

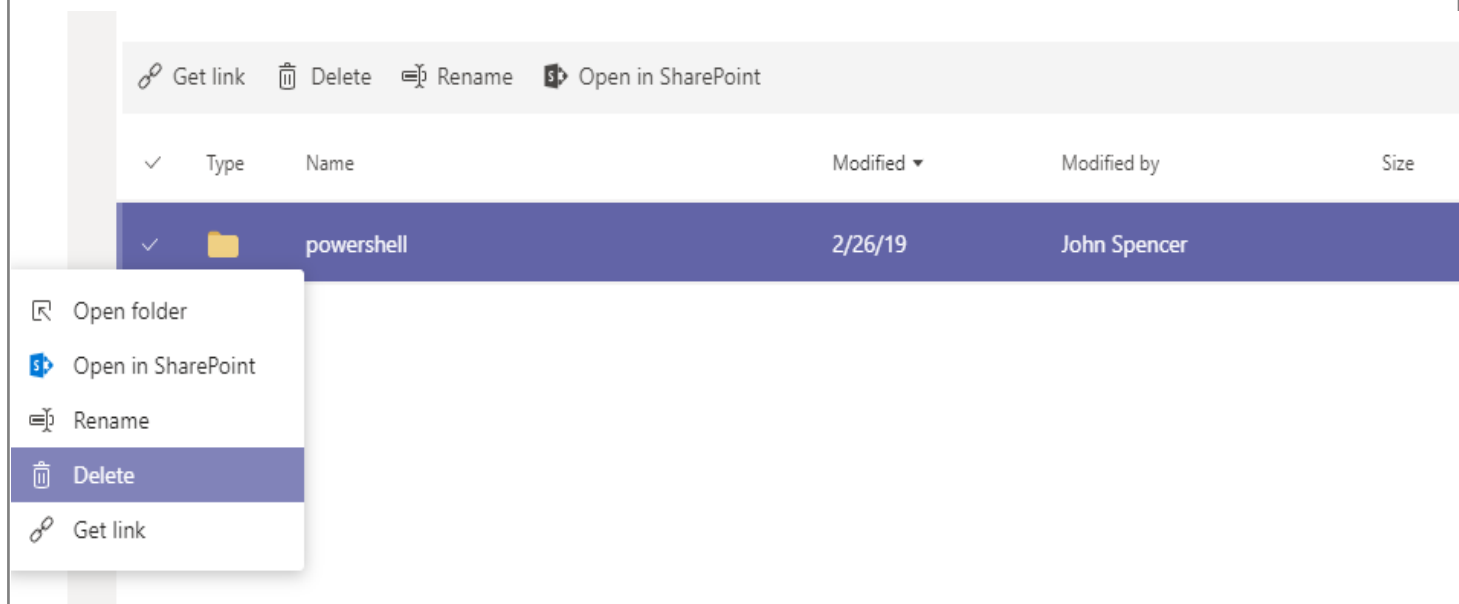
# Restore Files and Folder in Microsoft TEAMS - SharePoint

## Restore Files and Folder in Microsoft TEAMS - SharePoint

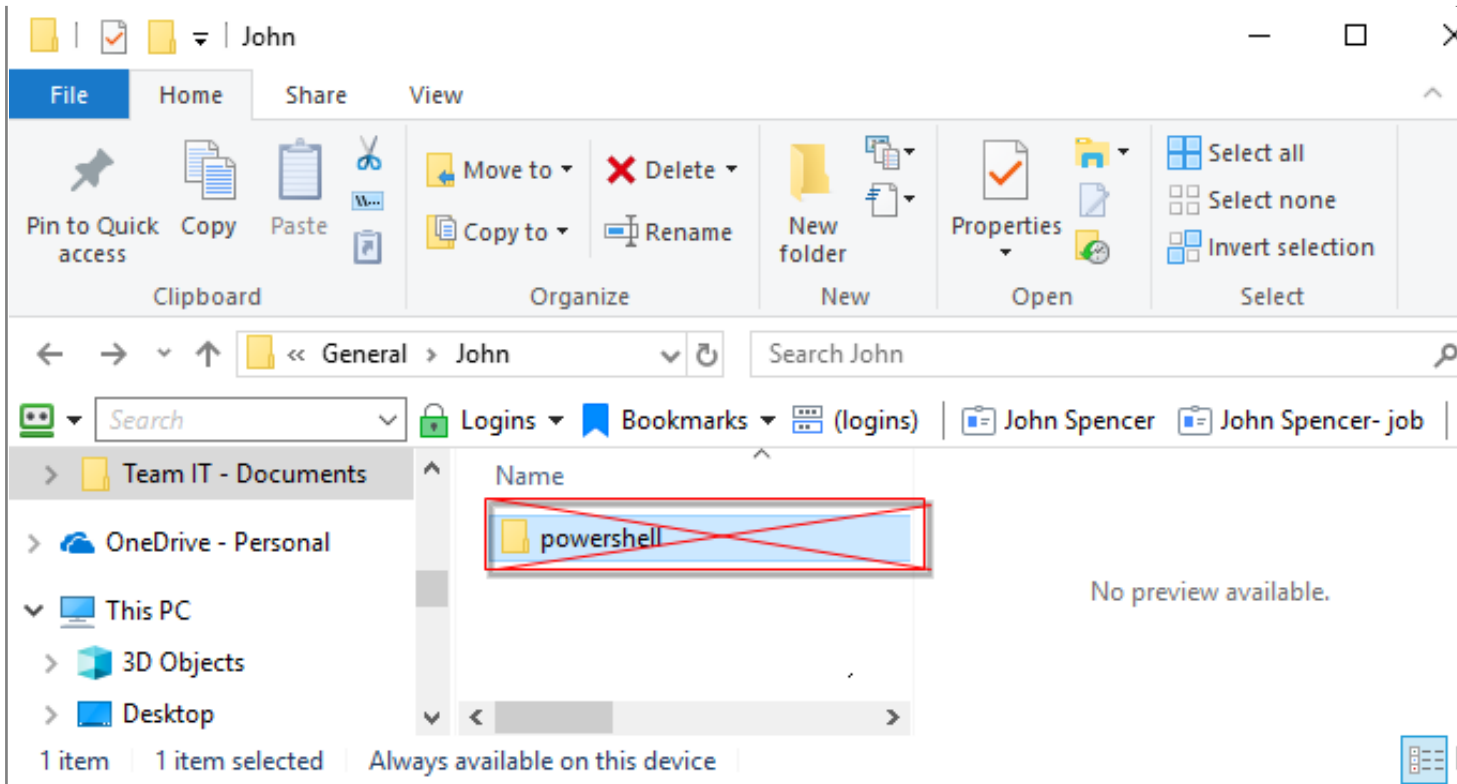
Step #	Task	Screenshot
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If a file or folder was accidentally deleted, follow the below directions to restore it.

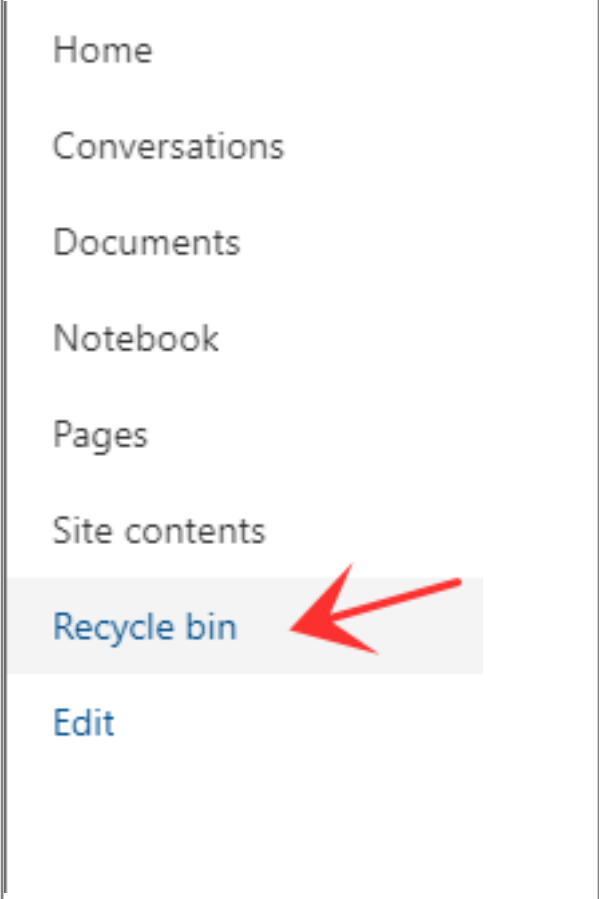
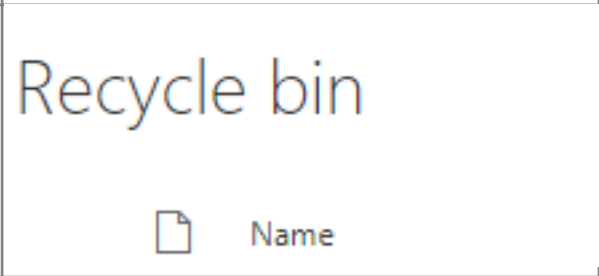


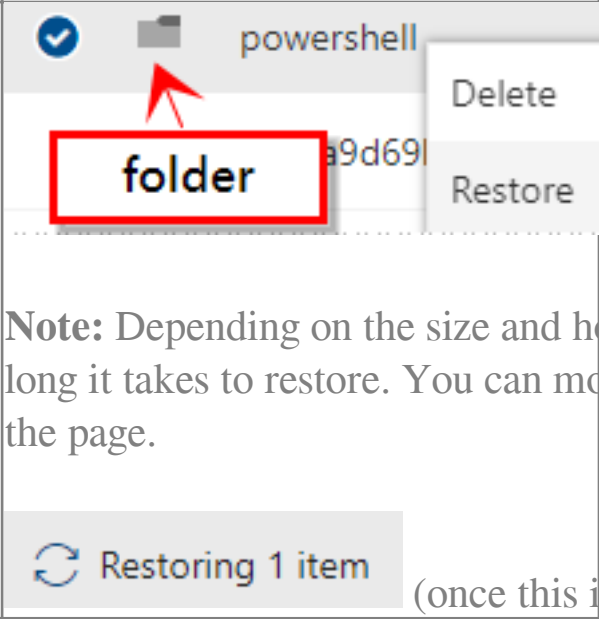
In the below example, the "Powershell" folder was deleted. The deletion can occur either



or via TEAMS synchronization via OneDrive on a User's local PC:



1	<p>From within TEAMS, click on "open in SharePoint" for the TEAM folder where deletion occurred. This will open the corresponding SharePoint site in your default browser.</p>	<p>The screenshot shows a portion of a SharePoint interface with three buttons: 'New', 'Upload', and 'Get link'. The 'Get link' button is highlighted with a red box.</p>
2	<p>In left menu pane, click on <b>Recycle Bin</b>.</p>	

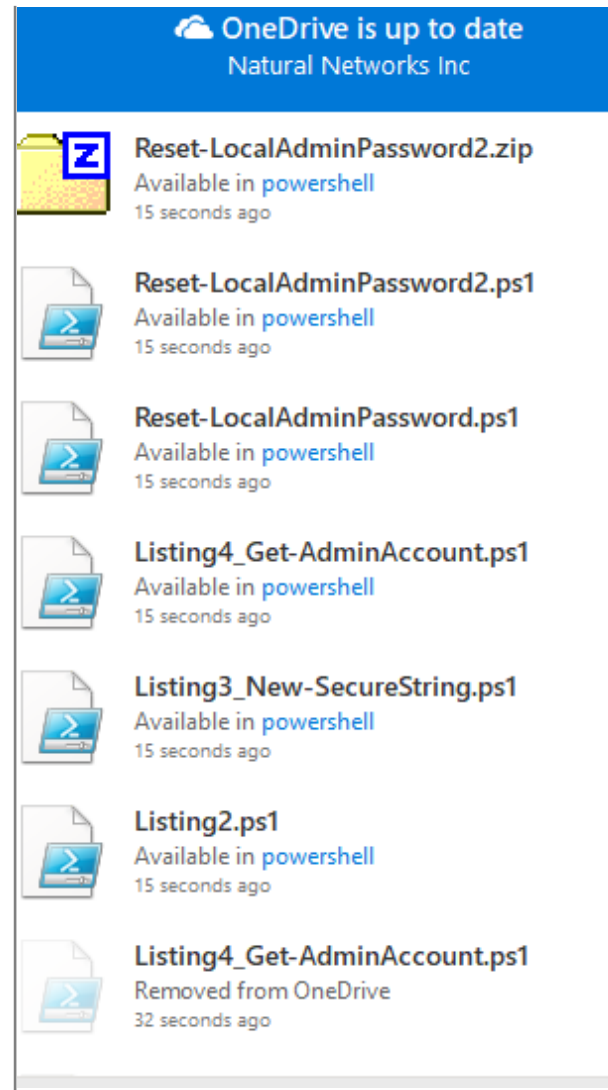
		 <p>Home</p> <p>Conversations</p> <p>Documents</p> <p>Notebook</p> <p>Pages</p> <p>Site contents</p> <p><b>Recycle bin</b> ←</p> <p>Edit</p>
3	<p>In the center pane, click on <b>Date Deleted</b> until the most recent items that have been deleted are at the top.</p>	 <p>Recycle bin</p>
4	<p>For Folders</p>  <p>Find the Folder  you would like to restore. Right click the folder and select <b>Restore</b>.</p> <p>For files just repeat the above process.  Note: This will recreate the file structure that the original file was in if it was also deleted.</p>	 <p>✓ Name</p> <p>✓ powershell</p> <p><b>folder</b></p> <p>Delete</p> <p>Restore</p> <p><b>Note:</b> Depending on the size and how long it takes to restore. You can move to the next page.</p> <p>Restoring 1 item (once this is complete)</p>
5		

## Online:

Once restore is complete, the restore files will be immediately available in Teams app or online in the SharePoint page.

## Local Synced

Restore might take some time depending on the amount of restored files, network bandwidth and how many users need the file re-synced.



The screenshot shows the OneDrive interface with a blue header bar that reads "OneDrive is up to date" and "Natural Networks Inc". Below the header, there is a list of files and folders. The first item is a folder named "Reset-LocalAdminPassword2.zip" with a yellow folder icon and a blue 'Z' icon, available in powershell and updated 15 seconds ago. The following items are PowerShell scripts (.ps1) with blue document icons and a blue 'Z' icon, all available in powershell and updated 15 seconds ago: "Reset-LocalAdminPassword2.ps1", "Reset-LocalAdminPassword.ps1", "Listing4\_Get-AdminAccount.ps1", "Listing3\_New-SecureString.ps1", and "Listing2.ps1". The final item is "Listing4\_Get-AdminAccount.ps1", which is marked as "Removed from OneDrive" and updated 32 seconds ago.

File Name	Availability	Time
Reset-LocalAdminPassword2.zip	Available in powershell	15 seconds ago
Reset-LocalAdminPassword2.ps1	Available in powershell	15 seconds ago
Reset-LocalAdminPassword.ps1	Available in powershell	15 seconds ago
Listing4_Get-AdminAccount.ps1	Available in powershell	15 seconds ago
Listing3_New-SecureString.ps1	Available in powershell	15 seconds ago
Listing2.ps1	Available in powershell	15 seconds ago
Listing4_Get-AdminAccount.ps1	Removed from OneDrive	32 seconds ago

Online URL: <https://kb.naturalnetworks.com/article.php?id=448>