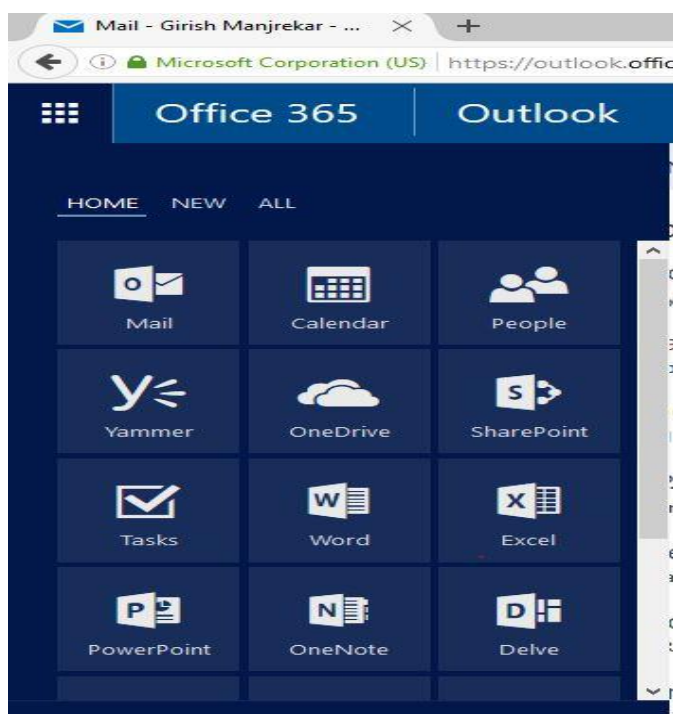


DID YOU KNOW?

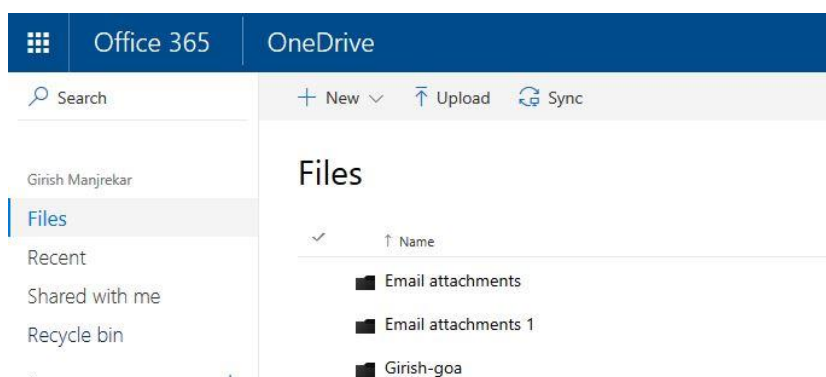
How to Restore Files Deleted from Your OneDrive

When you delete a file from your OneDrive folder, a copy of it goes to the Recycle Bin in Windows, and the other copy goes to the Recycle Bin in OneDrive. Even if you empty the recycle bin on your PC, it doesn't delete the copy on OneDrive. It's still there.

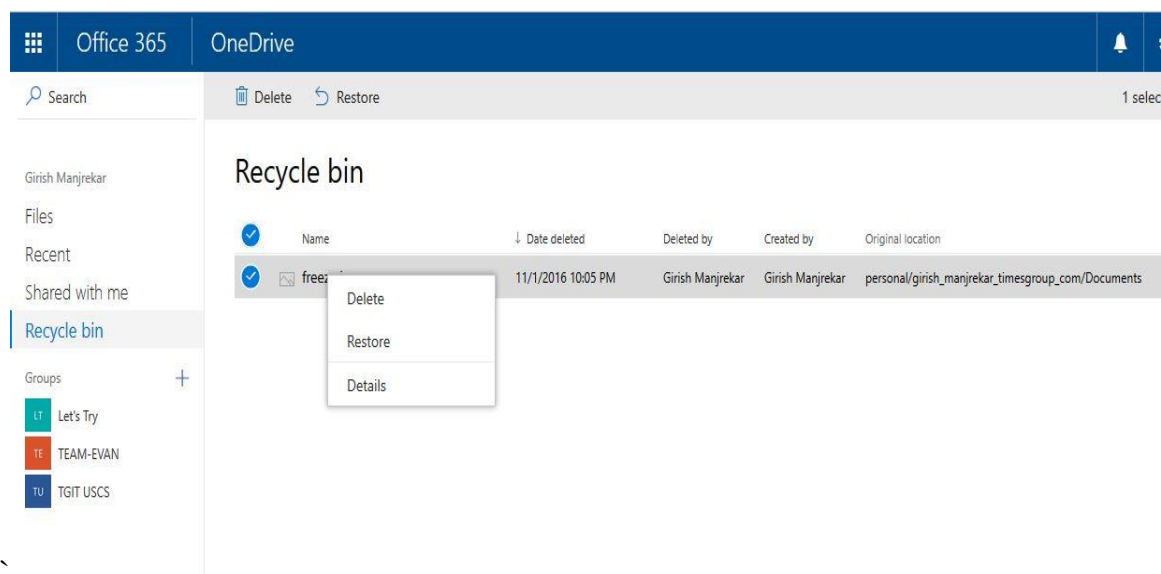
- 1) To restore a deleted file, open your Onedrive page by going to outlook.office365.com and clicking on Onedrive.



- 2) Then choose the *Recycle bin* link located on the left menu,



3) Find the file(s) or folder(s) you need and then hit restore at the top.



THANK YOU