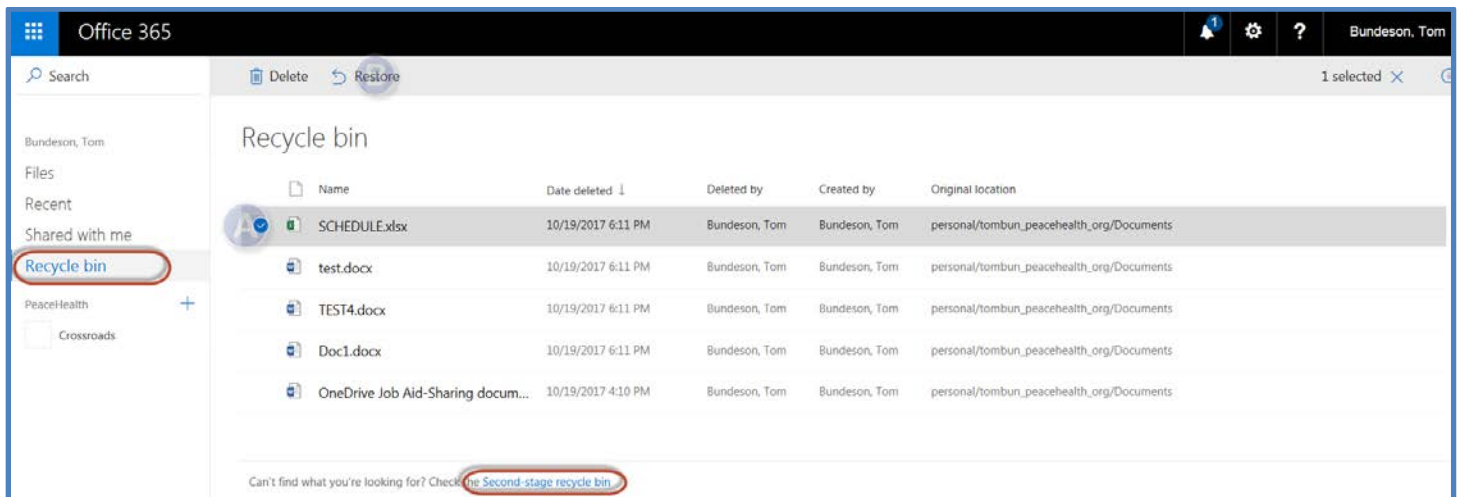# OneDrive for Business

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.
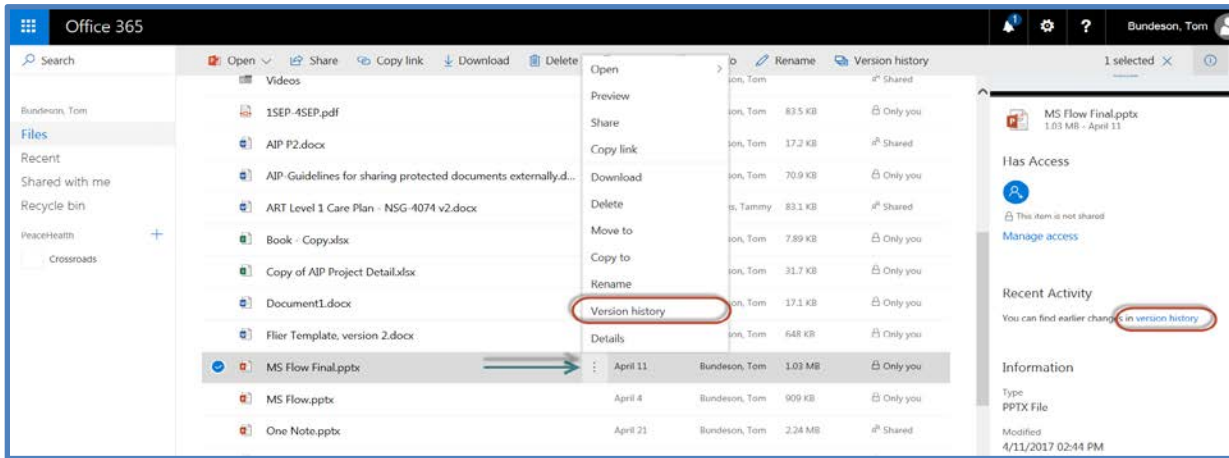

Files deleted inside the recycle bin will go to the second stage-recycle bin (bottom of the page), you will have another 90 days before it is permanently deleted. If the file you are looking for is in the Second-stage bin you can restore it from there as well.

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.