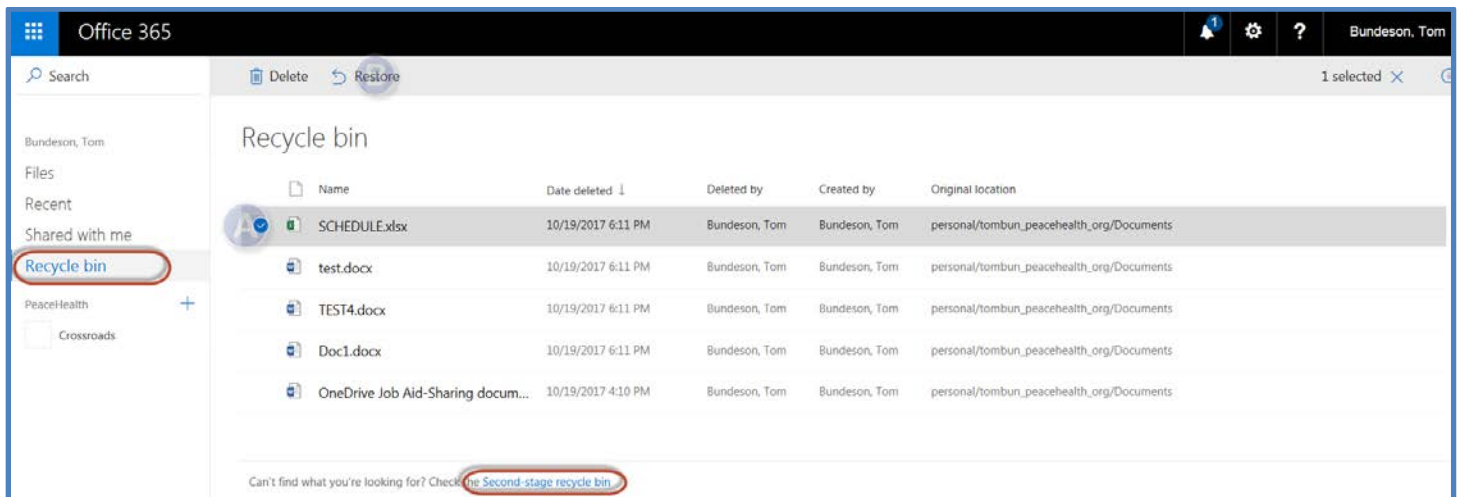


How to Recover Deleted Files

1. Login to OneDrive with your **PH credentials** (www.office.com)
2. On the left pane, click on **Recycle Bin**.
 - a. Select the files/folders that you want to restore
 - b. Click on **Restore**.

Deleted files will remain in the recycle bin for 90 days.



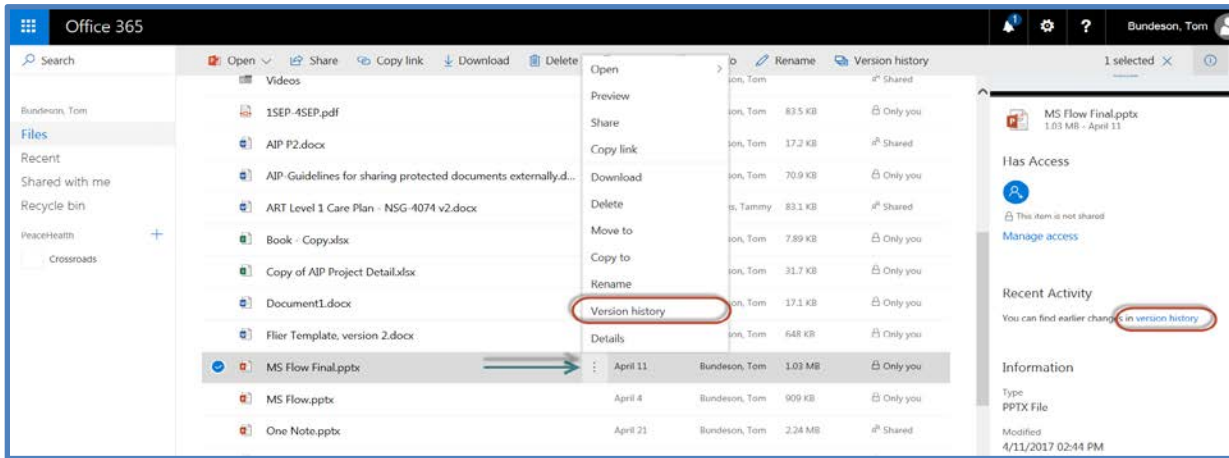
The screenshot shows the OneDrive interface for a user named Bundeson, Tom. The left sidebar has 'Recycle bin' highlighted. The main area displays a table of deleted files. At the bottom, a link for 'the Second-stage recycle bin' is highlighted.

Name	Date deleted ↓	Deleted by	Created by	Original location
SCHEDULE.xlsx	10/19/2017 6:11 PM	Bundeson, Tom	Bundeson, Tom	personal/tombun_peacehealth_org/Documents
test.docx	10/19/2017 6:11 PM	Bundeson, Tom	Bundeson, Tom	personal/tombun_peacehealth_org/Documents
TEST4.docx	10/19/2017 6:11 PM	Bundeson, Tom	Bundeson, Tom	personal/tombun_peacehealth_org/Documents
Doc1.docx	10/19/2017 6:11 PM	Bundeson, Tom	Bundeson, Tom	personal/tombun_peacehealth_org/Documents
OneDrive Job Aid-Sharing docum...	10/19/2017 4:10 PM	Bundeson, Tom	Bundeson, Tom	personal/tombun_peacehealth_org/Documents

Files deleted inside the recycle bin will go to the second stage-recycle bin (bottom of the page), you will have another 90 days before it is permanently deleted. If the file you are looking for is in the Second-stage bin you can restore it from there as well.

How to Restore Previous Versions of a document

1. **Right click** on the file or **click on the ellipses** to bring up your version history. You can also click on version history in your preview pane.



2. Right click on the version or click on the ellipses for options:

- a. Select **Restore** to revert to that version
- b. Select **Open File** if you just want to view for comparison.
- c. **Delete** to remove selected version.

