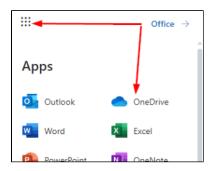
How to Recover a deleted item in OneDrive

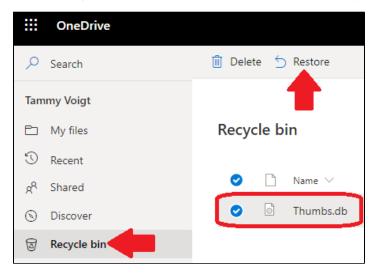
Login to OneDrive by going to https://www.office.com, sign in and then select the 9 dots on the top left then select the OneDrive icon in the list of applications.



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.

	OneDrive		
Q	Search	🗓 Empty recycle bin	
Tam	nmy Voigt		
Ð	My files	Recycle bin	
5	Recent		
RR	Shared	\square Name \checkmark	Date deleted \downarrow \checkmark
\odot	Discover	d Thumbs.db	3/25/2020 1:46 PM
6	Recycle bin	_	L
Shared libraries		Can't find what you're looking for? Check the Second-stage	racuclo hin
π	IT Technology Support S	Can't find what you're looking for: Check the Second-stage	recycle bin

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.

