

HOW TO RESTORE DELETED FILES IN 365

There are several apps in 365 portal where deleted files can be restored: OneDrive, Teams and Outlook. All 3 have a different location for "recycle bin" and different rules and methods, these are covered below:

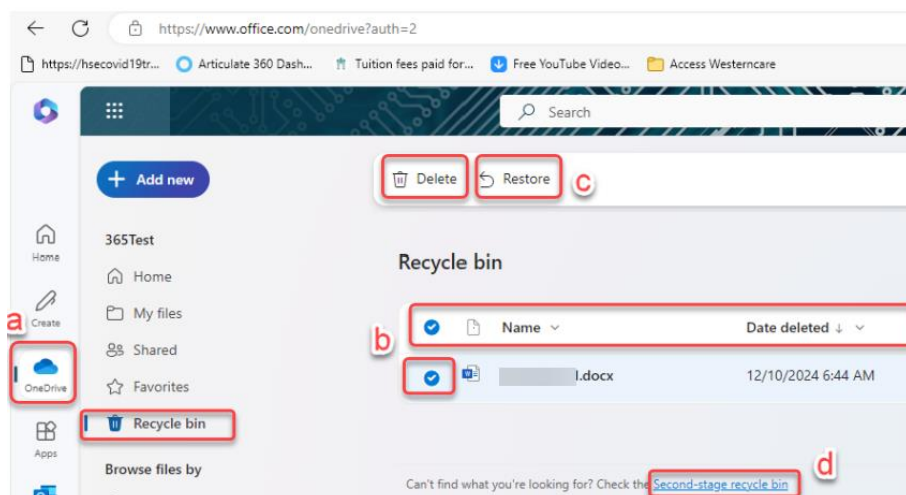
365 (OneDrive)

The Deleted Items folder only retains files for 30 days, the recoverable items folder only holds files for 14 days.

Users can empty Deleted Items folders or purge recoverable items folders. If this happens, reclaiming lost files is impossible.

Microsoft Office 365 email accounts have a limit of 50GB, including data in the recycle bin.

If a user deletes a file and another user needs that message, there is no way to transfer it directly to the second user. First, you restore it to the original user and that user must send it to the new person. Not a difficult process, but a frustrating middle step for all involved.

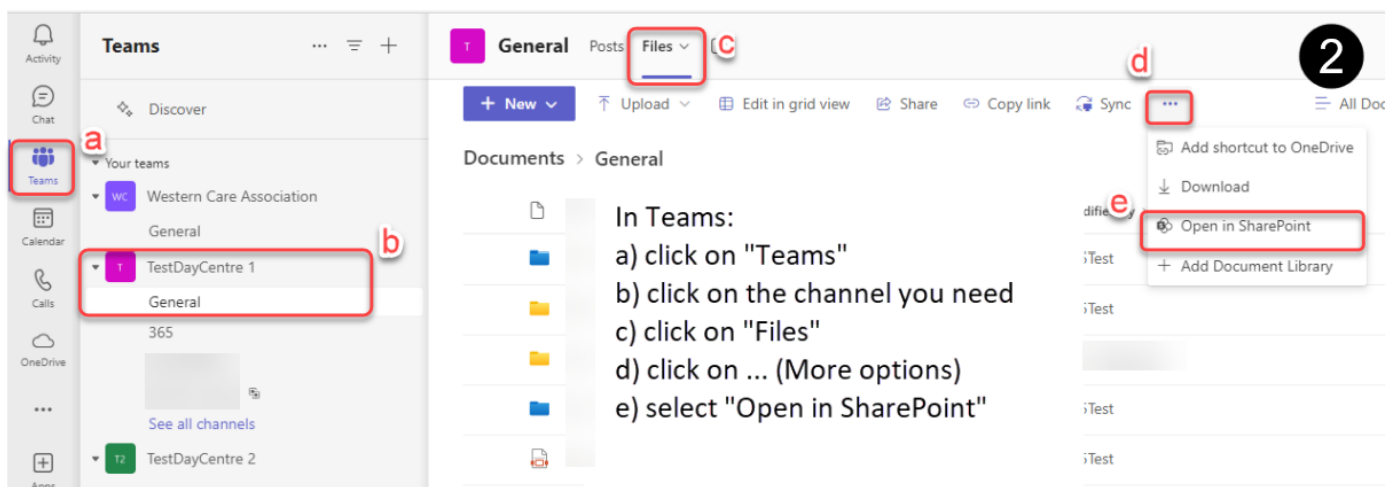


1

In Office 365

- click on OneDrive, then click on "Recycle Bin"
- you can sort files by Name, Date Deleted, Deleted By, Created By and Original location, when you find the file you want to restore - select it (you can select more than one at a time)
- click on "Restore" to restore it, or "Delete" to delete it from recycle bin
- if you are not finding the file you're looking for, click on "Second-stage recycle bin" link

Teams



In Teams:

- click on "Teams"
- click on the channel you need
- click on "Files"
- click on ... (More options)
- select "Open in SharePoint"

SharePoint

TestDayCentre 1 Private group

a) click on "Recycle bin"
 b) you can sort files by these columns
 c) select the files you wish to restore
 e) click on "Restore"

Name	Date deleted ↓	Deleted by	Created by	Original location
<input checked="" type="checkbox"/> new document.docx	4/30/2024 7:33 AM	365Test	365Test	sites/TestProjectTeam1/Sha
<input checked="" type="checkbox"/> new document email.pdf	4/30/2024 7:33 AM	365Test	365Test	sites/TestProjectTeam1/Sha
<input type="checkbox"/> new document.docx	4/30/2024 5:48 AM	365Test	365Test	sites/TestProjectTeam1/Sha
<input type="checkbox"/> new document email.pdf	4/30/2024 5:48 AM	365Test	365Test	sites/TestProjectTeam1/Sha
<input type="checkbox"/> new document email.pdf	4/30/2024 5:47 AM	365Test	365Test	sites/TestProjectTeam1/Sha

Outlook

Using Deleted Items Folder: Up to 14 Days. In addition to retrieving deleted messages and attachments, use the Deleted Items folder to retrieve contacts, events, or even tasks. The steps are the same, the only difference is that instead of moving data to your inbox, you have to choose contacts, calendar, or tasks for appropriate placement.

3

In Outlook:

a) click on "Deleted Items" folder
 b) right-click the message you want to recover (or select it by "checking" the box next to it)
 c) choose "Restore" to un-delete it
 d) any messages already deleted from the "Deleted Items" folder that can be recovered will be found by clicking on this link