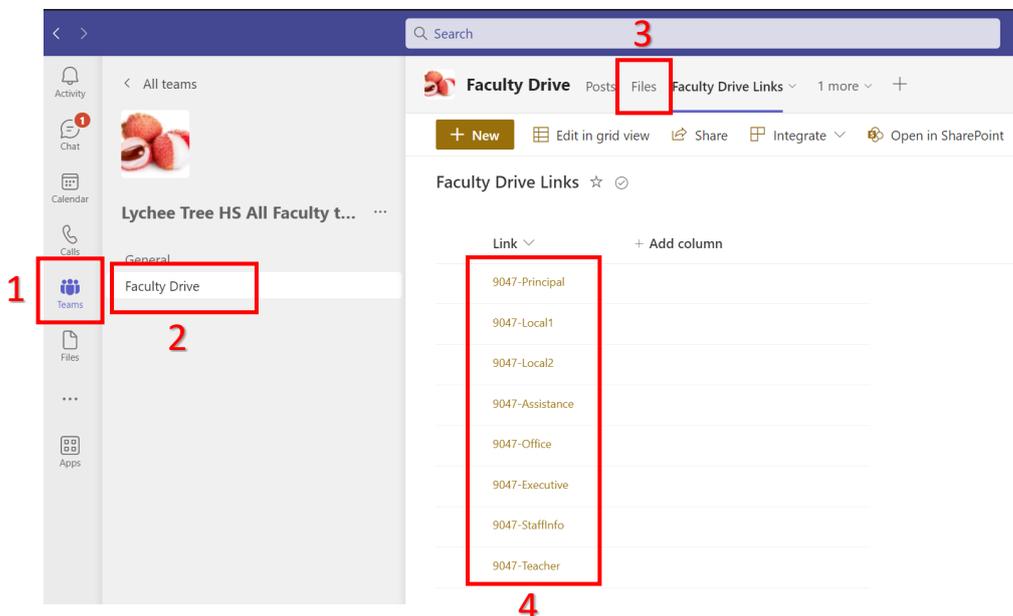


Recover deleted files in Microsoft Teams

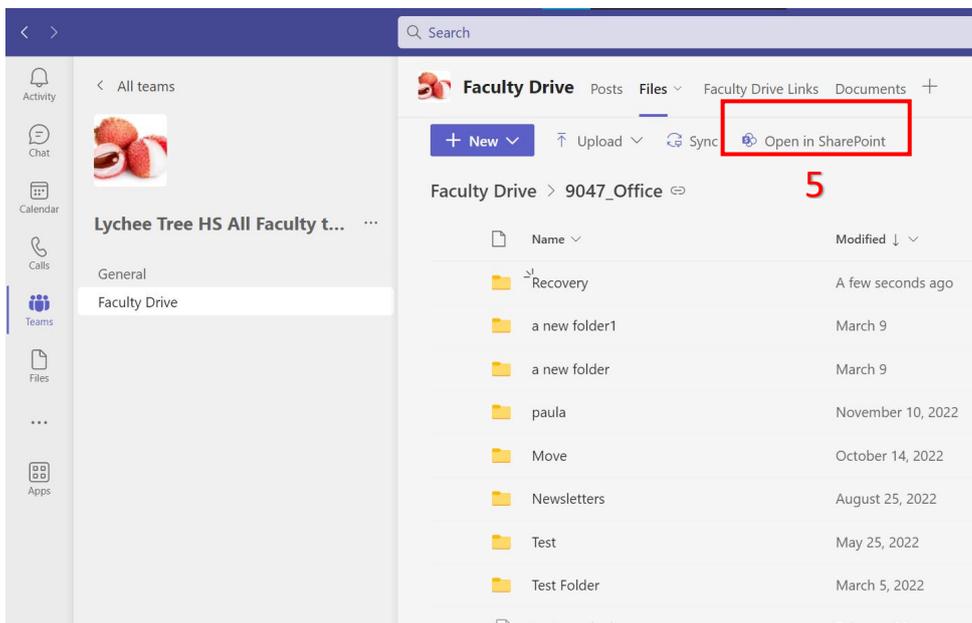


In Microsoft Teams/SharePoint, deleted items are retained for 93 days from the time they were deleted from the original location. The deleted items can be restored from the online Recycle Bin by following the below steps.

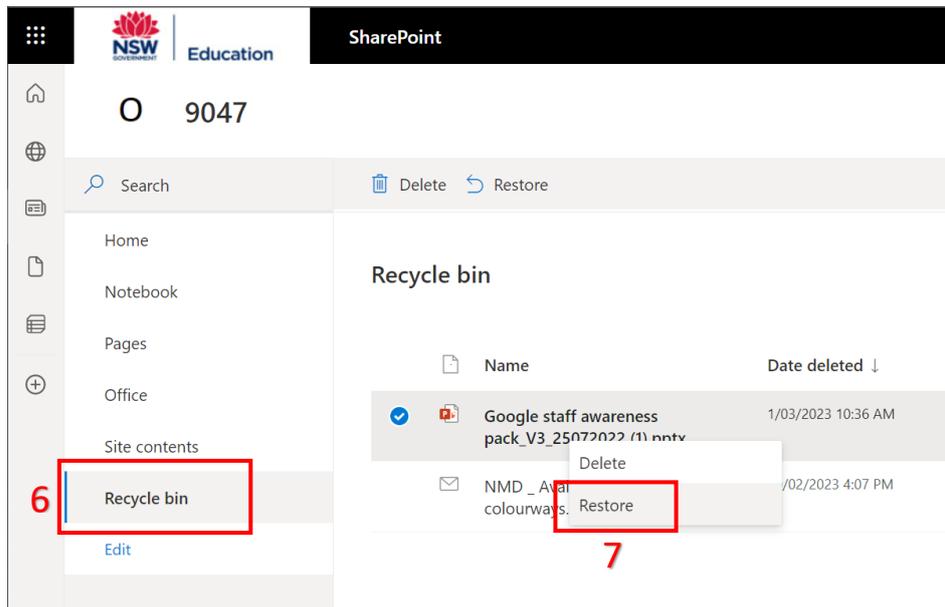
1. Open Microsoft Teams, click on the Teams tab, and click on the school's Team
2. Click on Faculty Drive channel
3. Click on Files
4. Click on the original location of the file



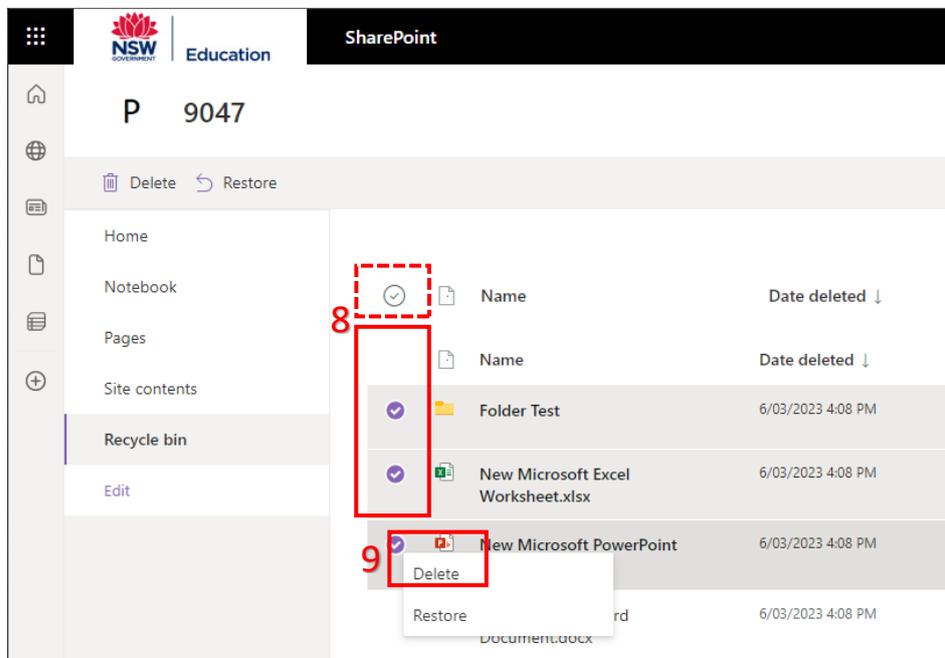
5. Click Open in SharePoint



6. Once in SharePoint, click on the Recycle Bin
7. Locate the file, right click, and hit restore*



8. To restore multiple files, select the files by putting a tick mark on the circle before the file icon. To select all files, put a tick mark beside the document icon.
9. Once the selected files are ticked, right click, and hit restore. The deleted file will be restored to its original location..



End of process