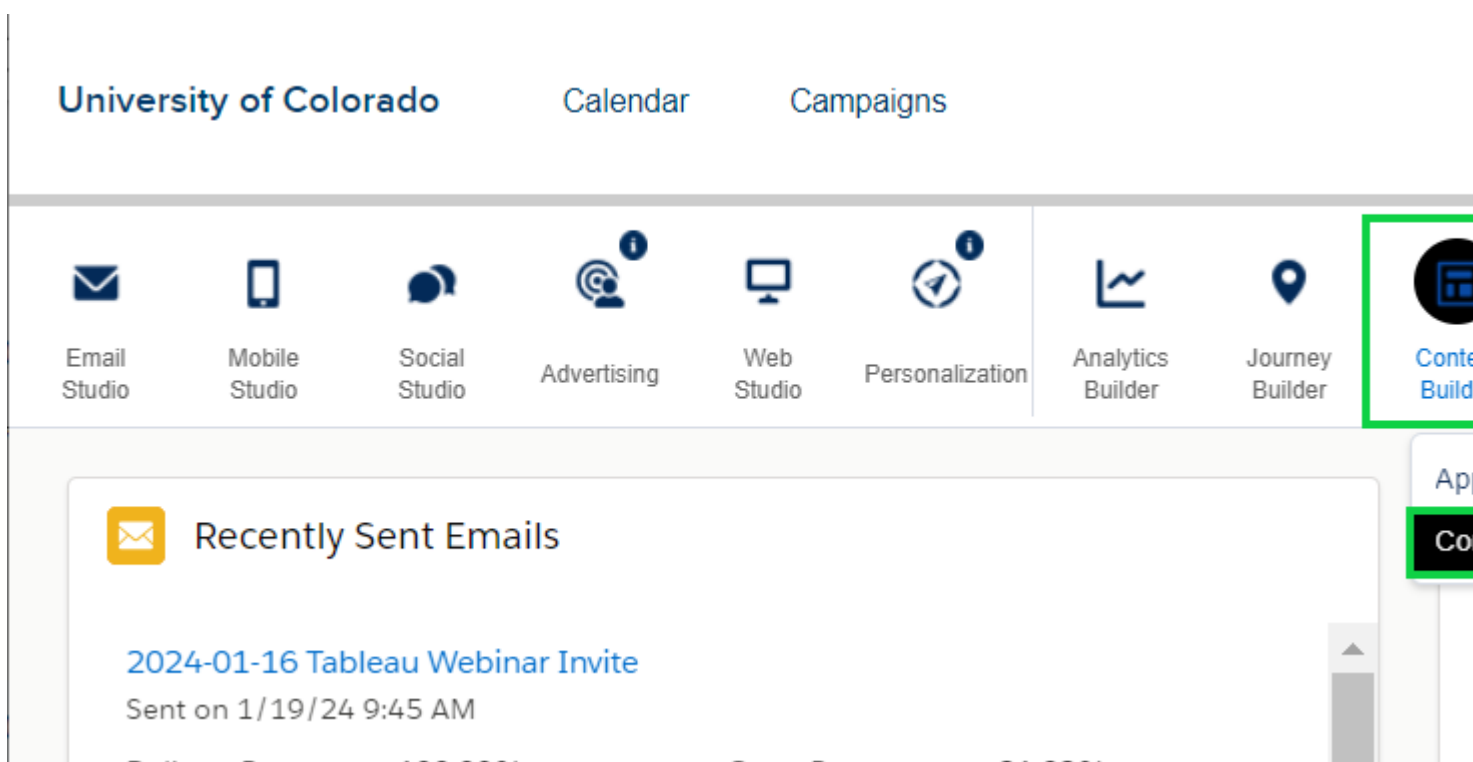


## Marketing Cloud Recycling Bin <sup>[1]</sup>





January 19, 2024 by [melanie.jones@cu.edu](mailto:melanie.jones@cu.edu) <sup>[2]</sup>

Access items sent to the Recycle Bin and restore them if needed. The Recycle Bin is a list view that lets you sort and filter items. This feature can only be accessed in Content Builder.

- Navigate to **Content Builder** in the home navigation and select **Content Builder** in the dropdown.



- Select the **Recycle Bin** tab.
- Click the **dropdown arrow** on the item.
- In the dropdown, select **Restore**.
- Items are restored to their original folders. If the folder no longer exists, you can't restore the item.

Content Builder		Overview	Recycle Bin
20+ items			
Name			Lo
	240111_Treasury Newsletter		Co
	240111_Treasury Newsletter		Co
	2024-01-19 Tableau Jan. Webinar Invite		Ta
	20231108_Boettcher_Deadline Approaching		20

**IMPORTANT** Users can Delete and Rename folders as well as nest folders within other folders. If deleting a folder, ensure it is empty or its contents may also be deleted. Learn more about [folders in Marketing Cloud](#) [3].

**Display Title:**

Marketing Cloud Recycling Bin

**Send email when Published:**

No

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**Links**

[1] <https://www.cu.edu/blog/ecommerce/wiki/marketing-cloud-recycling-bin> [2] <https://www.cu.edu/blog/ecommerce/wiki/author/145641> [3] <https://www.cu.edu/blog/ecommerce/wiki/folders-marketing-cloud>