

When you delete a file or a folder, OneDrive gives you a chance to undo your decision but even if you miss the opportunity, you can still get the file back. In the navigation pane, click Recycle bin. As you can see OneDrive doesn't really delete items and moves them here so you can get them back by selecting one or more items and clicking Restore. When you do, OneDrive moves them back to their original locations. You can click Empty recycle bin to permanently delete the items or let OneDrive do it for you automatically after 30 days or if your Recycle bin is full.