
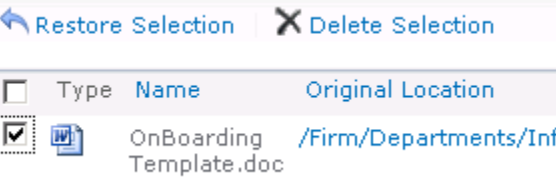
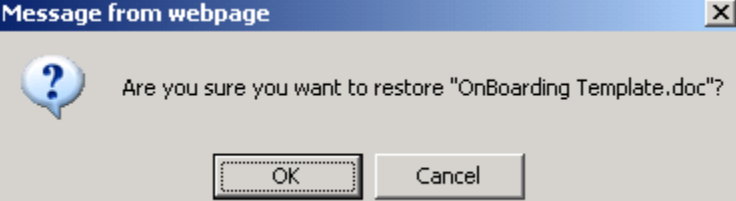


SharePoint 2010 Recycle Bin

If a document or folder is deleted from the document library by accident, the user by default has 30 days to recover the document. This is done by using the Recycle Bin option on the site.

To recover a deleted document or folder, follow the steps below.

1. Click on the "Recycle Bin" link that is located in the left hand column of the site.	 A screenshot of the SharePoint navigation pane showing the "Recycle Bin" link with a trash can icon and the "All Site Content" link with a document icon.
2. Find the document or folder in the list.	
3. Mark the document by placing a check in the box next to the document.	 A screenshot of the Recycle Bin interface. At the top, there are two buttons: "Restore Selection" (with a left arrow) and "Delete Selection" (with an X). Below these is a table with columns: "Type", "Name", and "Original Location". A document icon with a checkmark is selected in the "Type" column. The "Name" column shows "OnBoarding Template.doc" and the "Original Location" column shows "/Firm/Departments/Inf".
4. Click the "Restore Selection" option.	
5. A pop-up dialog box will be displayed. Click on the OK button if the correct document has been selected and should be restored.	 A screenshot of a "Message from webpage" dialog box. It has a question mark icon and the text "Are you sure you want to restore 'OnBoarding Template.doc'?". At the bottom, there are two buttons: "OK" and "Cancel".