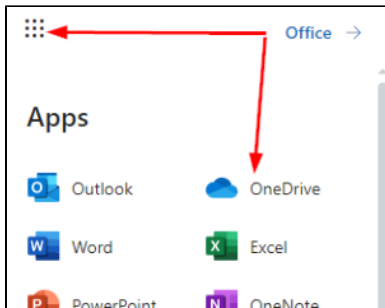


How to Recover a deleted item in OneDrive

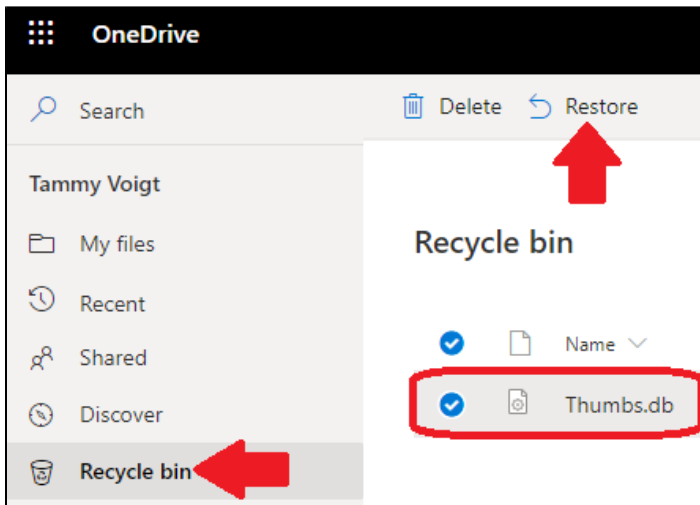
Login to OneDrive by going to <https://www.office.com>, sign in and then select the 9 dots on the top left then select the OneDrive icon in the list of applications.



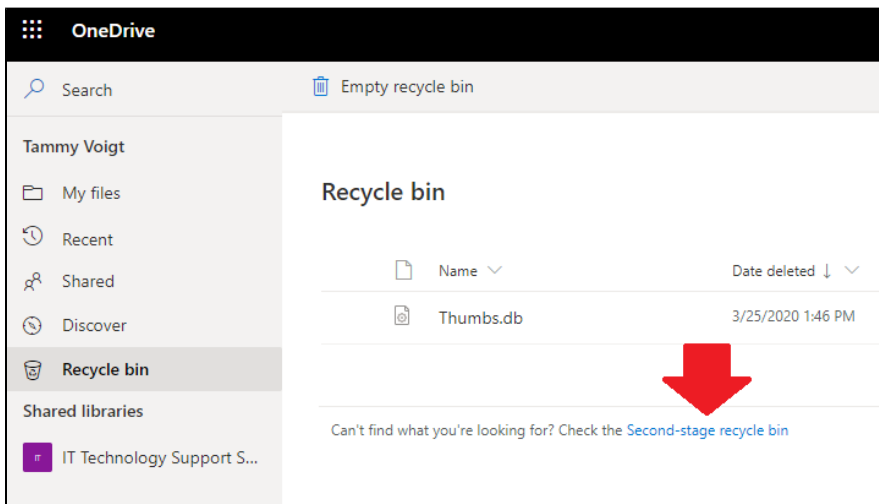
Select the **Recycle Bin** on the left hand side.

Items that have been deleted from OneDrive will be listed

Select the item you wish to restore from the list and choose **Restore** at the top of the screen.



****If you have deleted the item from the Recycle bin** and would like to restore it choose **Second-stage recycle bin** listed below your Recycle bin list.



From here you will see a list of items that have been deleted from the Recycle bin.

Select the item you would like to restore from the Second stage recycle bin and choose **Restore** at the top of the page.

