# Task: Recover a List or Library Item from the Recycle Bin

**Purpose:** Sometimes files are accidentally deleted.  On your computer you have a recycle bin so that you can recover an accidentally deleted file.  SharePoint has a recycle bin as well to allow you to recover accidentally deleted files. Unlike your computer's recycle bin, the SharePoint recycle bin is automatically emptied of files and items.  Typically this is every 30 days but the specific time can be changed by the administrator.

**Example:** The only copy of the trade show manual was mistakenly deleted from the library app, and must be recovered.

**Steps:**

1. Start Internet Explorer and type the URL for your organization's SharePoint server. The Start page will open.
2. Navigate to the site from which you want to recover an item from the Recycle Bin. The site's home page will open.
3. Click the **Settings** menu gear icon. The Settings menu will appear.
4. Click the **Site Contents** option. The Site Contents page will open.
5. Click the **Recycle Bin** link near the top right of the page. The Recycle Bin page will open.

   **Note:** The Recycle Bin only displays the removed content for the site where it's located. So, you need to navigate to that site first to see the correct set of removed files.
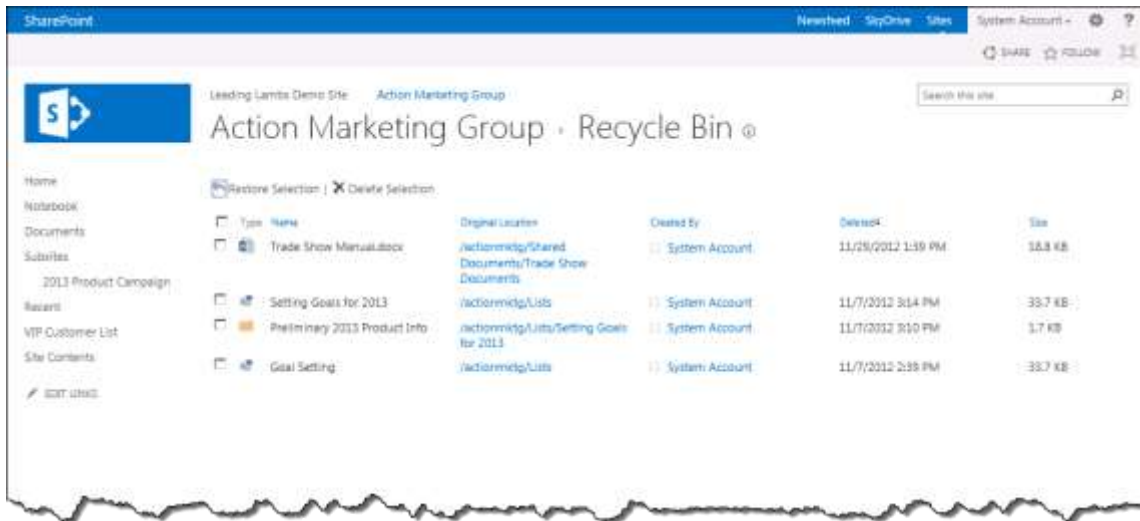


*Figure 1 The Recycle Bin Page*

6. Click the check boxes next to the items you want to restore to your site. The items are selected.
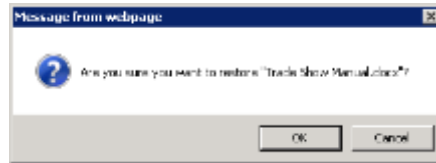7. Click **Restore Selection**. A confirmation dialog box will open.

Figure 2: The Restore Selection Confirmation Dialog Box

8. Click **OK**. The selected items will be removed from the Recycle Bin and put back in their original location in the site.