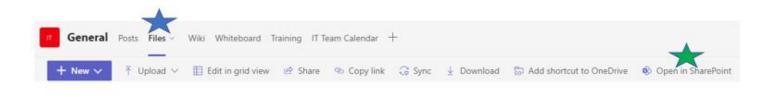
Restoring files from the SharePoint Recycle Bin

When you delete items from Microsoft Teams or SharePoint, they aren't immediately removed. Deleted items go into the recycle bin for several days.

- 1. Open Teams and click the **Teams** button on the side rail.
- 2. Click the name of your Team and then click the channel that contains the folder or file. In many cases this channel is named General.
- 3. Click the **Files** link across the top of the screen. \bigstar
- 4. Click the **Open in Sharepoint** link.
- 5. Click **Recycle Bin** on the left side panel.
- 6. Put a dot next to the file you need to restore.
- 7. Click the **Restore** link at the top of the screen.



	SharePoint		
© ⊕		IT Information Technology ®	
	P Search	Delete 5 Restore	
٥	Home		
₿	Conversations	Recycle bin	
\oplus	Documents	D Name	
	Notebook	2018 usage.csv	
	Pages		
	Site contents	2019 usage.csv	
	Recycle bin	2020 usage.csv	
	Edit	Recycle bin, Opens the Recycle Bin view to see a list of fill deleted.	