

How to Restore Files and Folders from OneDrive on Mac

PURPOSE: A guide to restoring deleted files and folders in OneDrive.

List of items they will learn:

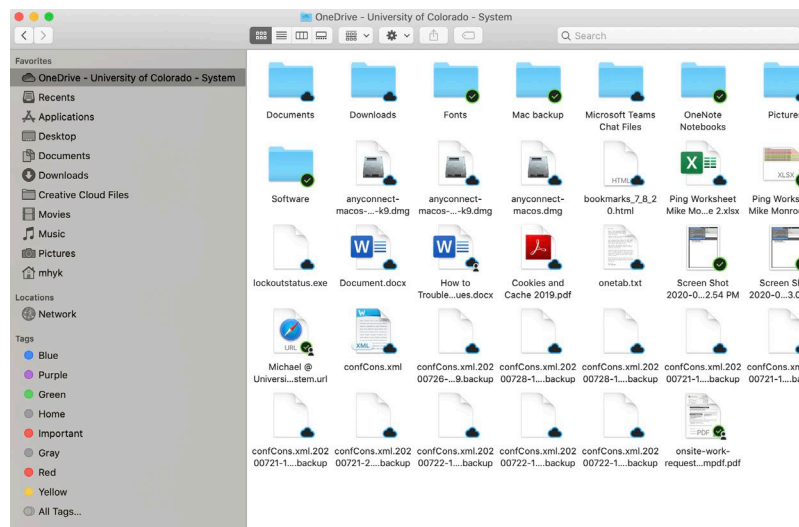
- How to check for deleted files and folders.
- How to restore files and folders.
- How to download files and folders.

VERSION SUPPORTED: OneDrive For Business, Windows 10

HOW TO RESTORE FILES AND FOLDERS ON MAC:

In macOS, the OneDrive folder acts as a local folder that is being regularly uploaded to the cloud.

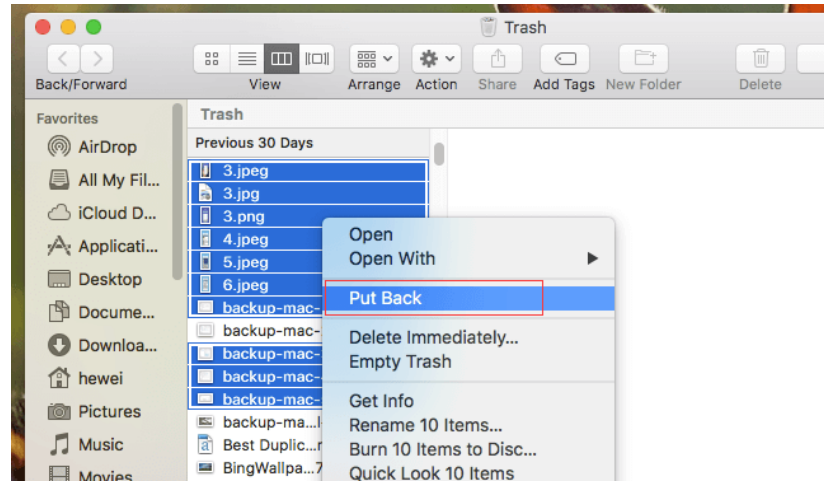
If you accidentally delete a file or folder in OneDrive, you may be able to restore it from the Trash.



Open the Trash by clicking its icon in the dock.

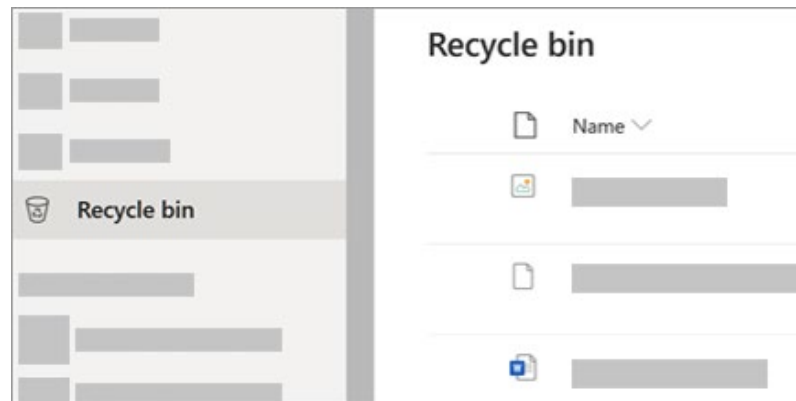
Select the file or files you want to restore. Right-click (or two-finger click) on a selected file and choose **Put Back** to recover the file to its original location.

Note: If you accidentally [delete a file or folder](#) in OneDrive, and in the recycle bin, you may be able to recover it later from the OneDrive recycle bin online, as well.



Login to OneDrive online (www.office.com) using your CU login credentials. In the navigation pane, select **Recycle bin**.

Select the files or folders you want to restore by pointing to each item and clicking the circle check box that appears, and then click **Restore**.



If you're signed into OneDrive with a Microsoft account, items in the recycle bin are automatically deleted 30 days after they're put there.

If you're signed in with a work or school account, items in the recycle bin are automatically deleted after 93 days, unless the administrator has changed the setting.

