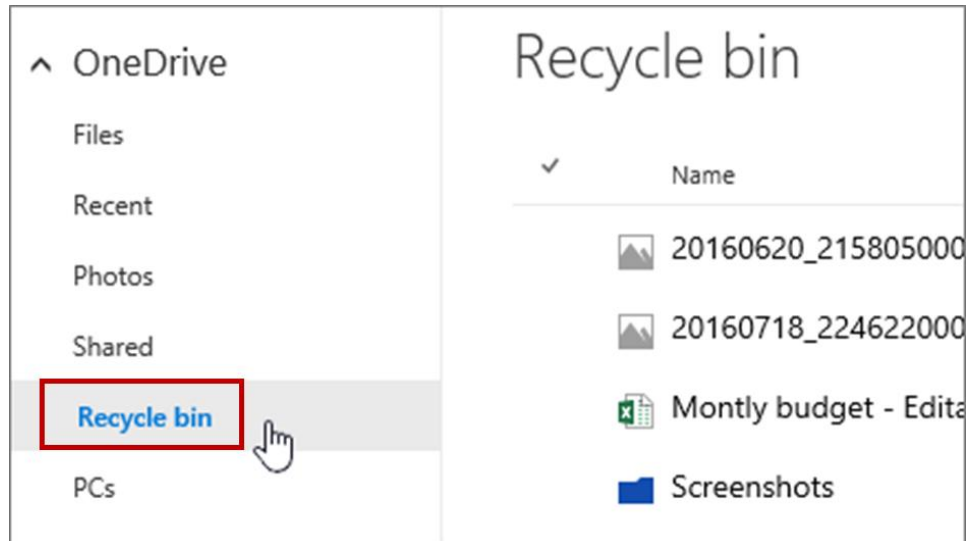


OneDrive – Restore deleted Items

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1. How to Restore deleted items on OneDrive

- Go to the OneDrive website.
- On the left pane, tap or click **Recycle bin**.



- To restore all items, tap or click **Restore all items**.
- To permanently delete all items, tap or click **Empty recycle bin**.
- To restore or permanently delete individual items, pick them by selecting their check boxes.

Note: Items in the recycle bin are automatically deleted 30 days after they're put there. If your recycle bin is full, the oldest items will be automatically deleted after three days.

In Windows 10, Windows 8.1, or using the OneDrive desktop app

- When you delete files on OneDrive using File Explorer, they're moved to your computer's desktop Recycle Bin. Unless your Recycle Bin is overflowing, the files stay there until you empty the Recycle Bin.
- To open the **Recycle Bin**, double-tap or double-click the Recycle Bin on the desktop. Then, right-click (or press and hold) the item you want to restore and select **Restore**.

