

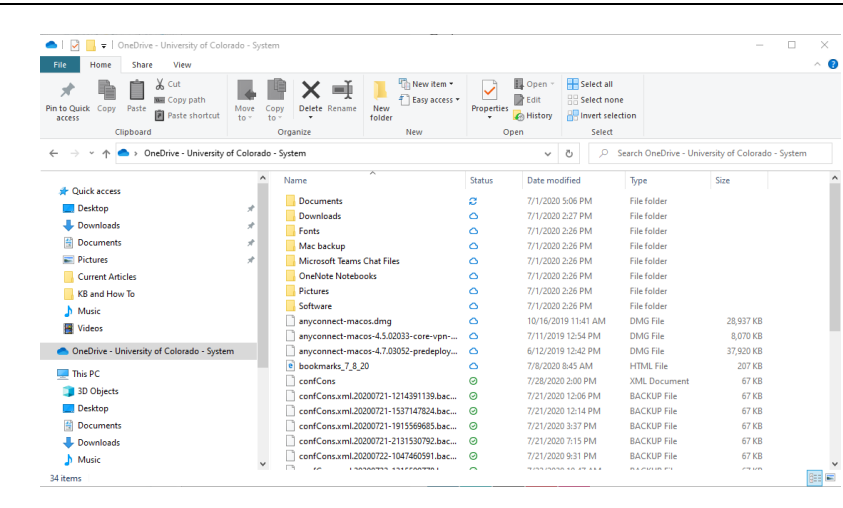
How to Restore Files and Folders from OneDrive on PC

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

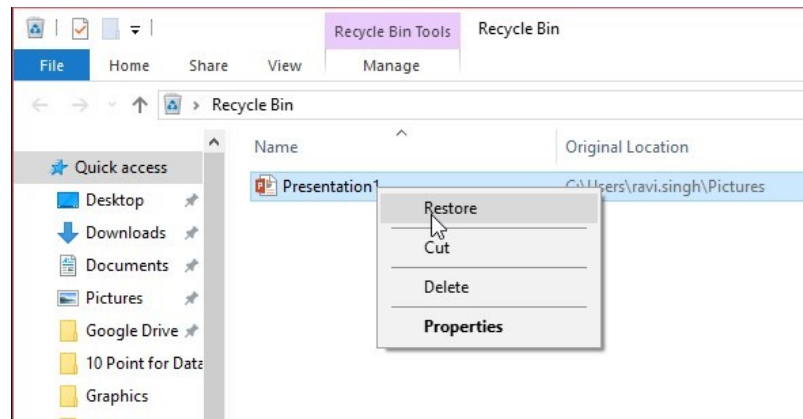
<p>In Windows, the OneDrive folder acts as a local folder that is being regularly uploaded to the cloud.</p> <p>If you accidentally delete a file or folder in OneDrive, you may be able to restore it from the recycle bin.</p>	 <table border="1"><thead><tr><th>Name</th><th>Status</th><th>Date modified</th><th>Type</th><th>Size</th></tr></thead><tbody><tr><td>Documents</td><td></td><td>7/1/2020 5:06 PM</td><td>File folder</td><td></td></tr><tr><td>Downloads</td><td></td><td>7/1/2020 2:27 PM</td><td>File folder</td><td></td></tr><tr><td>Fonts</td><td></td><td>7/1/2020 2:26 PM</td><td>File folder</td><td></td></tr><tr><td>Mac backup</td><td></td><td>7/1/2020 2:26 PM</td><td>File folder</td><td></td></tr><tr><td>Microsoft Teams Chat Files</td><td></td><td>7/1/2020 2:26 PM</td><td>File folder</td><td></td></tr><tr><td>OneNote Notebooks</td><td></td><td>7/1/2020 2:26 PM</td><td>File folder</td><td></td></tr><tr><td>Pictures</td><td></td><td>7/1/2020 2:26 PM</td><td>File folder</td><td></td></tr><tr><td>Software</td><td></td><td>7/1/2020 2:26 PM</td><td>File folder</td><td></td></tr><tr><td>anyconnect-macos.dmg</td><td></td><td>10/16/2019 11:41 AM</td><td>DIMG File</td><td>28,937 KB</td></tr><tr><td>anyconnect-macos-4.5.02033-core-vpn...</td><td></td><td>7/11/2019 12:54 PM</td><td>DIMG File</td><td>8,070 KB</td></tr><tr><td>anyconnect-macos-4.7.02032-predeloy...</td><td></td><td>6/12/2019 12:42 PM</td><td>DIMG File</td><td>37,520 KB</td></tr><tr><td>bookmarks_7_8_20</td><td></td><td>7/8/2020 8:45 AM</td><td>HTML File</td><td>207 KB</td></tr><tr><td>confCons</td><td></td><td>7/26/2020 2:00 PM</td><td>XML Document</td><td>67 KB</td></tr><tr><td>confCons.xml.20200721-1214391139.bac...</td><td></td><td>7/21/2020 12:06 PM</td><td>BACKUP File</td><td>67 KB</td></tr><tr><td>confCons.xml.20200721-1537147824.bac...</td><td></td><td>7/21/2020 12:14 PM</td><td>BACKUP File</td><td>67 KB</td></tr><tr><td>confCons.xml.20200721-1915569685.bac...</td><td></td><td>7/21/2020 3:37 PM</td><td>BACKUP File</td><td>67 KB</td></tr><tr><td>confCons.xml.20200721-2131530792.bac...</td><td></td><td>7/21/2020 7:15 PM</td><td>BACKUP File</td><td>67 KB</td></tr><tr><td>confCons.xml.20200722-1047460591.bac...</td><td></td><td>7/21/2020 9:31 PM</td><td>BACKUP File</td><td>67 KB</td></tr></tbody></table>	Name	Status	Date modified	Type	Size	Documents		7/1/2020 5:06 PM	File folder		Downloads		7/1/2020 2:27 PM	File folder		Fonts		7/1/2020 2:26 PM	File folder		Mac backup		7/1/2020 2:26 PM	File folder		Microsoft Teams Chat Files		7/1/2020 2:26 PM	File folder		OneNote Notebooks		7/1/2020 2:26 PM	File folder		Pictures		7/1/2020 2:26 PM	File folder		Software		7/1/2020 2:26 PM	File folder		anyconnect-macos.dmg		10/16/2019 11:41 AM	DIMG File	28,937 KB	anyconnect-macos-4.5.02033-core-vpn...		7/11/2019 12:54 PM	DIMG File	8,070 KB	anyconnect-macos-4.7.02032-predeloy...		6/12/2019 12:42 PM	DIMG File	37,520 KB	bookmarks_7_8_20		7/8/2020 8:45 AM	HTML File	207 KB	confCons		7/26/2020 2:00 PM	XML Document	67 KB	confCons.xml.20200721-1214391139.bac...		7/21/2020 12:06 PM	BACKUP File	67 KB	confCons.xml.20200721-1537147824.bac...		7/21/2020 12:14 PM	BACKUP File	67 KB	confCons.xml.20200721-1915569685.bac...		7/21/2020 3:37 PM	BACKUP File	67 KB	confCons.xml.20200721-2131530792.bac...		7/21/2020 7:15 PM	BACKUP File	67 KB	confCons.xml.20200722-1047460591.bac...		7/21/2020 9:31 PM	BACKUP File	67 KB
Name	Status	Date modified	Type	Size																																																																																												
Documents		7/1/2020 5:06 PM	File folder																																																																																													
Downloads		7/1/2020 2:27 PM	File folder																																																																																													
Fonts		7/1/2020 2:26 PM	File folder																																																																																													
Mac backup		7/1/2020 2:26 PM	File folder																																																																																													
Microsoft Teams Chat Files		7/1/2020 2:26 PM	File folder																																																																																													
OneNote Notebooks		7/1/2020 2:26 PM	File folder																																																																																													
Pictures		7/1/2020 2:26 PM	File folder																																																																																													
Software		7/1/2020 2:26 PM	File folder																																																																																													
anyconnect-macos.dmg		10/16/2019 11:41 AM	DIMG File	28,937 KB																																																																																												
anyconnect-macos-4.5.02033-core-vpn...		7/11/2019 12:54 PM	DIMG File	8,070 KB																																																																																												
anyconnect-macos-4.7.02032-predeloy...		6/12/2019 12:42 PM	DIMG File	37,520 KB																																																																																												
bookmarks_7_8_20		7/8/2020 8:45 AM	HTML File	207 KB																																																																																												
confCons		7/26/2020 2:00 PM	XML Document	67 KB																																																																																												
confCons.xml.20200721-1214391139.bac...		7/21/2020 12:06 PM	BACKUP File	67 KB																																																																																												
confCons.xml.20200721-1537147824.bac...		7/21/2020 12:14 PM	BACKUP File	67 KB																																																																																												
confCons.xml.20200721-1915569685.bac...		7/21/2020 3:37 PM	BACKUP File	67 KB																																																																																												
confCons.xml.20200721-2131530792.bac...		7/21/2020 7:15 PM	BACKUP File	67 KB																																																																																												
confCons.xml.20200722-1047460591.bac...		7/21/2020 9:31 PM	BACKUP File	67 KB																																																																																												



Open the Recycle Bin by right-clicking its icon.
Select **Open** from the menu to view deleted files.

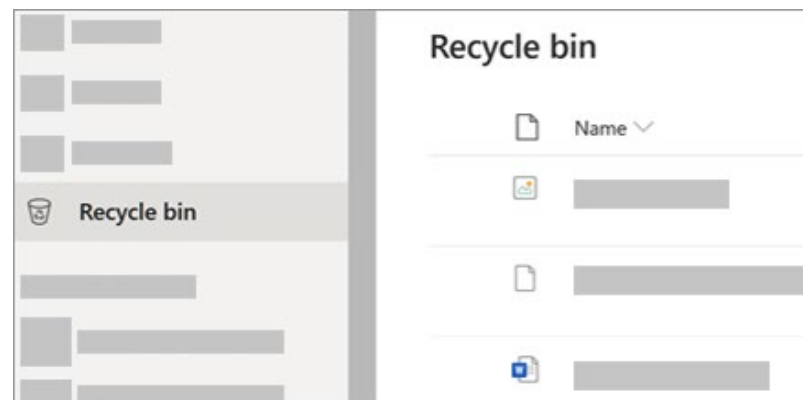
Check the box to the left of the filename you want to restore. Right-click on a selected file and choose **Restore** to recover the file to its original location.

Note: If you accidentally [delete a file or folder](#) 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 (www.office.com) 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**.



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.

