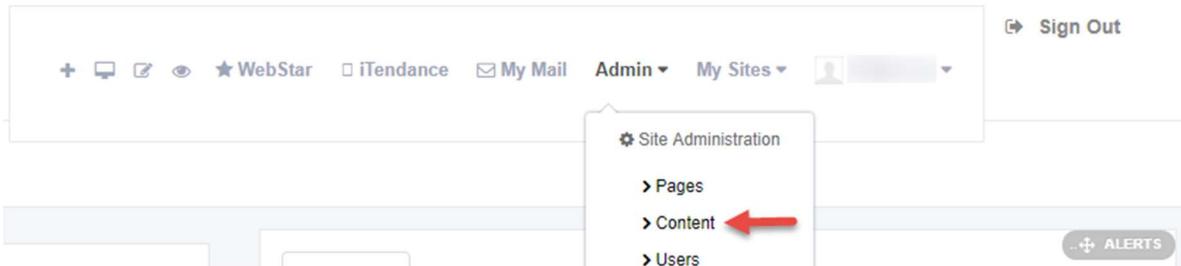


Recycle Bin

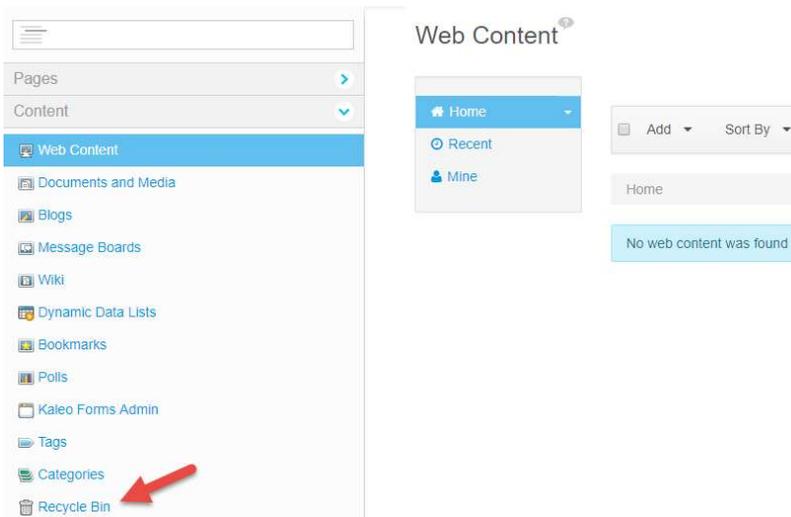
Files deleted will be moved to the site Recycle Bin. The Recycle Bin works in a similar manner as Windows. Deleted files will remain in the Recycle Bin and available to be restored for a set period of time, currently one (1) month, and then automatically deleted. Files may also be deleted from the Recycle Bin manually.

Follow these directions to access and use the Recycle Bin:

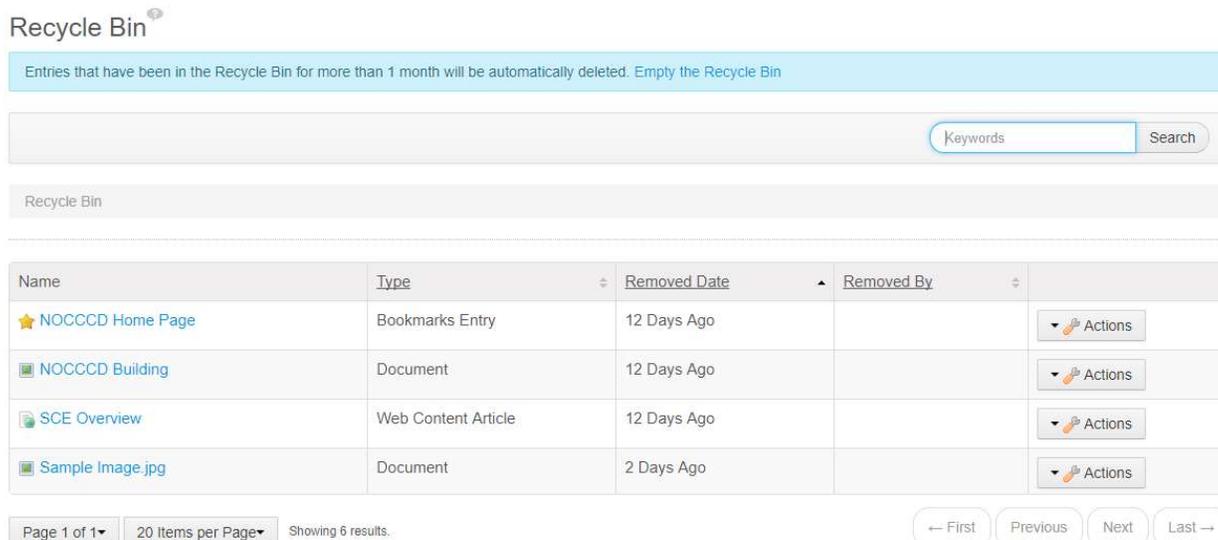
1. From the site home page, click on the **Admin** link at the top and select the **Content** option



2. On the Web Content admin page, click on the **Recycle Bin** link located in the menu on the left side.

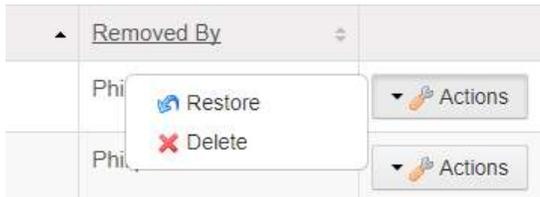


3. The Recycle Bin will appear and have a look similar to the below screenshot



4. Available actions in the Recycle Bin are as follows:

- a. Click the **Empty the Recycle Bin** link to delete all content in the Recycle Bin.
- b. To delete an item from the Recycle Bin, click the **Actions** button beside the desired item and select the **Delete** option. A confirmation box will appear, click the **OK** button to complete the action.



- c. To restore an item from the Recycle Bin to the last known location on the site, click the **Actions** button and select the **Restore** option.

If successful, a confirmation message of the delete action will appear in a green box at the top of page and the Recycle Bin item list will be updated accordingly.