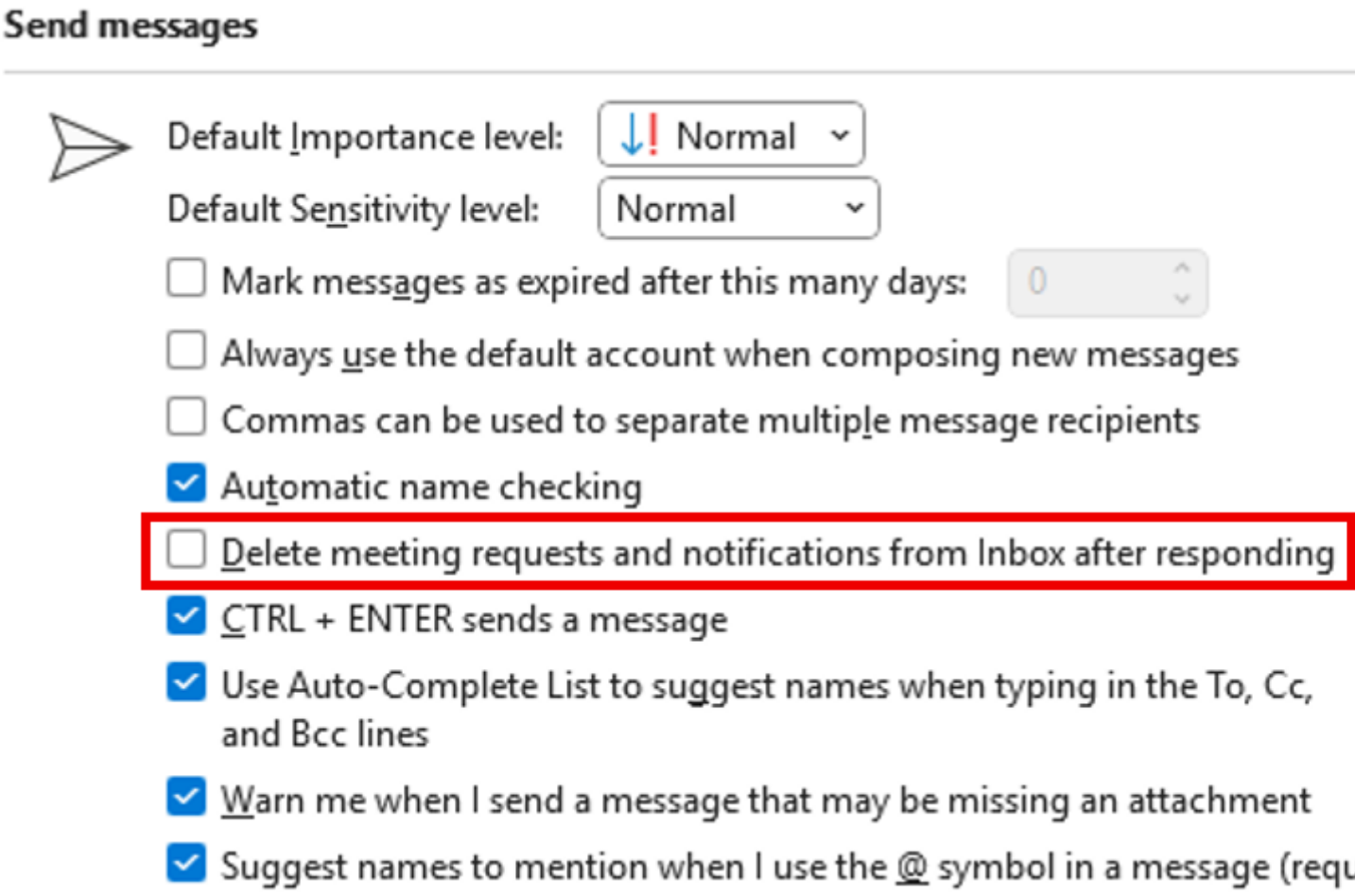
NOTE: Emails in the Deleted Items and Junk Mail folders are automatically deleted after 30 days and cannot be easily accessed again. Review CU System's data retention standards [3] for more information.

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.



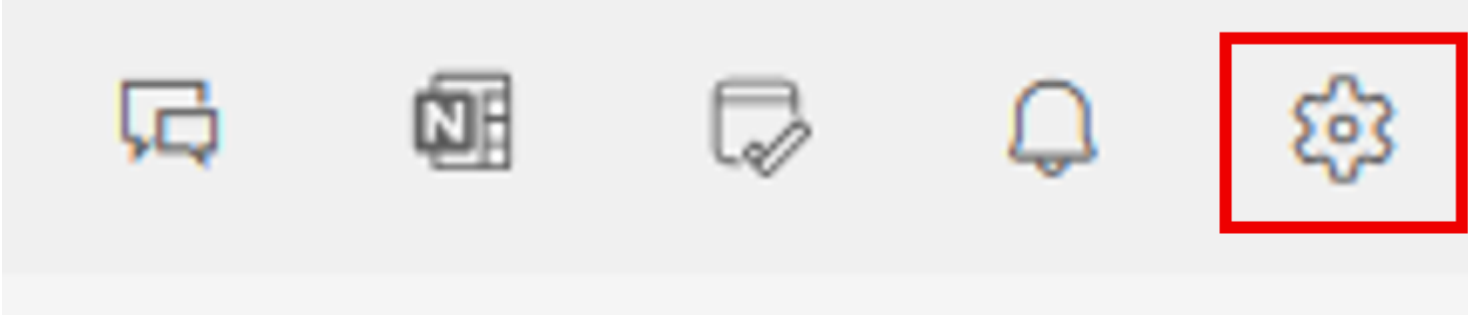
4. Uncheck the **Delete meeting requests and notifications from Inbox after responding** option.



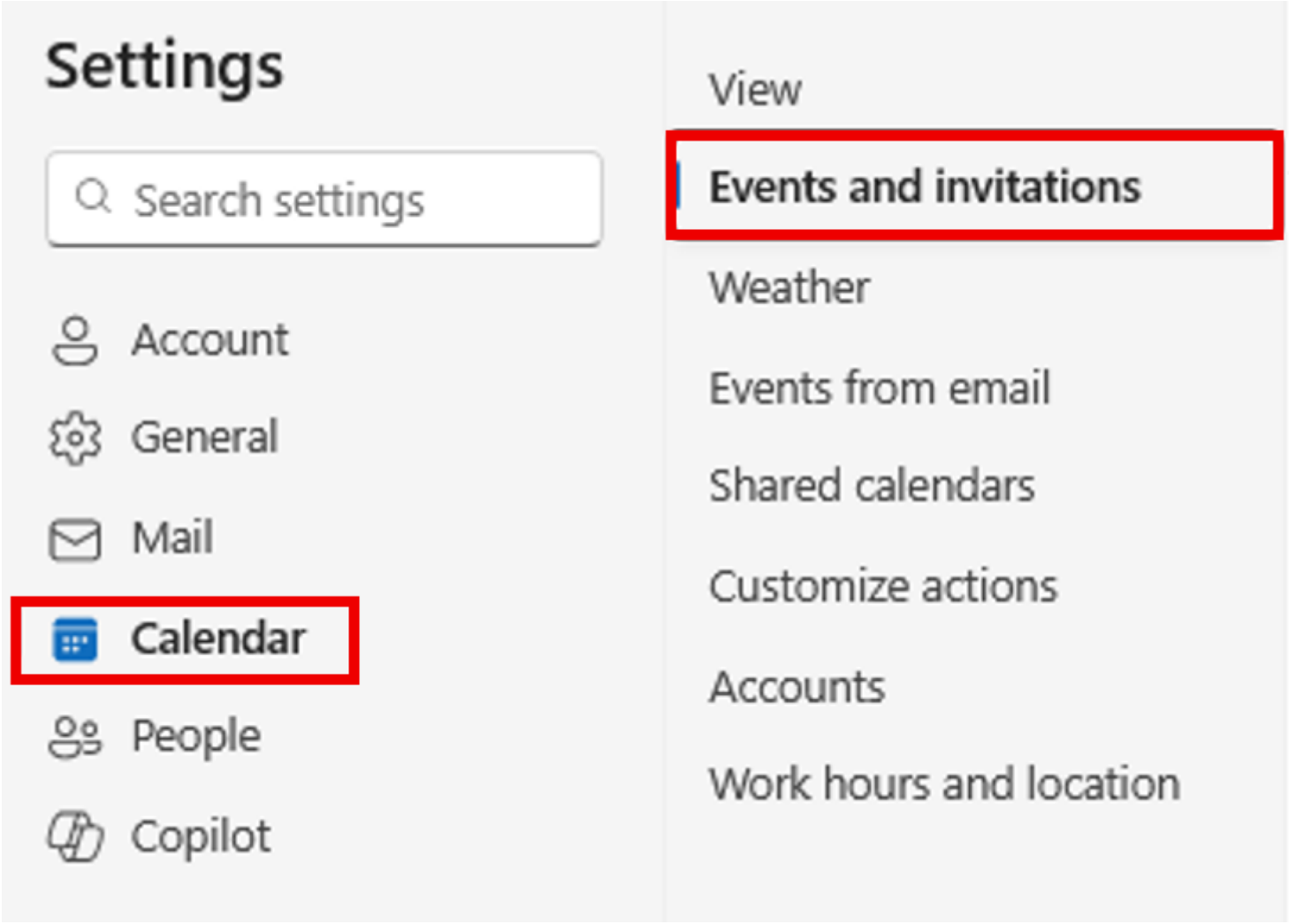
5. Click **OK**.

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

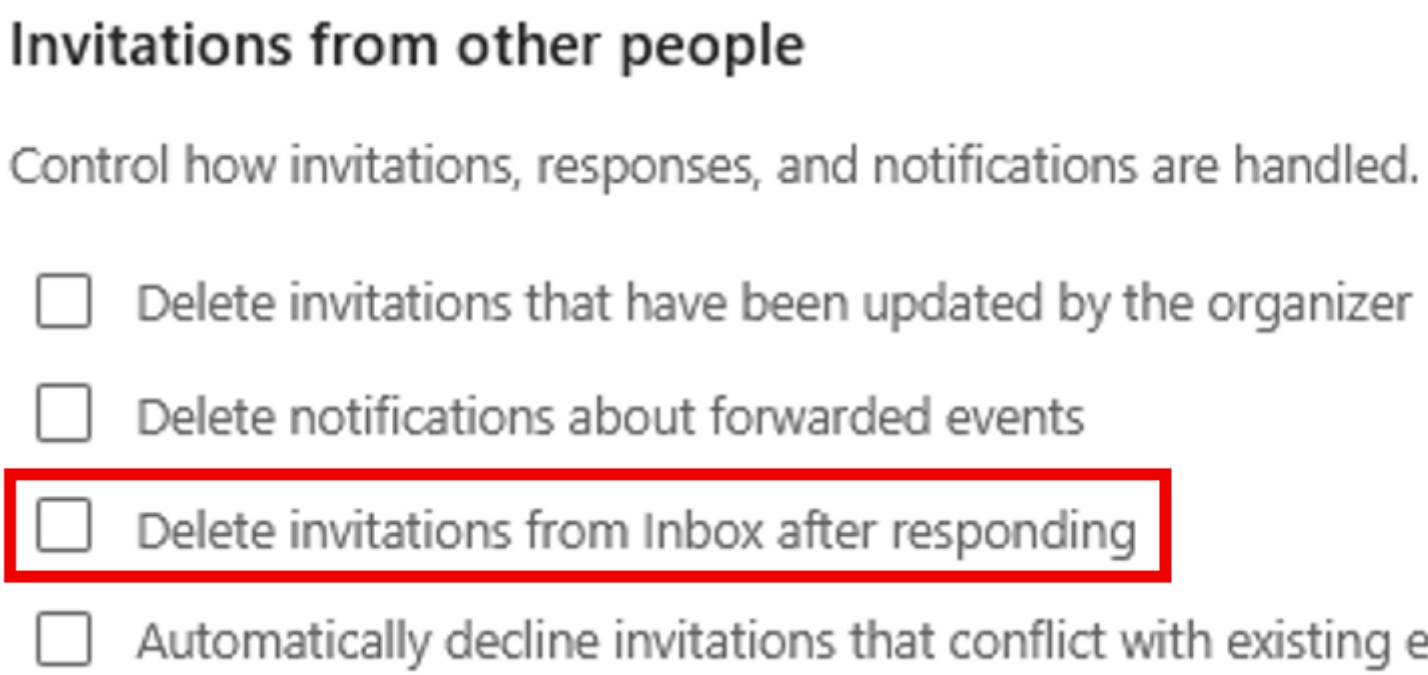
1. In the New Outlook desktop app or Outlook on the web (outlook.office.com/mail [4]), select the **gear icon** on the top right-side.



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



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



4. Click **Save**.

Outlook Calendar [5], Outlook email [6]
Display Title:
Prevent Outlook from automatically deleting accepted meeting invites
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