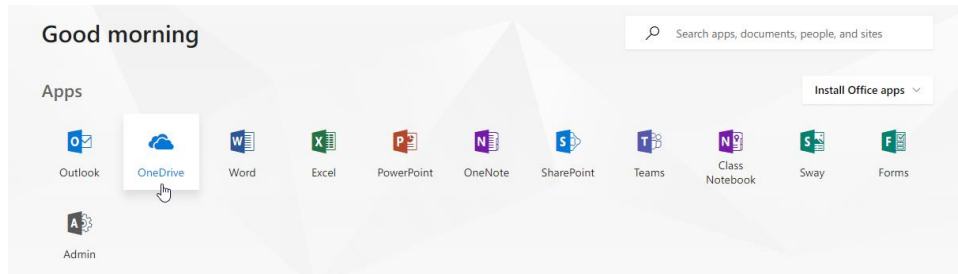


# Recovering files within OneDrive

Access OneDrive via the online portal. You can access this via [www.office.com](http://www.office.com) and log in with your school credentials.



Select Recycle Bin from the left column. Following this, select which files you would like to restore and click the restore option in the top banner. The files will then be restored to the locations they were deleted from.

