UIS SERVICE DESK

COMPUTER HELP

How to Restore Files and Folders from OneDrive on Mac

PURPOSE: A guide to restoring deleted files and folders in OneDrive.

List of items they will learn:

- How to check for deleted files and folders.
- How to restore files and folders.
- How to download files and folders.

VERSION SUPPORTED: OneDrive For Business, Windows 10

In macOS, the OneDrive	OneDrive - University of Colorado - System	
folder acts as a local folder		
that is being regularly uploaded to the cloud.	Ferrorites Colorado - System Colorado - System <thc< td=""><td></td></thc<>	
If you accidentally delete a	Desktop Chat Files Notebooks Documents Documents Documents Documents Documents Documents Creative Cloud Files Software anyconnect- anyconnect- anyconnect- anyconnect- Documents, 28,2 Ping Workshet	
file or folder in OneDrive, you may be able to restore it from the Trash.	Movies macos+30.dmg macosk30.dmg macos.dmg 0.html Mike Ma.e 2.40x Mike Morroe. Music Music Pictures Incolorustatus.exe Document.docx How to Cookes and onetab.th Screen Sht Scr	
	Locations Trouble_ues.dock Cache 2019.pdf 2020-0.254 PM 2020-0.305 Wetwork Image:	
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	Gray confCons.xml.202 confCons.xml.202 confCons.xml.202 confCons.xml.202 confCons.xml.202 confCons.xml.202 onsite-work- 00721-1backup 00721-2backup 00722-1backup 0072-1backup 0072-1.	

HOW TO RESTORE FILES AND FOLDERS ON MAC:



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Open the Trash by clicking its icon in the dock.

Select the file or files you want to restore. Right-click (or two-finger click) on a selected file and choose **Put Back** to recover the file to its original location.

Note: If you accidentally <u>delete a file or</u> <u>folder</u> in OneDrive, and in the recycle bin, you may be able to recover it later from the OneDrive recycle bin online, as well. Login to OneDrive online (<u>www.office.com</u>) using your CU login credentials. In the navigation pane, select **Recycle bin.**

Select the files or folders you want to restore by pointing to each item and clicking the circle check box that appears, and then click **Restore.**

	Trash				
Back/Forward	View	Arrange Action Share	Add Tags	New Folder	Delete
Favorites AirDrop AirDrop Ail My Fil Cioud D Ar Applicati Desktop Docume Docume Downloa hewei pictures	Trash Previous 30 Days J 3.jpg 3.jpg 4.jpg 5.jpg 6.jpg backup-mac- backup-m	Open Open With Put Back Delete Immediately. Empty Trash Get Info Rename 10 Items Burn 10 Items to Dis			
🞵 Music		Burn 10 items to Dis	0		
Movies	BingWallpa7	Quick Look 10 Items			
				·~	
		Quick Look 10 Items	bin	~	
Movies		Quick Look 10 Items Recycle	bin	~	



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If you're signed into OneDrive with a Microsoft account, items in the recycle bin are automatically deleted 30 days after they're put there.

If you're signed in with a work or school account, items in the recycle bin are automatically deleted after 93 days, unless the administrator has changed the setting.

III Office 365	OneDrive		
𝒫 Search	📋 Delete 🛛 🕤 Restore		
Agne Gustyte Files	Recycle bin		
Recent	Name	↓ Date deleted	Deleted by
Shared with me	Quizzes.one	2/22/2017 2:25 PM	Agne Gustyte
Recycle bin	Homework.one	2/22/2017 2:25 PM	Agne Gustyte
Bellows High School +	Handouts.one	2/22/2017 2:25 PM	Agne Gustyte
P1 PSCI 101	🥑 🗊 Class Notes.one	2/22/2017 2:25 PM	Agne Gustyte
sc Science	Adah Simon	2/1/2017 1:16 PM	Agne Gustyte
CHEM 302	Open Notebook.onetoc2	2/1/2017 1:16 PM	Agne Gustyte



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