



Restore a deleted item in OneDrive

When in OneDrive and an item, either an individual document or a folder, is deleted it is moved to the Recycle bin where it will remain for 30 days before being purged.

During this 30 day period, any item within the recycle bin can be restored to its original location within OneDrive. Once the item is purged from the recycle bin it cannot be recovered.

To recover an item from OneDrive:

- 1) Open OneDrive
- 2) On the left will be a folder titled "Recycle bin" open this folder
- 3) Locate and select the item to be restored. If the item to be restored is a folder, by restoring the folder will also restore all the content within that folder at the time it was originally deleted
- 4) Select "Restore" option located at the top of the list. This will restore the item select to the location it was deleted from

