

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.

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		Can't find what you're looking for? Check ne Second-stage recycle bin										

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.

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- 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.



