

How to recover deleted files on Microsoft Teams

In case of accidental deletion of an important file on Microsoft Teams, how do you get it back? Please follow the article below to know How to recover deleted files on Microsoft Teams

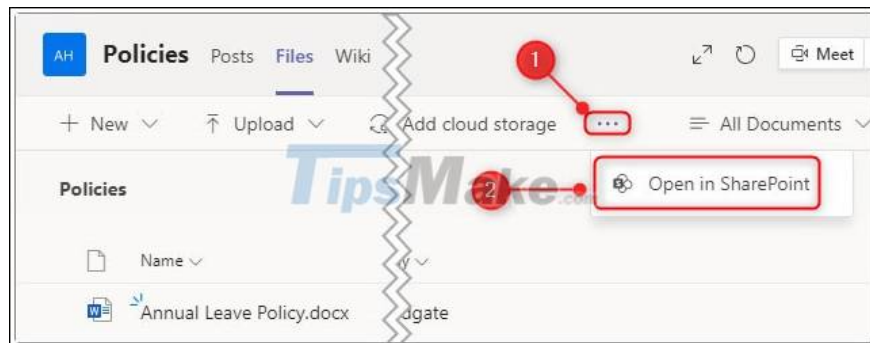
Aside from being a large-scale internal communication app, Microsoft Teams is also a great choice for people to co-host, share, and collaborate on documents in a simple yet affordable way. profession.

However, there is one thing quite necessary that Microsoft Teams still lacks, which is the 'trash can'. So in case you accidentally delete an important file, how do you get it back? Here's how to recover files that you deleted from Microsoft Teams.

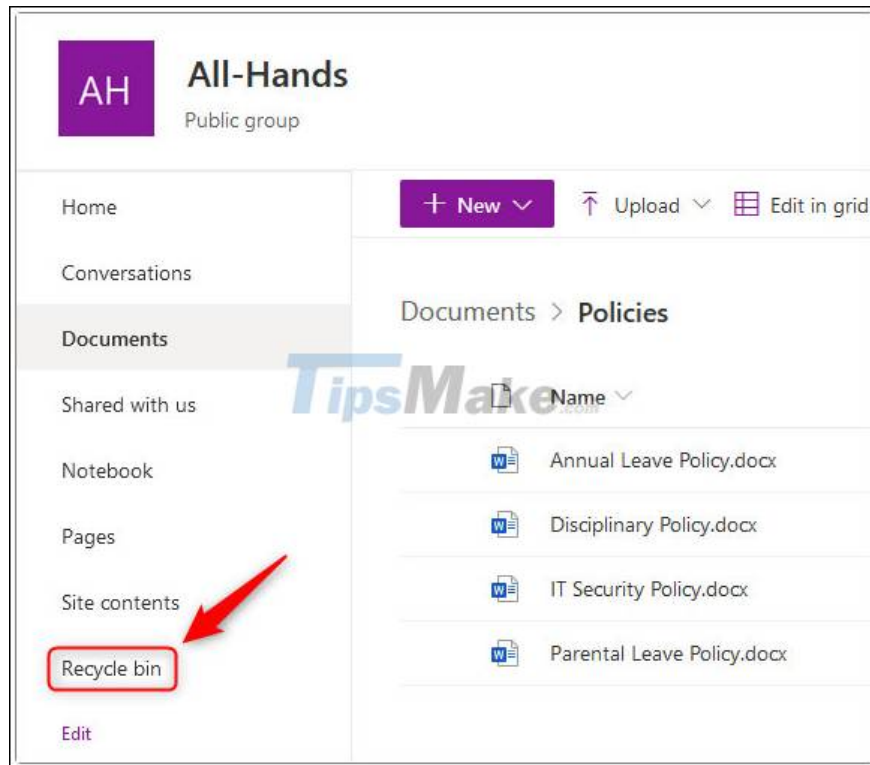
Recover deleted data on Microsoft Teams

Every time you create a new team in Microsoft Teams, a SharePoint site is automatically set up 'behind the scenes'. Each channel will own a corresponding folder located in the library 'Documents' of that SharePoint site. If any file has been accidentally deleted from Microsoft Teams, this SharePoint site is the place where you can recover the file.

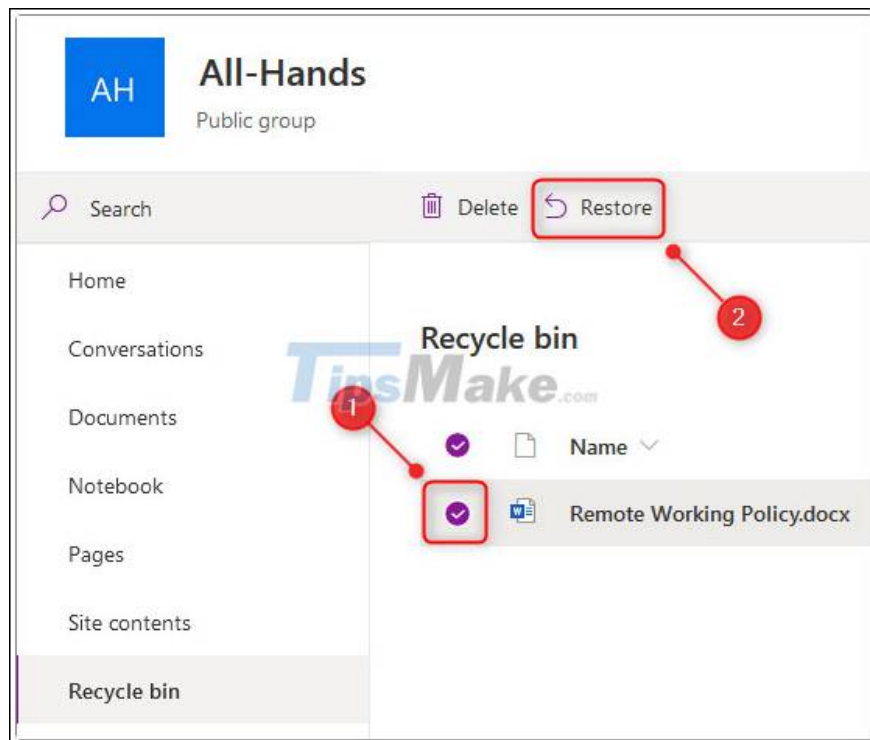
To access the SharePoint site, open the ' **Files** ' tab in your Microsoft Teams app, then click ' **Open in SharePoint** '. Depending on your device screen size, you may need to click on the three-dot menu icon to access this option.



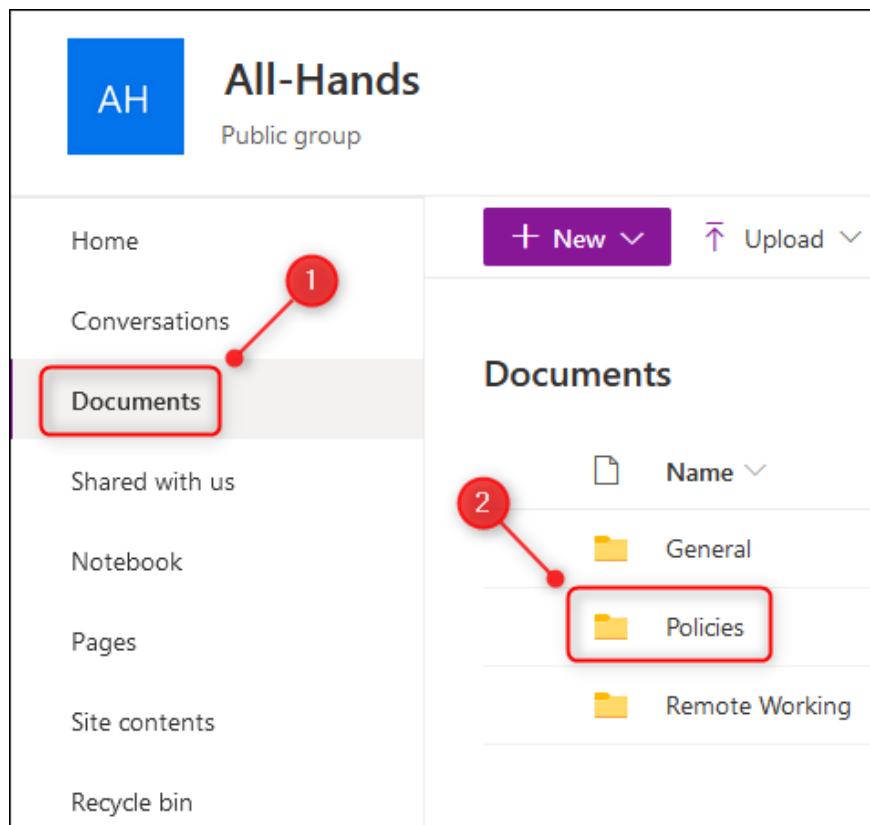
This will open the SharePoint site attached to the chat group (You may need to sign in to SharePoint with your Microsoft account details first). To see any files that have been removed from the group, click ' **Recycle Bin** '.



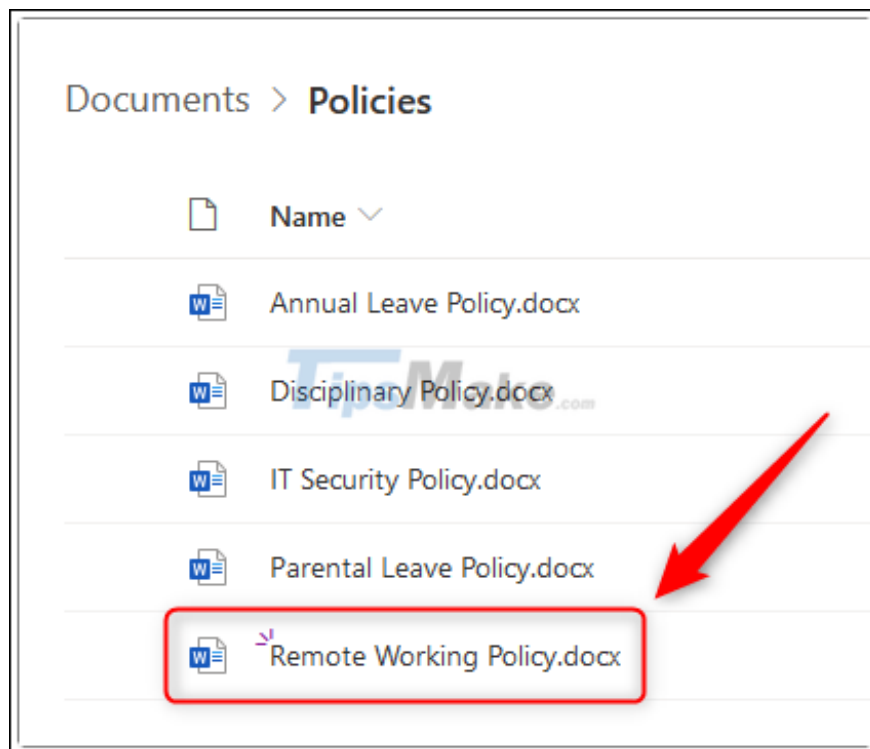
Select the file you want to restore by clicking the circle next to it, then clicking ' **Restore** '.



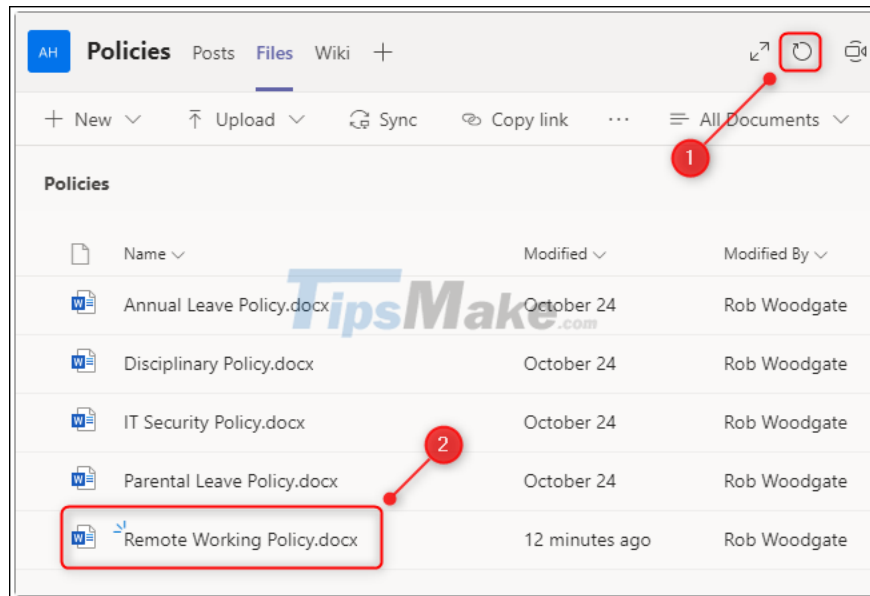
Now, click on ' **Documents** ' and select the folder that matches the channel containing the file. (In our case, the file is located in the ' **Policies** ' channel of Microsoft Teams).



The file you restored will now be returned in the folder.



Go back to the Microsoft Teams application interface and click the refresh icon (scroll arrow) in the 'Files' tab to see the recovered file.



Good luck.

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