

OneDrive Recycle Bin

When you delete an item from OneDrive it isn't immediately removed from OneDrive. Deleted items go into the site recycle bin, where they stay until they're automatically removed approximately 90 days later. Within that time, you can either restore the files to their original location, or remove them to free up storage space.

Locate Recycle Bin

Log into the Microsoft Portal (<u>http://portal.office.com</u>). Click on the **OneDrive** icon.



Notice the **Recycle Bin** in the left navigation. Click the **Files** icon to see all of your files and folders.

Heilman, Kathryn	Files		
Files	2 Nores	Maddad Maddad Da Dia Con	Charles .
Recent	- I Name	Modined Modined by File Size	Sharing B. Outure
Shared with me	.datastudio	November 10, Heilman, Kathryn	🗆 Only you
Discover	cfexamples	November 10, Heilman, Kathryn	🖰 Only you
Recycle bin	Docs	November 10, Heilman, Kathryn	A Only you
Groups	Favorites	November 10, Heilman, Kathryn	🔒 Only you
Groups bring teams together.	junk	November 10, Heilman, Kathryn	🔒 Only you
Join one or create your own.	O365	5 days ago Heilman, Kathryn	A Only you
→ Browse Groups	OneDrive	4 days ago Heilman, Kathryn	A Only you
r create croups	Sharepoint	5 days ago Heilman, Kathryn	🔒 Only you
	T4stuff	November 10, Heilman, Kathryn	🔒 Only you
	📓 Holiday-Schedule-2017.pdf	January 19 Heilman, Kathryn 96.3 KB	я ^я Shared

To delete a file or folder, click next to the file(s) or folder(s) you wish to delete. Then click **Delete.**

✓ Search	间 De	lete 5 Restore				15 selected \times ()
Heilman, Kathryn	Rec	cycle bin				
Files	~	Name	↓ Date deleted	Deleted by	Created by	Original location
Recent Shared with me		sswinntemplate.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Discover		 userprofile.docx 	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Recycle bin		Web Comparison 1.6.15.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Groups		webpagemockup.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Groups bring teams together.		Weekly Tasks for Kathryn Heilman	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Join one or create your own.		dbtable.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
+ Create Groups		Ficticious voice mail activation.doc	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary



At this point, you may delete more files by clicking the **Files** icon and deleting more files or you may choose to **Empty the Recycle Bin** or even **Restore Files**.

✓ Search	Empty recycle bin			1=	Sort \lor \blacksquare \bigcirc
Heilman, Kathryn	Recycle bin				
Files	✓ Name	↓ Date deleted	Deleted by	Created by	Original location
Shared with me	Web Comparison 1.6.15.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Discover	Heilman0513.doc	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Recycle bin	Heilman0613.doc	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Groups	Heilman0713.doc	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Groups bring teams together.	Heilman1013.doc	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Join one or create your own.	Heilman11.14.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
+ Create Groups	Heilman9 14.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary

If you choose to Restore a file or folder, click on the file or folder and the icons at the top will change to **Delete** or **Restore**.

✓ Search	📋 Delete 🕤 Restore				1 selected \times (i
Heilman, Kathryn	Recycle bin				
Files	✓ Name	↓ Date deleted	Deleted by	Created by	Original location
Recent Shared with me	Veb Comparison 1.6.15.docx	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Discover	i Heilman0513.doc	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary
Recycle bin	Heilman0613.doc	1/25/2017 5:08 AM	Heilman, Kathryn	Heilman, Kathryn	personal/kheilman_umary

*Please remember files can only be Restored from the Recycle Bin within 90 days of deletion. If you need to Restore a file after 90 days, you will need to contact your administrator. All files will be *permanently* deleted after 180 days and they cannot be restored.