

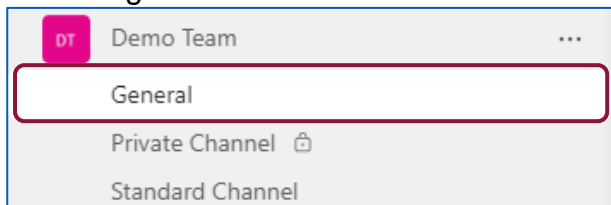
Delete and Restore Files from a Channel

This QRG demonstrates how to Delete and Restore files from Channel in Teams.

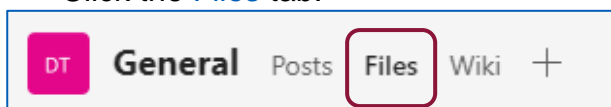
Quick Reference Guide

Delete Files from a Channel

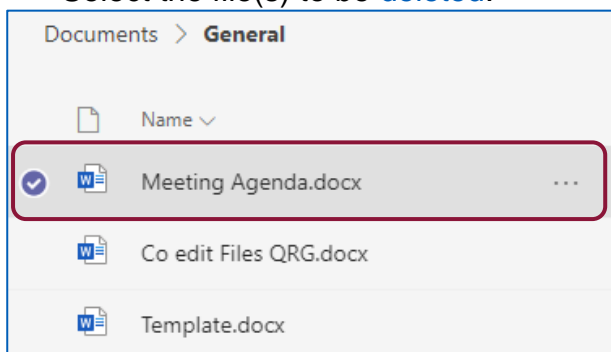
- Navigate to the desired [Channel](#).



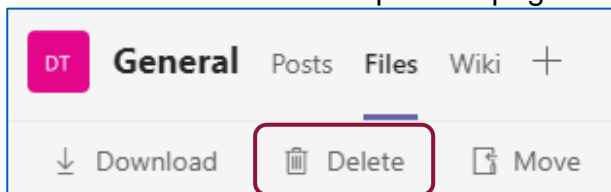
- Click the [Files](#) tab.



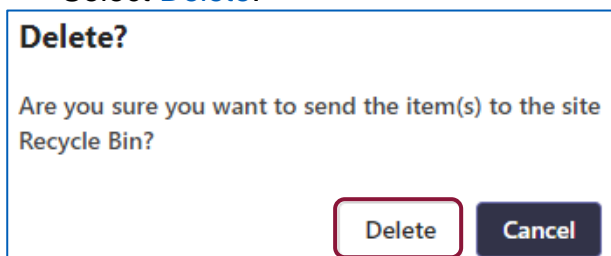
- Select the file(s) to be [deleted](#).



- Select [Delete](#) at the top of the page.



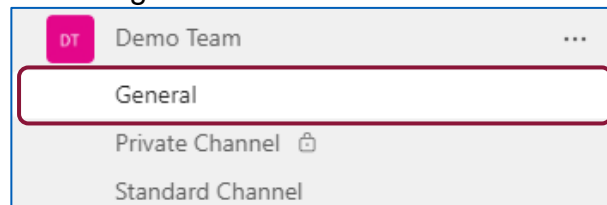
- Select [Delete](#).



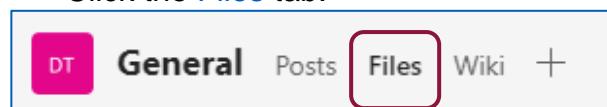
Deleted files will sit in the site [Recycle bin](#) for [93 days](#) until they are permanently deleted and can no longer be restored by the user.

Recover Deleted Files from a Channel

- Navigate to the desired [Channel](#).



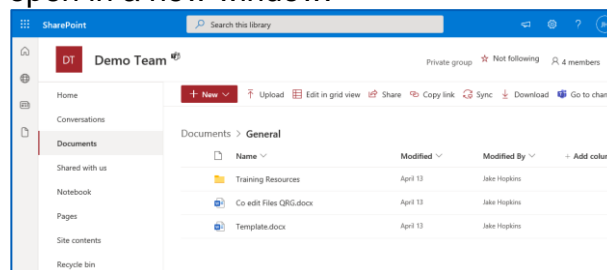
- Click the [Files](#) tab.



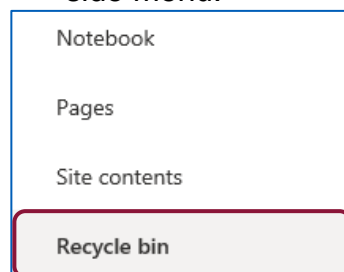
- Select [Open in SharePoint](#) from the toolbar at the top of the page.



The [SharePoint](#) page for the [Channel](#) will open in a new window.



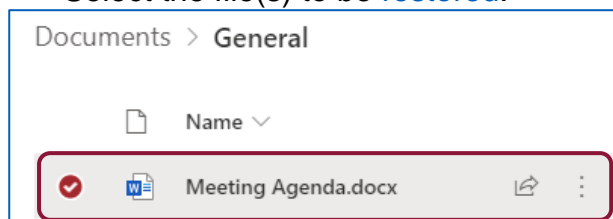
- Select [Recycle bin](#) from the left-hand side menu.



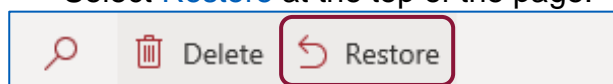
A list of all the files that [were recently deleted](#) from the Team will be displayed.

Name	Date deleted ↓
Meeting Agenda.docx	11/5/2021 3:23 PM

- Select the file(s) to be **restored**.



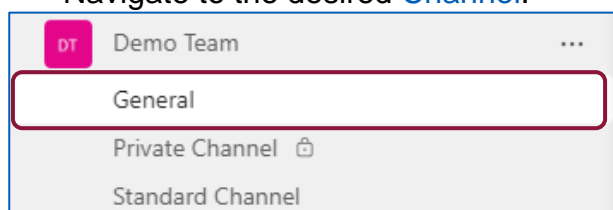
- Select **Restore** at the top of the page.



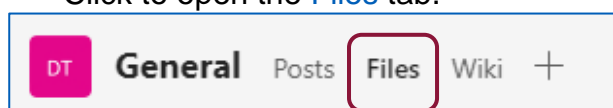
The file(s) will be **restored** to its original location within the **Team / Channel**.

Restore Files to a Previous Version

- Navigate to the desired **Channel**.



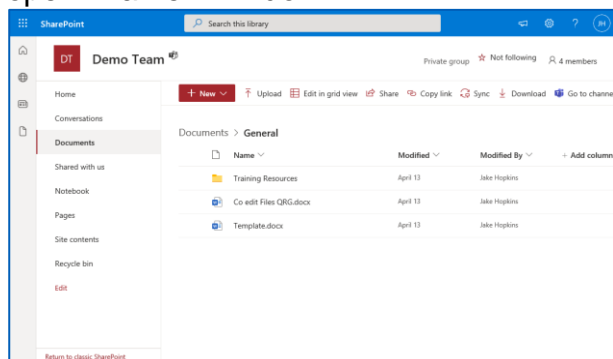
- Click to open the **Files** tab.



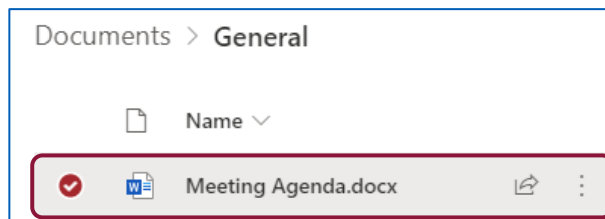
- Select **Open in SharePoint** from the toolbar at the top of the page.



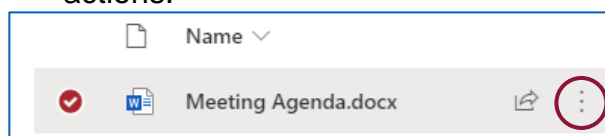
The **SharePoint** page for the **Channel** will open in a new window.



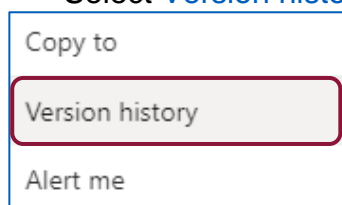
- Select the desired file from the list.



- Click the **ellipses** (3 dots) to view more actions.

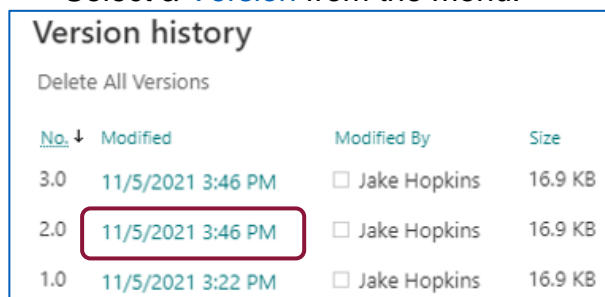


- Select **Version history** from the menu.

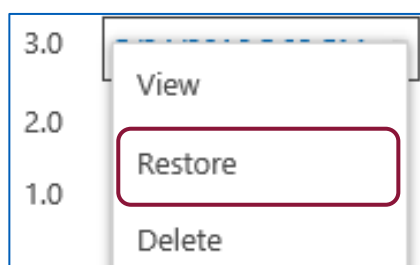


All the previous versions of the file will be displayed.

- Select a **Version** from the menu.



The user has the options to either **View**, **Restore** or **Delete** the selected version of the file.



To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk