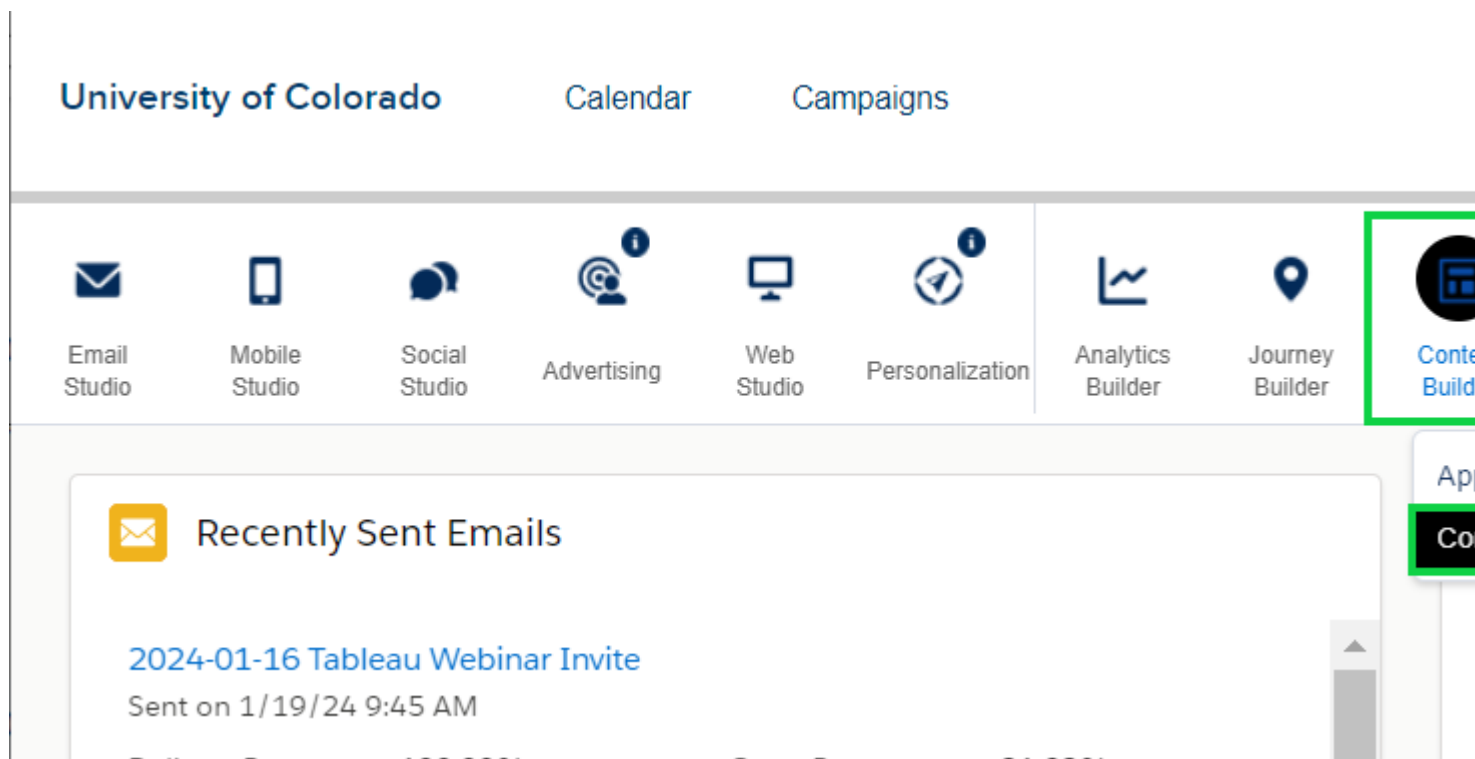


## Marketing Cloud Recycling Bin <sup>[1]</sup>



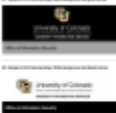


January 19, 2024 by [melanie.jones@cu.edu](mailto:melanie.jones@cu.edu) <sup>[2]</sup>

Access items sent to the Recycle Bin and restore them if needed. The Recycle Bin is a list view that lets you sort and filter items. This feature can only be accessed in Content Builder.

- Navigate to **Content Builder** in the home navigation and select **Content Builder** in the dropdown.



- Select the **Recycle Bin** tab.
- Click the **dropdown arrow** on the item.
- In the dropdown, select **Restore**.
- Items are restored to their original folders. If the folder no longer exists, you can't restore the item.

| <div>  <div>Content Builder</div> <div>Overview</div> <div>Recycle Bin</div> </div> |  |          |
|--|--|----------|
| 20+ items  |  |          |
| Name   |  | Location |
|  240111_Treasury Newsletter   |  | Co       |
|  240111_Treasury Newsletter   |  | Co       |
|  2024-01-19 Tableau Jan. Webinar Invite   |  | Ta       |
|  20231108_Boettcher_Deadline Approaching  |  | 20       |

**IMPORTANT** Users can Delete and Rename folders as well as nest folders within other folders. If deleting a folder, ensure it is empty or its contents may also be deleted. Learn more about [folders in Marketing Cloud](#) [3].

#### Display Title:

Marketing Cloud Recycling Bin

#### Send email when Published:

No

**Source URL:** <https://www.cu.edu/blog/ecommerce-wiki/marketing-cloud-recycling-bin>

#### Links

[1] <https://www.cu.edu/blog/ecommerce-wiki/marketing-cloud-recycling-bin> [2] <https://www.cu.edu/blog/ecommerce-wiki/author/145641> [3] <https://www.cu.edu/blog/ecommerce-wiki/folders-marketing-cloud>