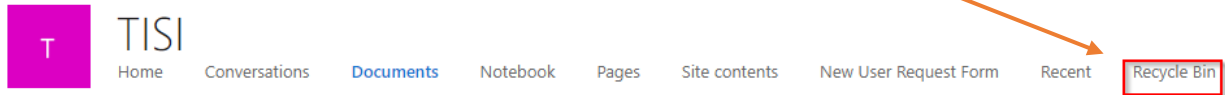
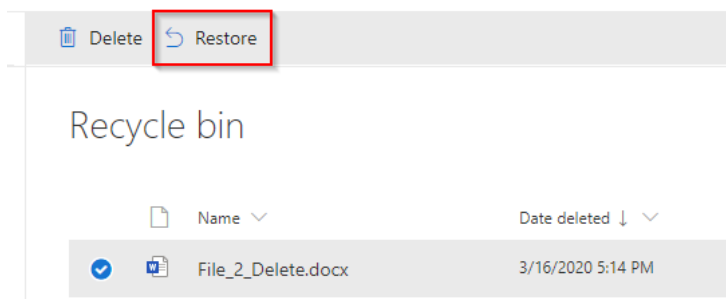


How do I Recover a Deleted File?

To recover a deleted file, find the “Recycle Bin” along the top menu.



Click on it to see a list of items that have been deleted. Select the document that you want to recover and then click on “Restore”.



The file will be restored back to the location it was deleted from. You should see a confirmation message on the right-hand side as shown:

You can now perform any function you wanted to.

