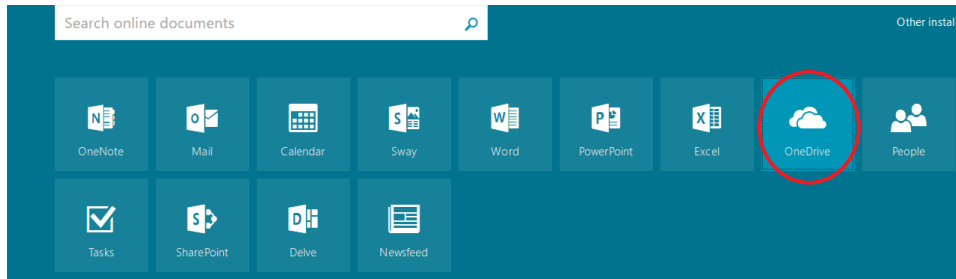


OneDrive Recycle Bin

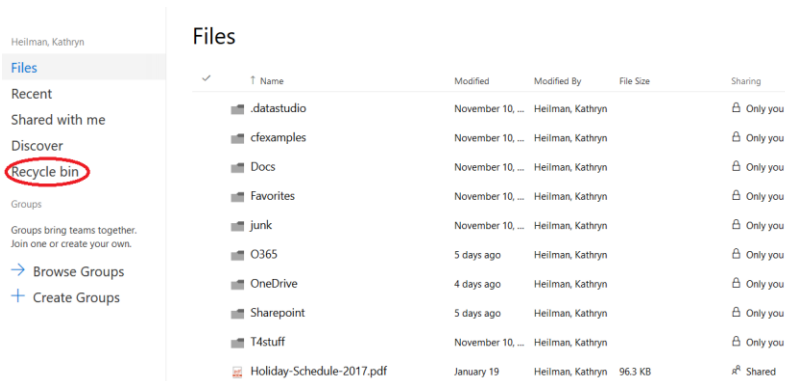
When you delete an item from OneDrive it isn't immediately removed from OneDrive. Deleted items go into the site recycle bin, where they stay until they're automatically removed approximately 90 days later. Within that time, you can either restore the files to their original location, or remove them to free up storage space.

Locate Recycle Bin

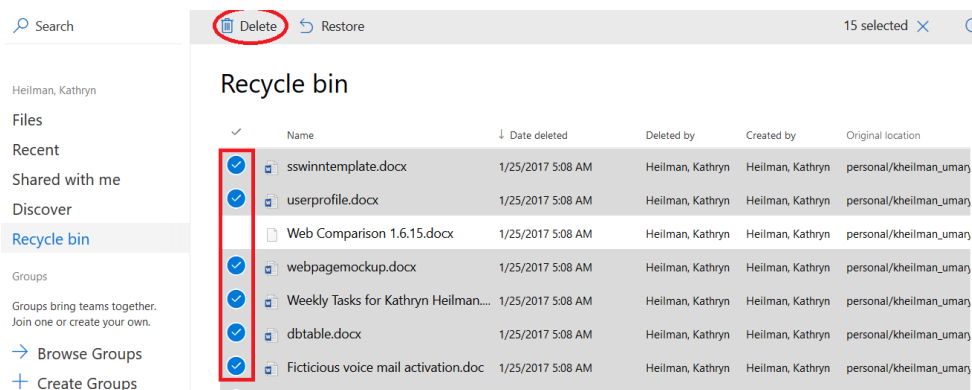
Log into the Microsoft Portal (<http://portal.office.com>). Click on the **OneDrive** icon.



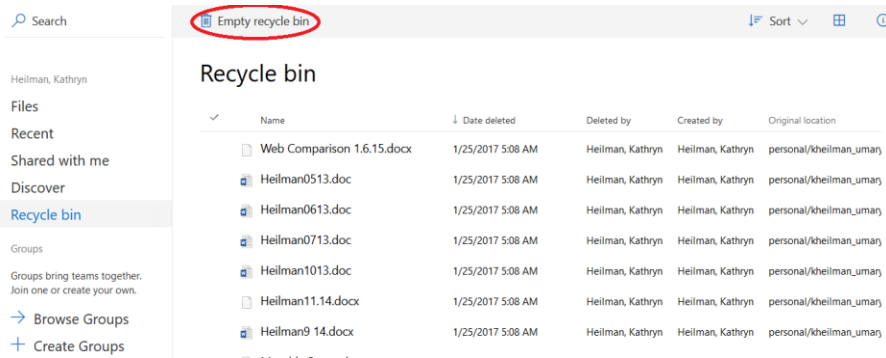
Notice the **Recycle Bin** in the left navigation. Click the **Files** icon to see all of your files and folders.



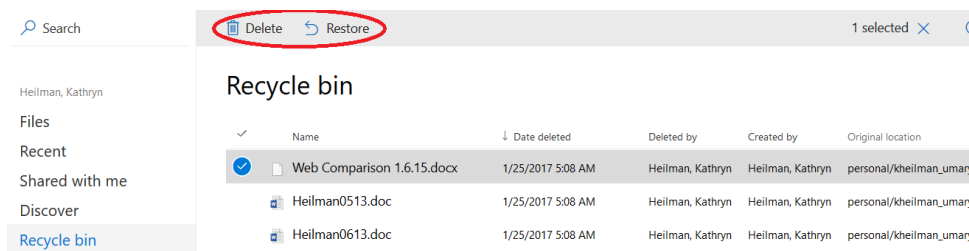
To delete a file or folder, click next to the file(s) or folder(s) you wish to delete. Then click **Delete**.



At this point, you may delete more files by clicking the **Files** icon and deleting more files or you may choose to **Empty the Recycle Bin** or even **Restore Files**.



If you choose to Restore a file or folder, click on the file or folder and the icons at the top will change to **Delete** or **Restore**.



***Please remember files can only be Restored from the Recycle Bin within 90 days of deletion. If you need to Restore a file after 90 days, you will need to contact your administrator. All files will be permanently deleted after 180 days and they cannot be restored.**