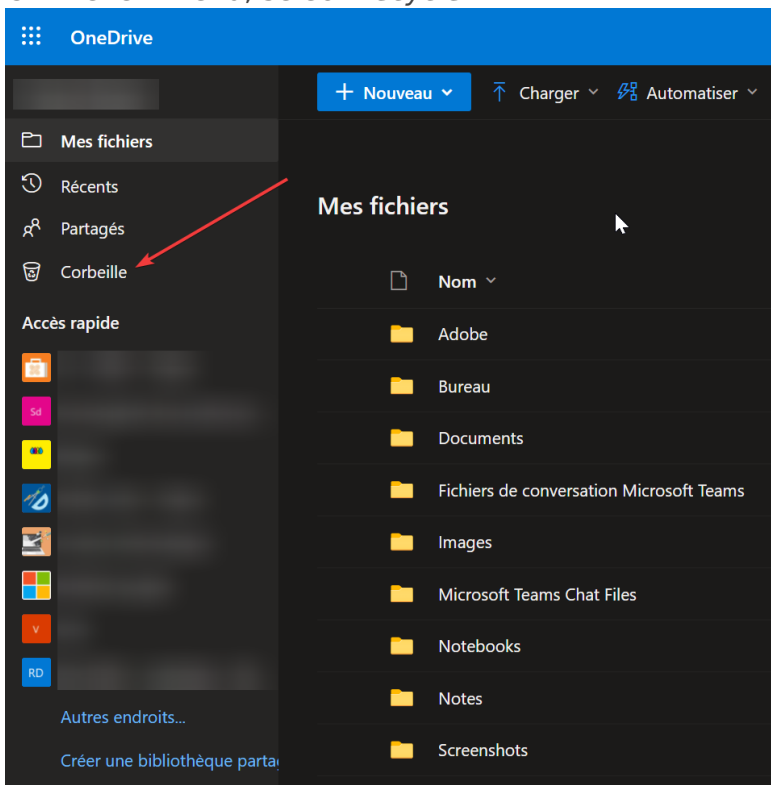


# File or Folder Management and Recovery in OneDrive

If you delete a folder or file in your OneDrive folder, you can likely recover it from the OneDrive recycle bin. The recycle bin is only available on the web version of OneDrive.

## Access the Recycle Bin:

1. Log in to <https://unils-my.sharepoint.com/>.
2. On the left menu, select *Recycle Bin*



3. You will have access to the list of folders and files that have been deleted from your OneDrive folder.

Corbeille					
	Nom ▾	Date de suppression... ▾	Supprimé ... ▾	Créé par ▾	Emplacement d'origine
	test	28/10/2021 00:50			personal/ /Documents/Docum
	test2	28/10/2021 00:50			personal/ /Documents/Docum
	test3	28/10/2021 00:50			personal/ /Documents/Docum
	New folder	28/10/2021 00:49			personal/ /Documents/Docum

4. If you don't find the files you're looking for, they may be in the secondary recycle bin. To access it, click on the link at the end of the list of files in the recycle bin.

	Screenshot 2021-07-23 092836.p...	01/08/2021 23:54	
		01/08/2021 23:54	
		01/08/2021 23:54	
		01/08/2021 23:54	
		01/08/2021 23:54	
		28/07/2021 05:44	

Vous ne trouvez pas ce que vous recherchez ? Regardez dans la [Corbeille secondaire](#)

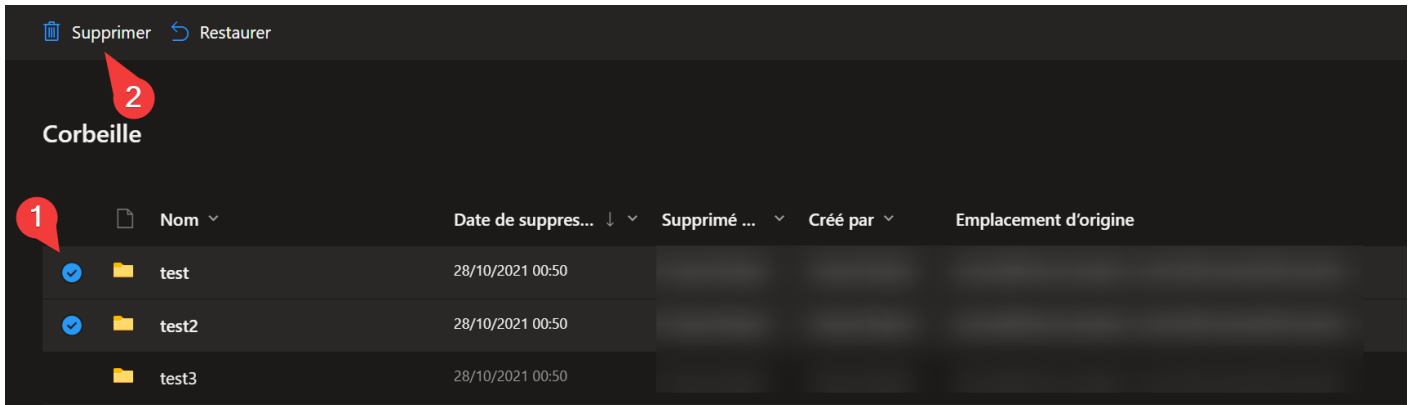
## Restore Data:

In the recycle bin, select the files and/or folders to restore. A blue checkmark will appear to the left of the selected data (1). Click *Restore* (2). The data will be placed back to its original location (3).

<span>Supprimer</span> <span>Restaurer</span>					
Corbeille					
	Nom ▾	Date de suppression... ▾	Supprimé ... ▾	Créé par ▾	Emplacement d'origine
1	test	28/10/2021 00:50			personal/ /Documents/Documents
	test2	28/10/2021 00:50			personal/ /Documents/Documents
	test3	28/10/2021 00:50			personal/ /Documents/Documents
	New folder	28/10/2021 00:49			personal/ /Documents/Documents

## Permanently Delete Data:

In the recycle bin, select the files and/or folders to delete permanently. A blue checkmark will appear to the left of the selected data (1). Click *Delete* (2).



Révision #1

Créé 6 décembre 2023 11:55:52 par Chr Gr

Mis à jour 1 mai 2024 12:33:31 par Chr Gr