

Restore from Recycle Bin

Upon completion of these steps you will have performed the following:

- Restored a page from the recycle bin

In order to use these instructions you will need:

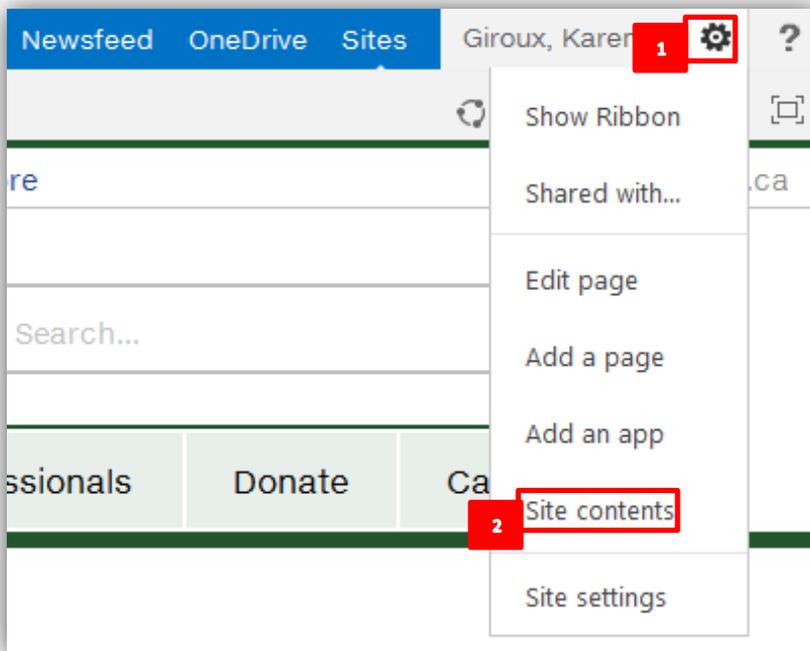
- Windows PC
- Google Chrome or Internet Explorer 8 (or above)
- Editor access for the channel headers that you are responsible for

If you have any problems following these instructions please contact webhelp@phsa.ca for further guidance.

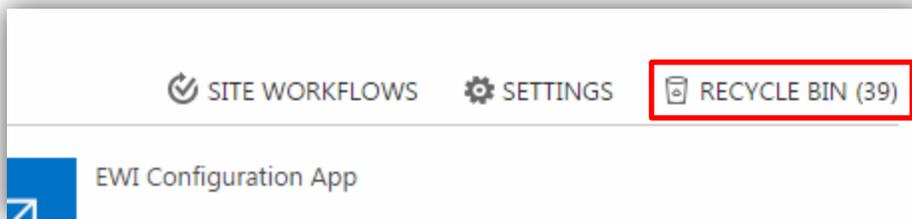
Restore items from the recycle bin

When you delete pages and files they are sent to the SharePoint Site Contents recycle bin. You can retrieve items from the recycle bin if they have been deleted in error.

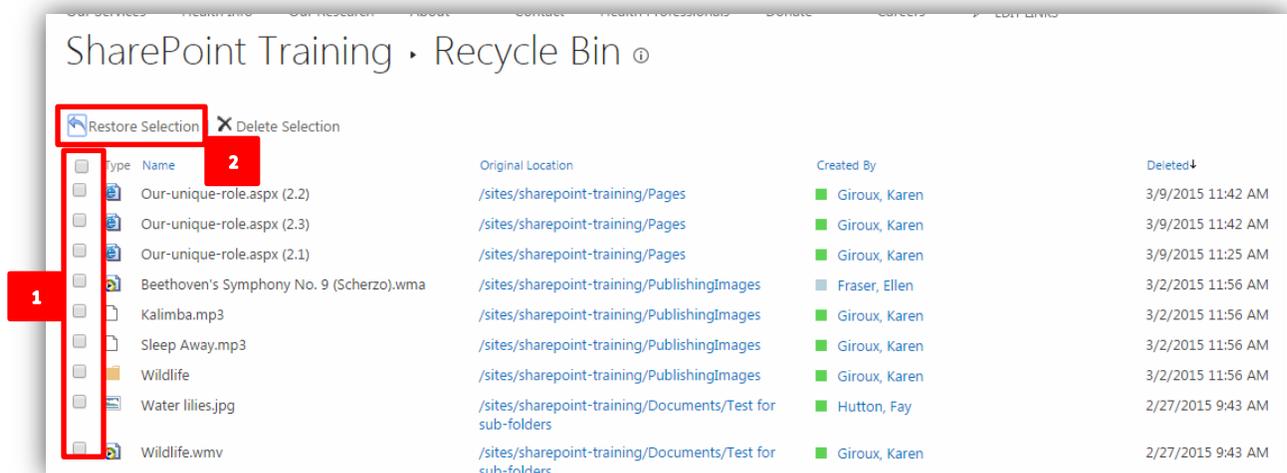
1. To access the recycle bin click on the SharePoint settings cogwheel and select Site contents.



2. Click on RECYCLE BIN to view deleted items.



3. In the Recycle bin you can restore one or more items.
4. To restore items, click the check box against the items you are interested in and then click Restore Selection.



5. **Note:** The deleted item is not always restored to the same location it was in. If you cannot find your restored page contact webhelp@phsa.ca.
6. You can also permanently delete items by selecting items and clicking Delete Selection.
7. **Note:** If your section/site has an administrator, they may empty the recycle bin at regular intervals. Be sure that you want to delete items. Once the recycle bin is emptied, the items cannot be recovered.