

Task: Recovering Items from the Recycle Bin

Purpose: An important feature of SharePoint is the Recycle Bin. Items removed from a list are not deleted right away, but rather are sent to the Recycle Bin instead, in much the same fashion as your local Recycle Bin works on your Windows PC. Site administrators have an additional level of recycling, so even if you fail to recover an item in time, contact your SharePoint administrator. Odds are she may be able to recover the document.

Example: A document was mistakenly removed from the library, and must be recovered.

Steps:

1. Start Internet Explorer and type the URL for your organization's SharePoint server. The Start Page will open.
2. Navigate to the site from which you want to recover an item from the Recycle Bin. The site's home page will open.
3. Click the **Recycle Bin** link in the **Quick Launch**. The Recycle Bin page will open.

NOTE: The Recycle Bin only displays the removed content for the site where it's located. So, you need to navigate to that site first to see the correct set of removed files.

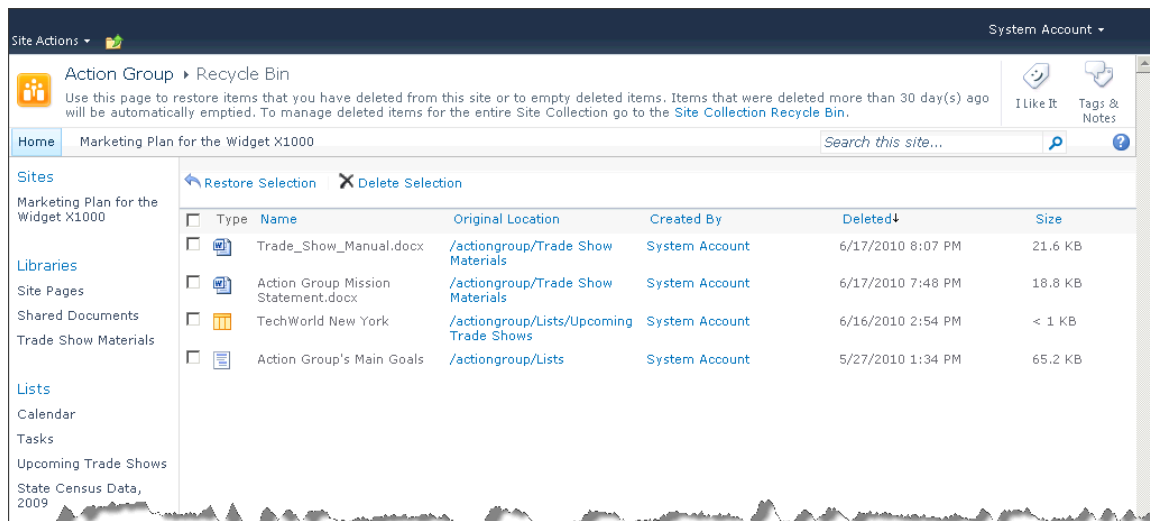


Figure 1The Recycle Bin Page

4. Click the check boxes next to the items you want to restore to your site. The items are selected.
5. Click **Restore Selection**. A confirmation dialog box will open.

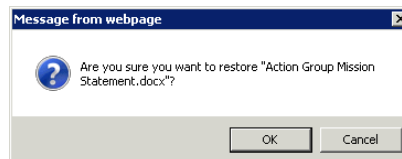


Figure 2: The Restore Selection Confirmation Dialog Box

6. Click **OK**. The selected items will be removed from the Recycle Bin and put back in their original location in the site.

7. If you want to clean out the Recycle Bin, click the check boxes next to the items you want to permanently delete (meaning you will not be able to recover them). The items are selected.
8. Click **Delete Selection**. A confirmation dialog box will open.

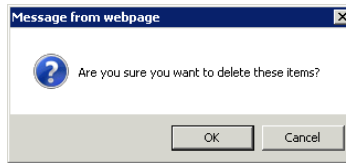


Figure 3: The Delete Selection Confirmation Dialog Box

9. Click **OK**. The items will be permanently deleted from the site.

NOTE: By default, all items in the Recycle Bin will be removed from your site after 30 days, to prevent storage problems on the SharePoint server. And the second level of recycling for administrators is also an option. Keep this timeline in mind if you ever need to recover a file.