

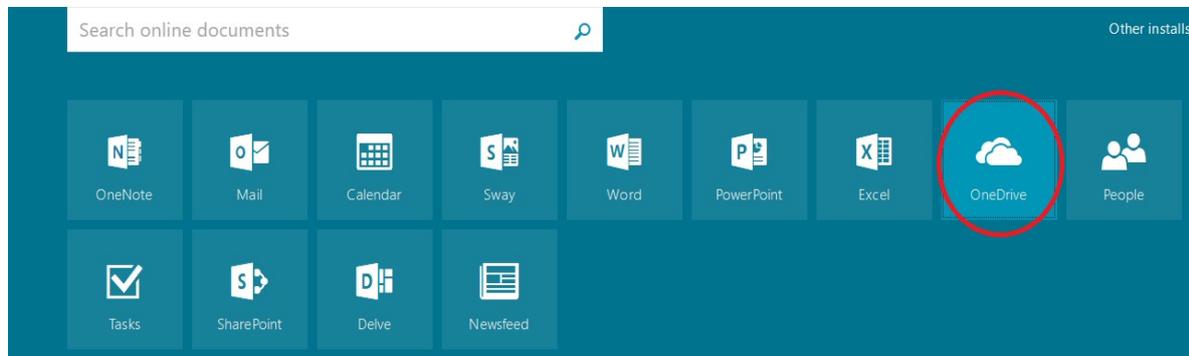
## Guidelines to delete contents from OneDrive

### 1. OneDrive Recycle Bin

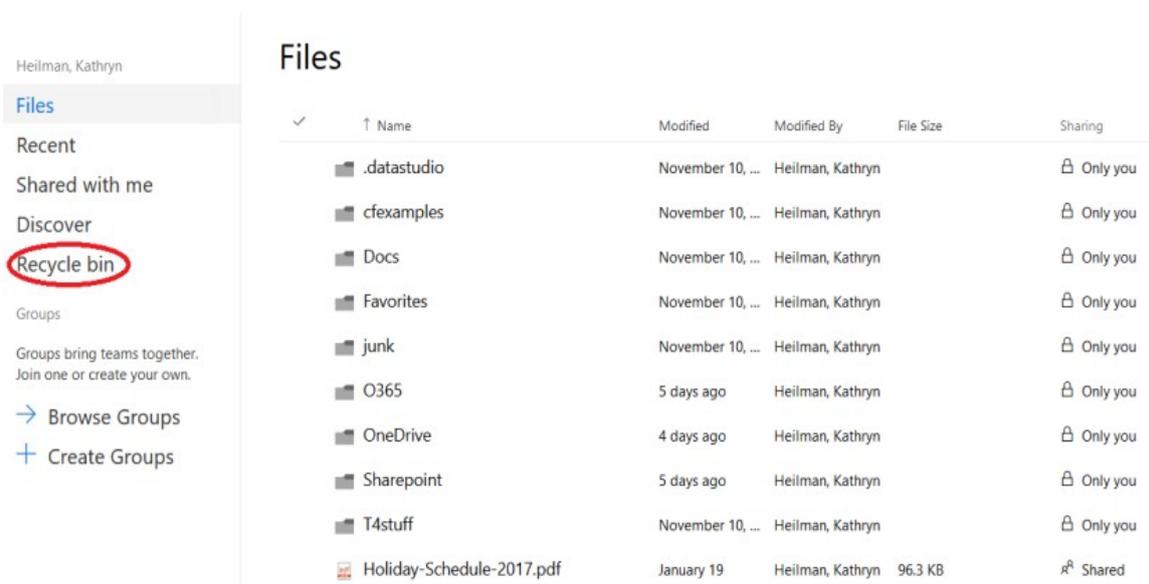
When you delete an item from OneDrive it isn't immediately removed from OneDrive. Deleted items go into the site recycle bin, where they stay until they are automatically removed approximately 90 days later. Within that time, you can either restore the files to their original location, or remove them to free up storage space.

#### Locate Recycle Bin

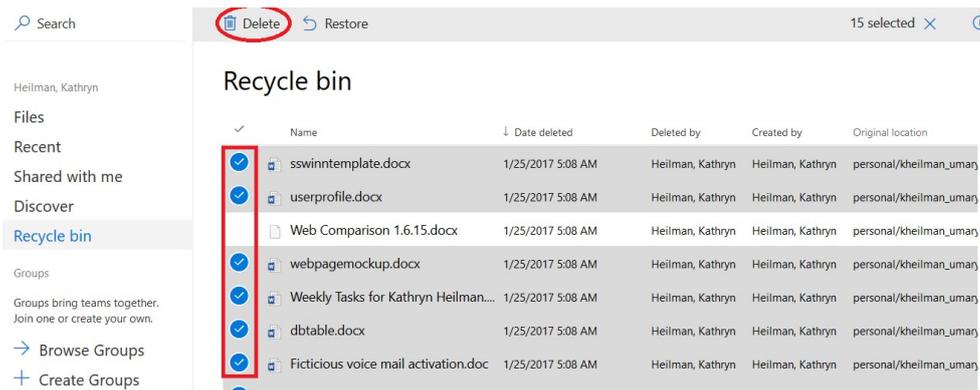
Log into the Microsoft Portal (<http://portal.office.com>). Click on the **OneDrive** icon.



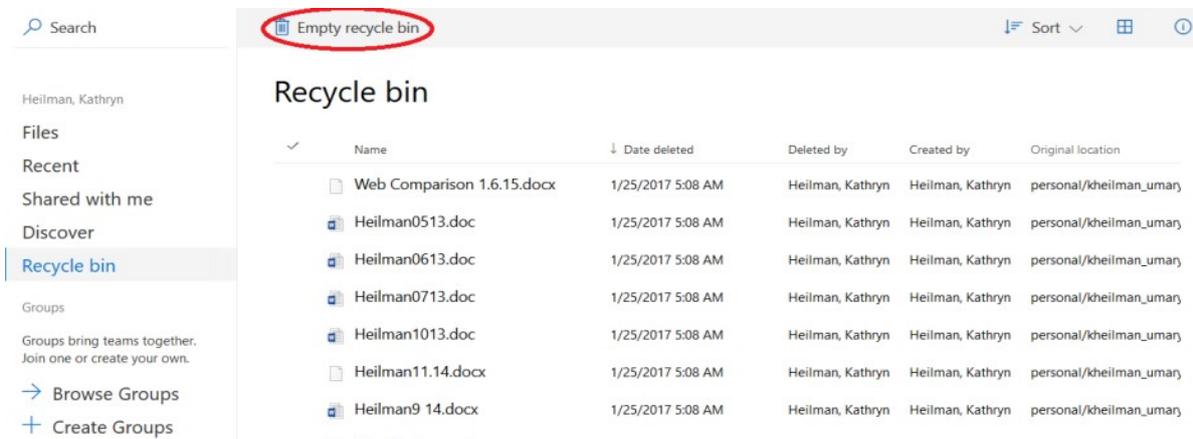
Notice the **Recycle Bin** in the left navigation. Click the **Files** icon to see all of your files and folders.



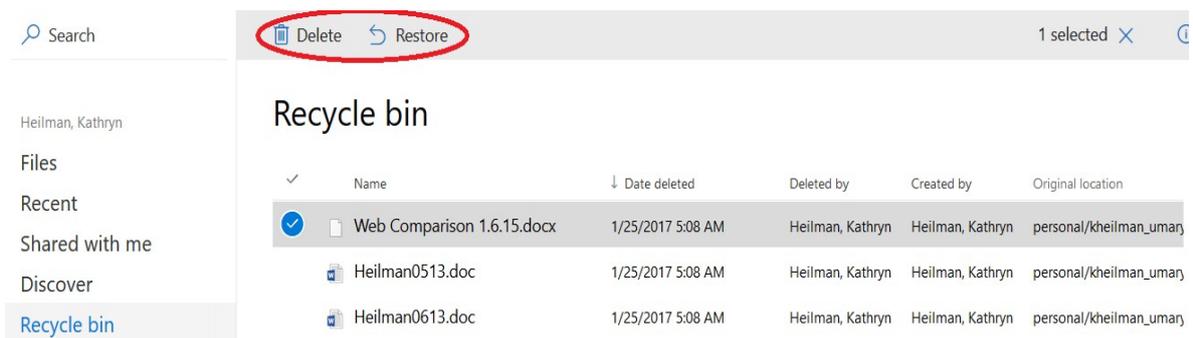
To delete a file or folder, click next to the file(s) or folder(s) you wish to delete. Then click **Delete**.



At this point, you may delete more files by clicking the **Files** icon and deleting more files or you may choose to **Empty the Recycle Bin** or even **Restore Files**.



If you choose to Restore a file or folder, click on the file or folder and the icons at the top will change to **Delete** or **Restore**.



**\*Please remember files can only be Restored from the Recycle Bin within 90 days of deletion.**

## 2. Preservation hold library in SharePoint Online or OneDrive for Business?

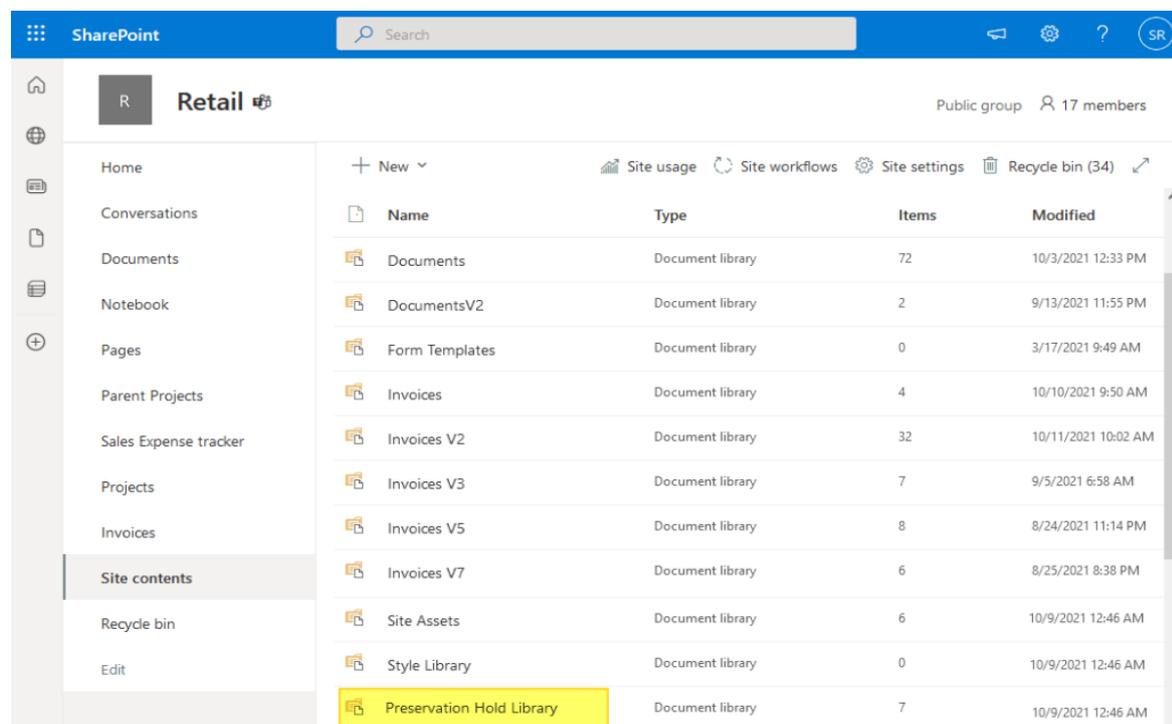
The Preservation hold library in Sharepoint Online or OneDrive is a special type of document library that holds the content to help organizations meet legal and compliance requirements. This library has several key features that distinguish it from other types of libraries, including the ability to place holds on content, to require logs of all user activity, and to enable auditing. The preservation hold library keeps a copy of all modified or deleted files as enforced by the Retention policy or eDiscovery holds. However, there are sometimes you may want to remove files from the preservation hold library, such as Accidental uploads, Migration issues, Copy, etc. In case, a user uploaded about 500 GB size files for temporary sharing. After it served its purpose, they deleted it. However, the Preservation hold library has a copy of deleted files and occupied the storage quota. In order to free up the Onedrive storage space, the contents of the Preservation Hold Library also needs to be cleared.

How to access the preservation hold library?

The preservation hold library is accessible to site owners and site collection administrators from the “Site contents” page. URL Shortcut: <https://amritavishwavidyapeetham-my.sharepoint.com/sites/YourSite/PreservationHoldLibrary>,

Similarly for OneDrive for Business sites, it’s at: [https://amritavishwavidyapeetham-my.sharepoint.com/personal/YourAccount\\_YourDomain\\_com/PreservationHoldLibrary](https://amritavishwavidyapeetham-my.sharepoint.com/personal/YourAccount_YourDomain_com/PreservationHoldLibrary)

For Eg.. [https://amritavishwavidyapeetham-my.sharepoint.com/personal/cb\\_en\\_u4cse23456\\_cb\\_students\\_amrita\\_edu/PreservationHoldLibrary](https://amritavishwavidyapeetham-my.sharepoint.com/personal/cb_en_u4cse23456_cb_students_amrita_edu/PreservationHoldLibrary)



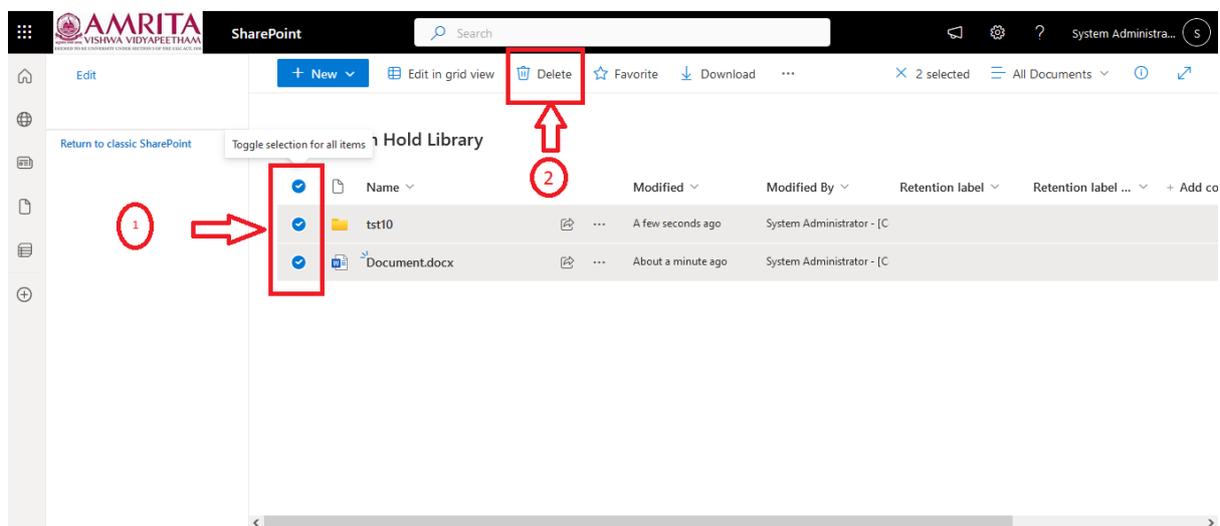
The screenshot shows the SharePoint interface for a site named 'Retail'. The left sidebar contains navigation options: Home, Conversations, Documents, Notebook, Pages, Parent Projects, Sales Expense tracker, Projects, Invoices, Site contents (selected), Recycle bin, and Edit. The main content area displays a table of libraries with columns for Name, Type, Items, and Modified. The 'Preservation Hold Library' is highlighted in yellow.

Name	Type	Items	Modified
Documents	Document library	72	10/3/2021 12:33 PM
DocumentsV2	Document library	2	9/13/2021 11:55 PM
Form Templates	Document library	0	3/17/2021 9:49 AM
Invoices	Document library	4	10/10/2021 9:50 AM
Invoices V2	Document library	32	10/11/2021 10:02 AM
Invoices V3	Document library	7	9/5/2021 6:58 AM
Invoices V5	Document library	8	8/24/2021 11:14 PM
Invoices V7	Document library	6	8/25/2021 8:38 PM
Site Assets	Document library	6	10/9/2021 12:46 AM
Style Library	Document library	0	10/9/2021 12:46 AM
Preservation Hold Library	Document library	7	10/9/2021 12:46 AM

### 3. Deleting contents of the Preservation Hold Library.

For deleting the contents of the preservation hold library, please follow the procedure given below.

1. Open the PHL contents list in the web browser with the URL [https://amritavishwavidyapeetham-my.sharepoint.com/personal/cb\\_en\\_u4cse23456\\_cb\\_students\\_amrita\\_edu/PreservationHoldLibrary](https://amritavishwavidyapeetham-my.sharepoint.com/personal/cb_en_u4cse23456_cb_students_amrita_edu/PreservationHoldLibrary)
2. Select the contents to be deleted
3. Click on the “Delete” button shown on top of the list as shown in the screen shot below.



Once deleted from the PHL, the contents will be moved in to the “Recycle Bin”. In order to free up the storage space used in Onedrive, the contents needs to be removed from the “Recycle bin” as well. In another words, the “Recycle bin” needs to be emptied.

## 4. Onedrive storage metrics.

If you'd like to check the personal onedrive for business storage, you can go to onedrive for business web page > **settings** (gear icon on the upper right of the page) > **site settings** > under **site collection administration** > **storage metrics**, then you will see the specific information you want.

Or with the URL

[https://amritavishwavidyapeetham-my.sharepoint.com/personal/<Your\\_Email\\_ID\\_>cb\\_amrita\\_edu/\\_layouts/15/storman.aspx](https://amritavishwavidyapeetham-my.sharepoint.com/personal/<Your_Email_ID_>cb_amrita_edu/_layouts/15/storman.aspx)

