




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. 
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. 