

# How to perform restorations in SharePoint Online and OneDrive for Business sites using RecoveryManager Plus



# Introduction

The contents in SharePoint Online and OneDrive for Business sites change every day—new documents are added and existing documents are updated. It's not uncommon for these items to be accidentally deleted.

Deleted items in SharePoint Online and OneDrive for Business sites are preserved in the Recycle Bin or site collection Recycle Bin for a total of 93 days. If the size of deleted items in your site collection Recycle Bin exceeds the quota limit, SharePoint Online and OneDrive for Business will start purging the oldest data. Unless you restore the deleted items within 93 days or before the items are purged because your site collection Recycle Bin has exceeded its quota, they will be permanently erased from Microsoft servers. This highlights the importance of keeping regular backups of every item in your sites so you can restore them if needed, even if they're completely purged from your SharePoint Online and OneDrive for Business environments.

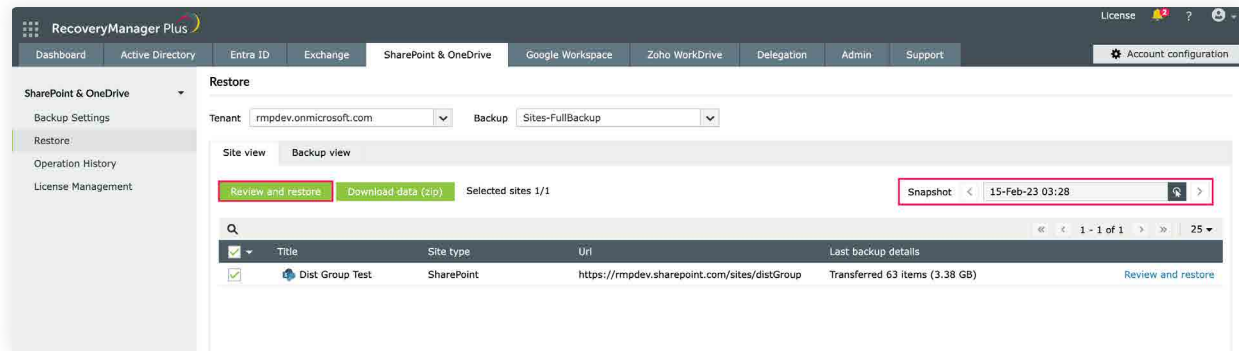
RecoveryManager Plus is a solution designed to back up and restore all items in your SharePoint Online and OneDrive for Business sites. With its incremental backup feature, RecoveryManager Plus ensures all versions of your files are backed up. This gives you the flexibility to restore any deleted file or even any version of a file in an instant, no matter when it was deleted. RecoveryManager Plus also allows you to download backed-up files from your SharePoint Online and OneDrive for Business backups.

This guide will show you how to perform restorations in SharePoint Online and OneDrive for Business sites, and download backed-up files using RecoveryManager Plus.

## The procedure

To restore SharePoint Online and OneDrive for Business sites, follow the steps below.

1. Log in to RecoveryManager Plus as an administrator.
2. Navigate to the **SharePoint & OneDrive** tab > **Restore**.
3. Select the **Tenant** that has the SharePoint Online, OneDrive for Business site with data that needs to be restored or downloaded.
4. In the **Select Backup** drop-down, select the schedule that contains the SharePoint Online or OneDrive for Business site to be restored or downloaded.
5. Select the site that you want to restore and click the **Review and Restore** button.
6. To view how your sites looked at any point in the past, select a date and time from the **Snapshot** field.



7. RecoveryManager Plus provides two views to explore site items in each backup:

- **Site View:** This is the default restoration view that provides a list of all sites that were backed up in the selected schedule. This view also contains information such as the URL of the SharePoint Online or OneDrive for Business site backed up, the number of items backed up during the last backup cycle, and the size of those items. You can also download the entire content of the site by selecting the site and clicking the **Download data (zip)** button.

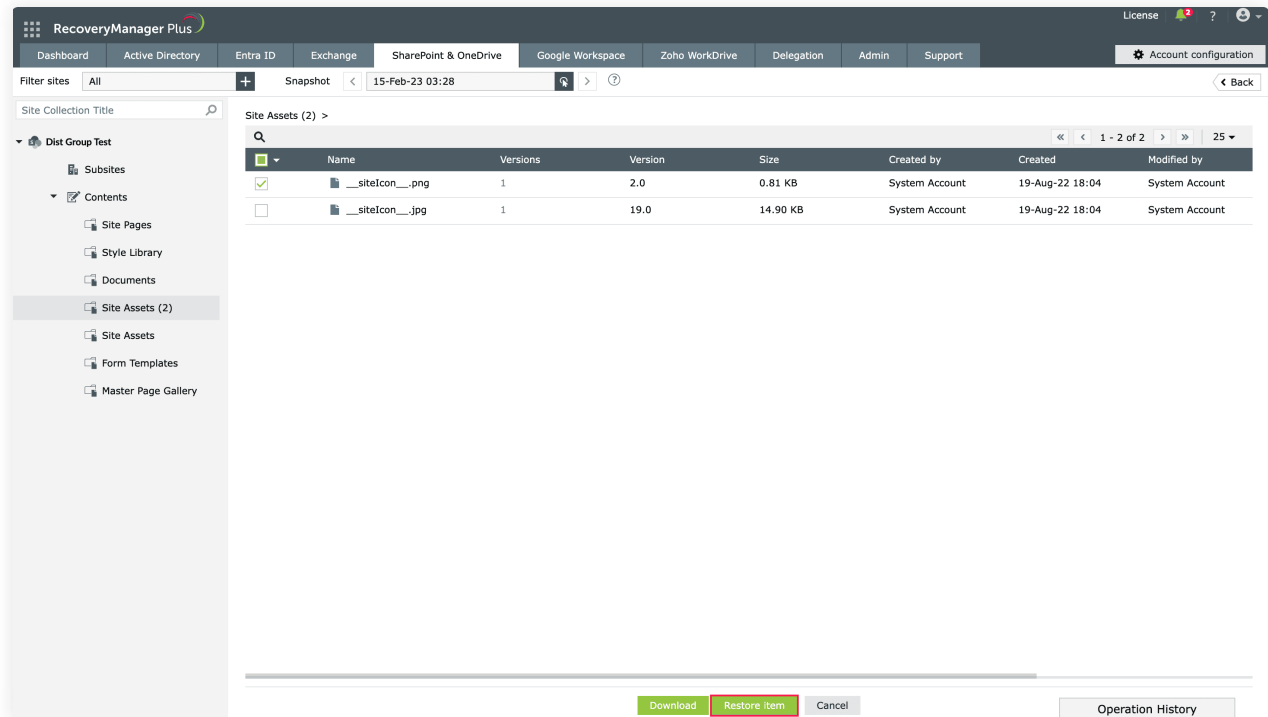
**Note:** In this view, you can download data from multiple sites and store them within your premises. Select the sites whose data you wish to download and click the **Download data (zip)** button. Provide a name for the download job, the location where the data is to be stored, and an encryption password if you want to secure your downloaded site data.

- **Backup view:** This view provides the complete execution history of the selected backup schedule along with the number of items backed up during each cycle. Click the **Review and Restore** link beside the backup that contains the items to be restored.

8. Select the site and click **Review and Restore** in any view. The left pane on the next screen will display a list of all the sites you have selected.

9. To view how your SharePoint Online or OneDrive for Business site looked at any point in the past, select a date and time from the **Snapshot** field and click **Apply**. The tree in the left pane will provide an exact representation of your SharePoint Online or OneDrive for Business data at the selected instant. You can restore any site or item to the backed up state.

10. Clicking the name of any site will expand it and display three trees: **Subsites**, **Contents**, and **Channels**. The subsites tree displays all the SharePoint Online and OneDrive for Business subsites, the contents tree displays all the lists in the site, and the channels tree displays all the posts and files in the Microsoft Teams site.

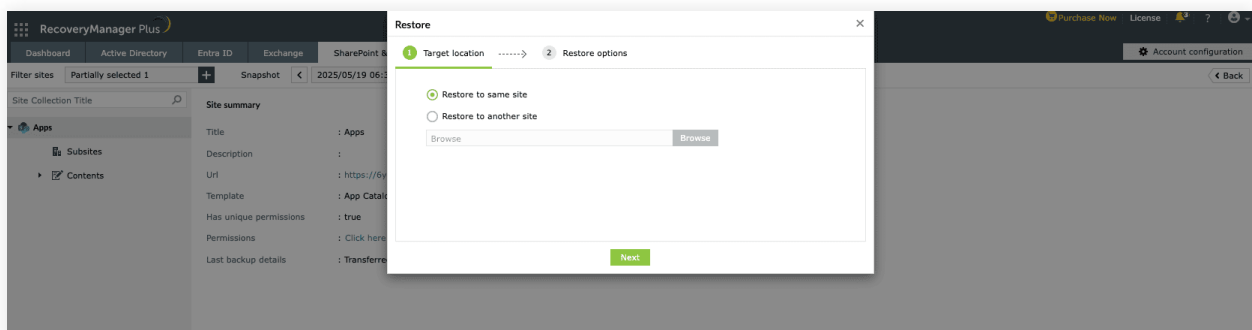


11. You can restore or export an entire site or just a few items.

- **Restore or download an entire site**

To restore an entire site to the backed up version:

- Click the site's name and click the **Restore Site** button at the bottom of the screen. You can also use the search bar in the top of the left pane to search for a particular site.
- Select if the site should be restored to the same location or a different one.
- If you wish to restore the contents to the same site, select **Restore to the same site**.
- If you wish to restore the contents to a different location, select **Restore to another site** and click **Browse**. Select the site under which this site is to be restored and click **Next**.



v. Provide a name for the restore operation.

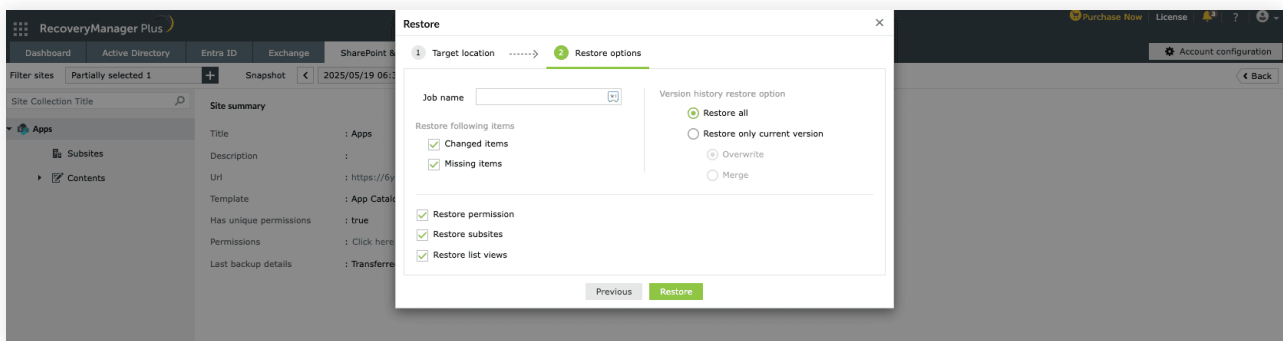
vi. You can choose to restore just the changed items or missing items by selecting the appropriate option in the *Restore following items* section.

vii. Specify if you wish to restore all versions of the list items contained in the site or just the current version. If you need to restore just the current version, you can also specify if you wish to overwrite the version history or merge it with the existing version history in the Version history restore option section.

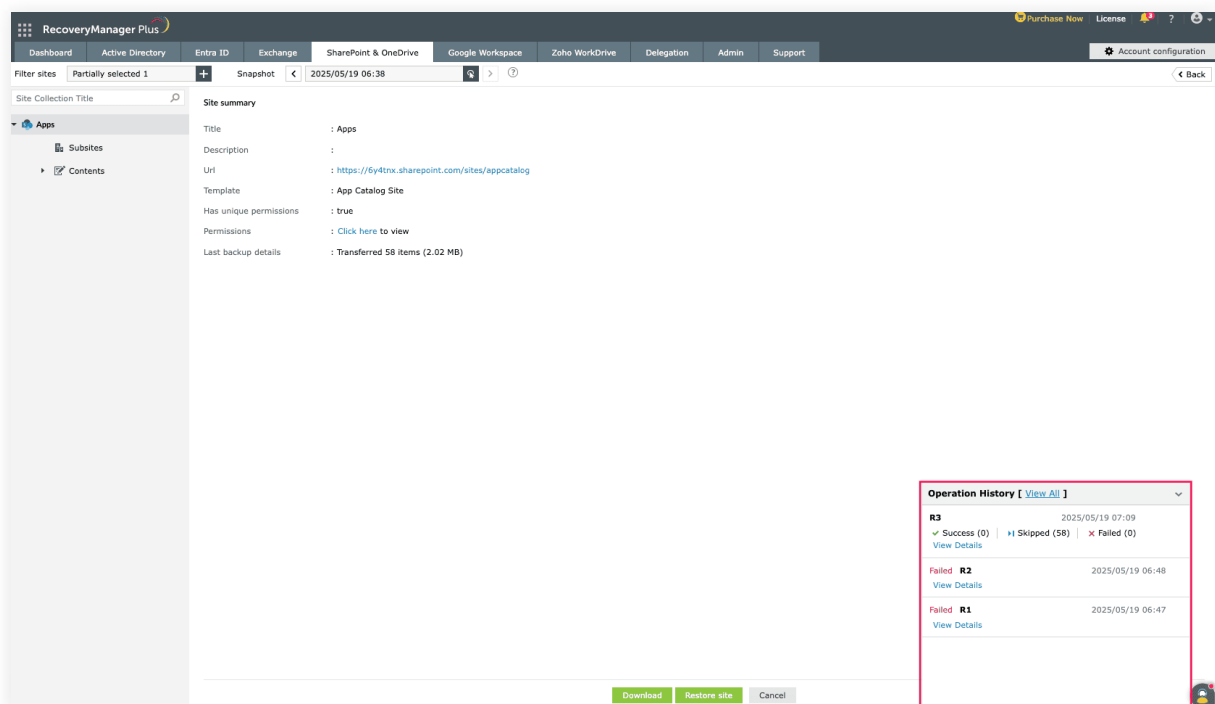
**Note:** If you select overwrite, the item will be deleted from the list and the backed up version will be restored to the list.

viii. Specify if you wish to restore the site permissions, the subsites, and the list views.

ix. Click **Restore** to begin the restoration process.

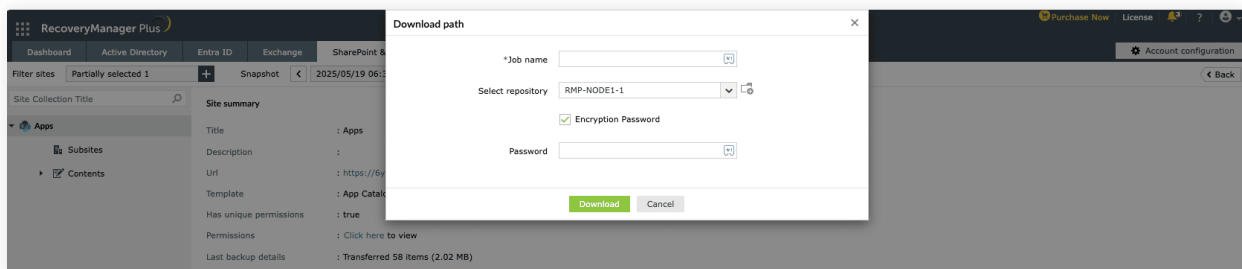


x. Click the **Operation History** link at the bottom-right corner of the screen to view the status of the last five restoration or download operations performed using the product. Clicking **Stop** will stop the restore process. Clicking the **View All** link in the pop-up will take you to the **Operation History** screen. Click [here](#) for more information about the details provided in the *Operation History* section.



### To download an entire site:

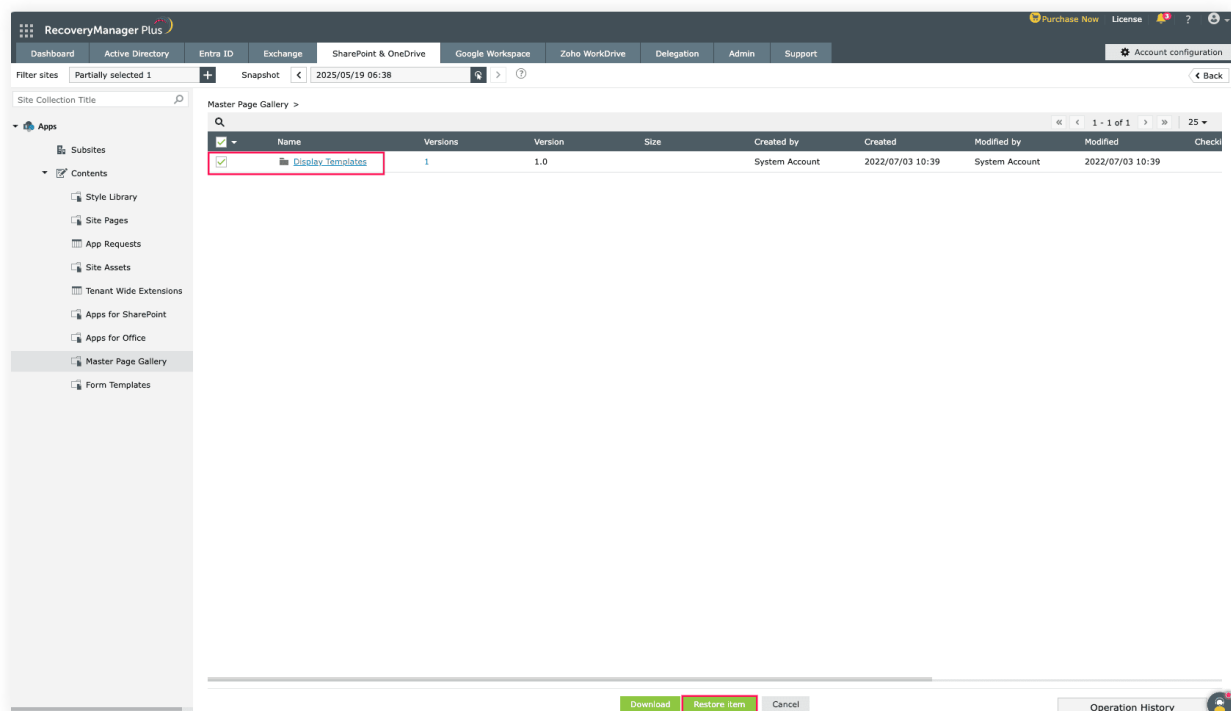
- Click the site's name and click the **Download data** button at the bottom of the screen.  
You can also use the search bar in the top of the left pane to search for a particular site.
- Provide a name for the download operation.
- Provide the location where you want to store the downloaded data.
- If you wish to encrypt the downloaded data to add an extra layer of security, select **Encryption Password** and enter the password.
- Click **Download**.



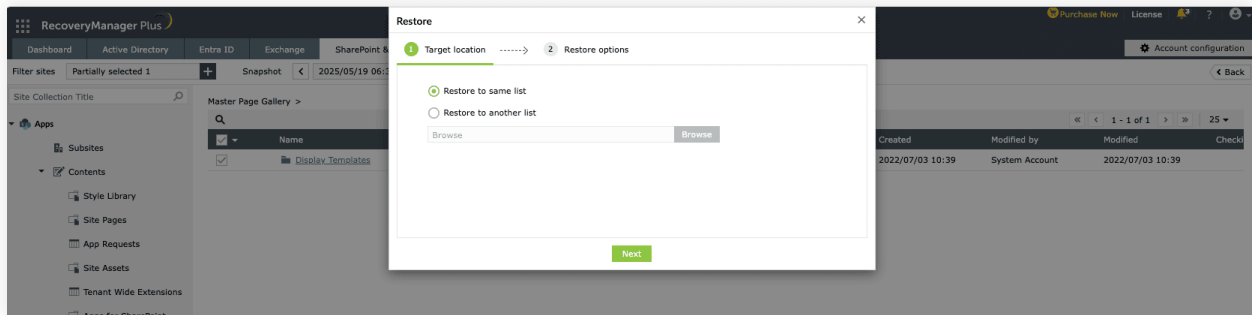
### • Restore or download individual site items or Teams files

To restore individual items to a backed up version:

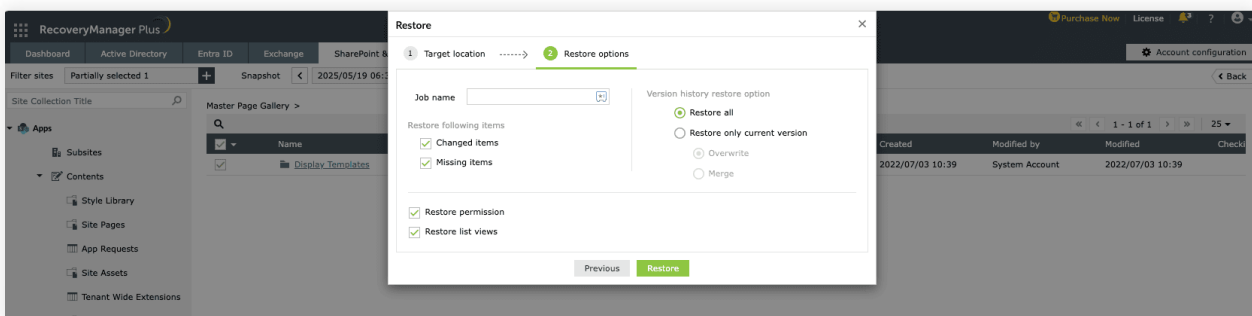
- Select the items that you would like to restore and click the **Restore Item** button at the bottom of the screen.



- ii. Select if the item should be restored to the same list or a different one.
- iii. If you wish to restore the contents to the same site, select **Restore to the same list**.
- iv. If you wish to restore the contents to a different location, select **Restore to another list** and click **Browse**. Select the site and list in which the items are to be restored and click **Next**.

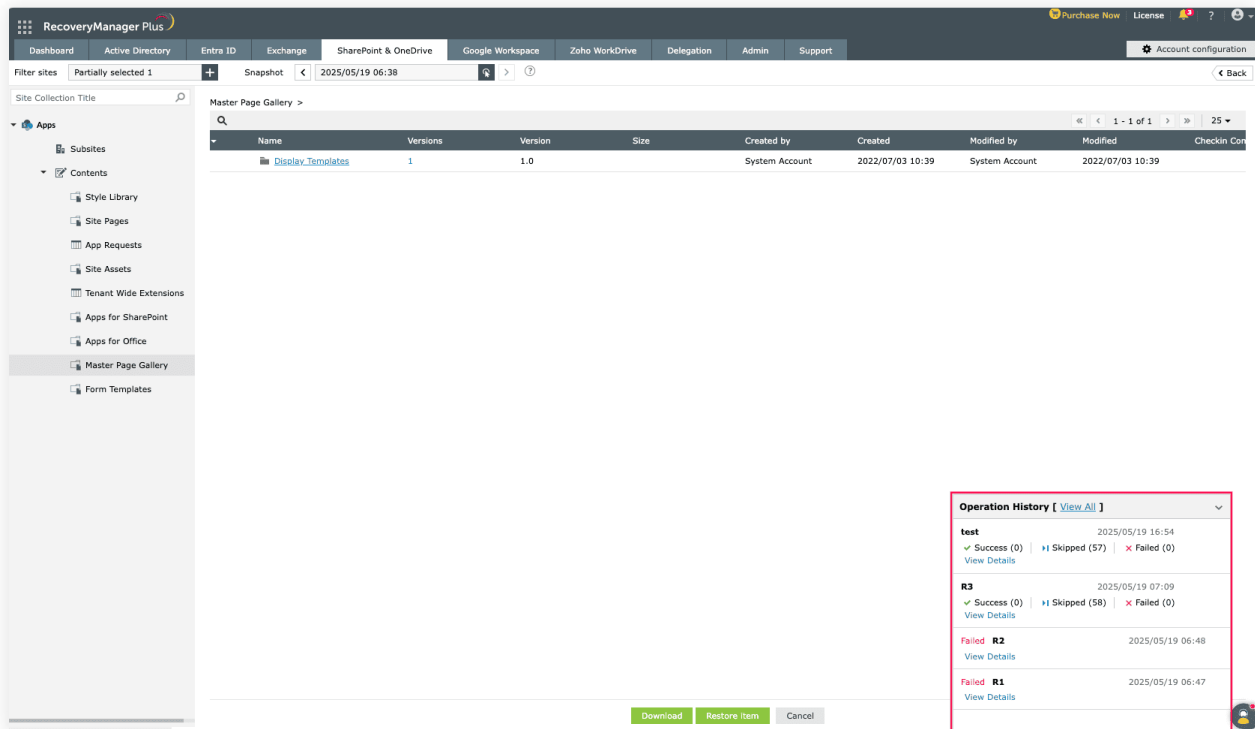


- v. Provide a name for the restore operation.
  - vi. You can choose to restore just the changed items or missing items by selecting the appropriate option in the *Restore following items* section.
  - vii. Specify if you wish to restore all versions of the item or just the current version. If you need to restore just the current version, you can also specify if you wish to overwrite the version history or merge it with the existing version history in the *Version history restore option* section.
- Note:** If you select overwrite, the item will be deleted from the list and the backed up version will be restored to the list.
- viii. Specify if you wish to restore the permissions and the previously configured list views.
  - ix. Click **Restore** to begin the restoration process.



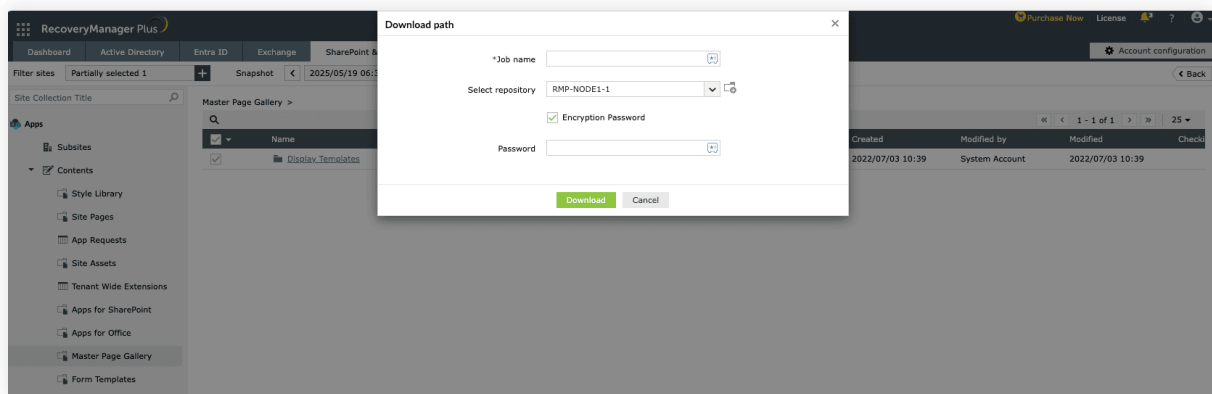
- x. Click the **Operation History** link on the bottom-right corner of the screen to view the status of the last five restoration or download operations performed using the product. Clicking **Stop** will stop the restore process. Clicking the **View All** link in the pop-up will take you to the *Operation History* screen. Click [here](#) for more information about the details provided in the *Operation History* section.

**Note:** You can only restore Microsoft Teams files but not posts.



To download individual items:

- Select the items that you would like to download and click the **Download** button at the bottom of the screen.
- Provide a name for the download operation.
- Provide the location where you want to store the downloaded data.
- If you wish to encrypt the downloaded data to add an extra layer of security, select **Encryption Password** and enter the password.
- Click **Download**.

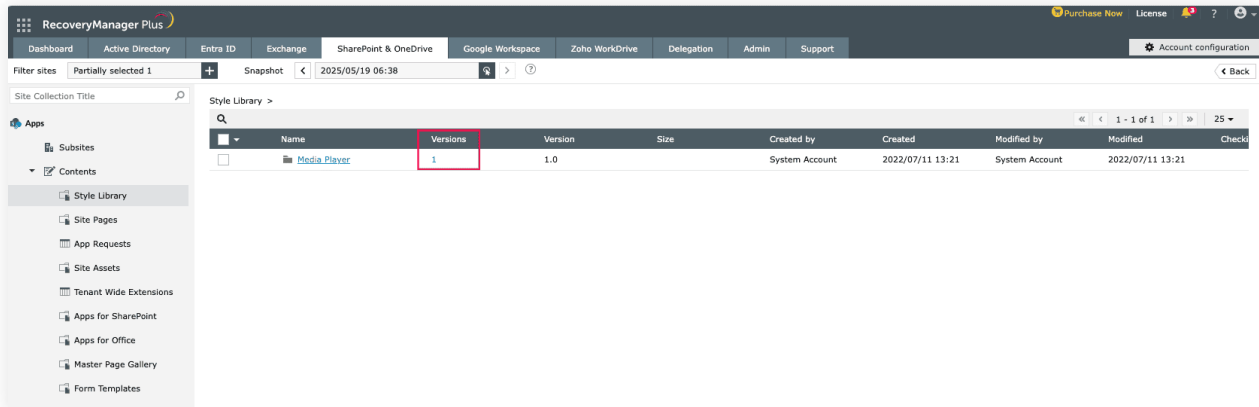



- **Restore or download a particular version of any item**

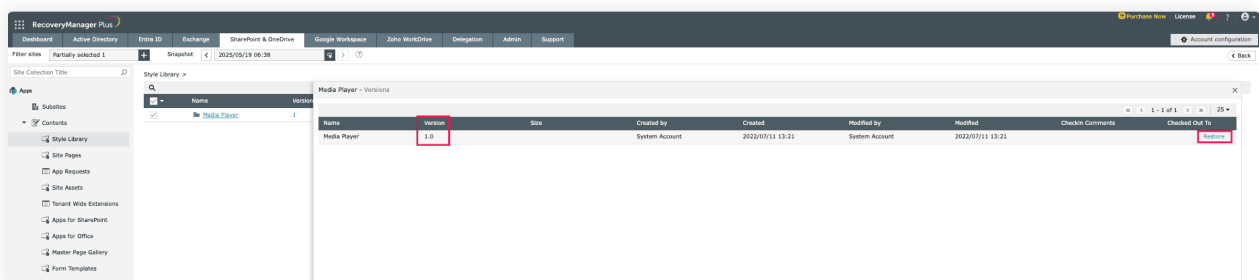
To restore a particular version of any item:

- Click the number under the *Versions* column of the item that is to be restored.

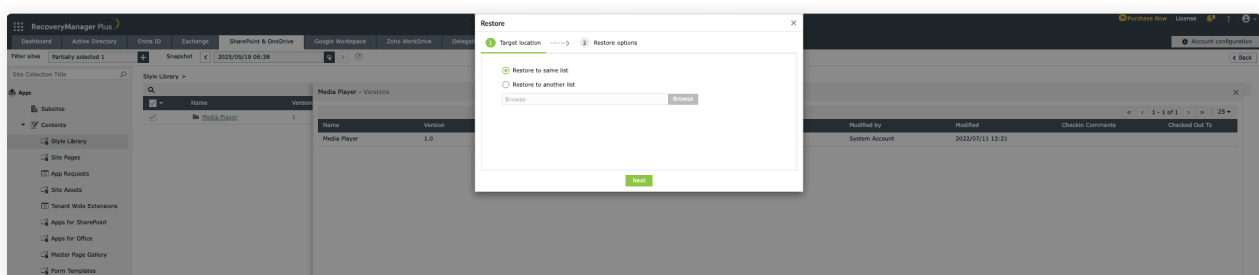




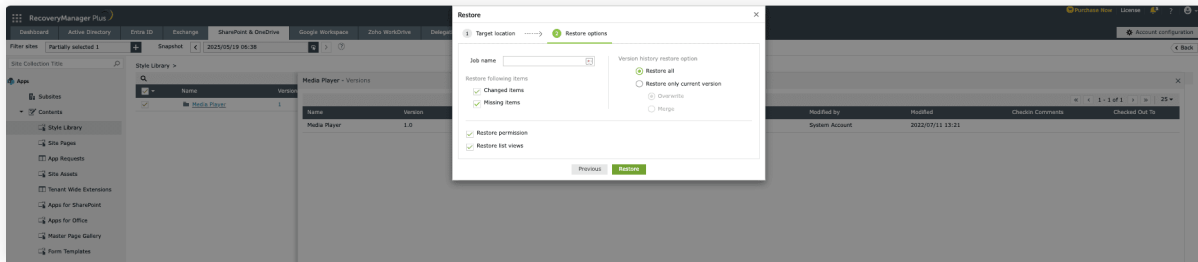
- ii. In the screen that appears, you will be provided with a list of all versions of the items.
- iii. To **preview** the item's version, hover the mouse over the version and click the preview icon .
- iv. To restore the item to any particular version, hover the mouse over the version and click the **Restore** link.



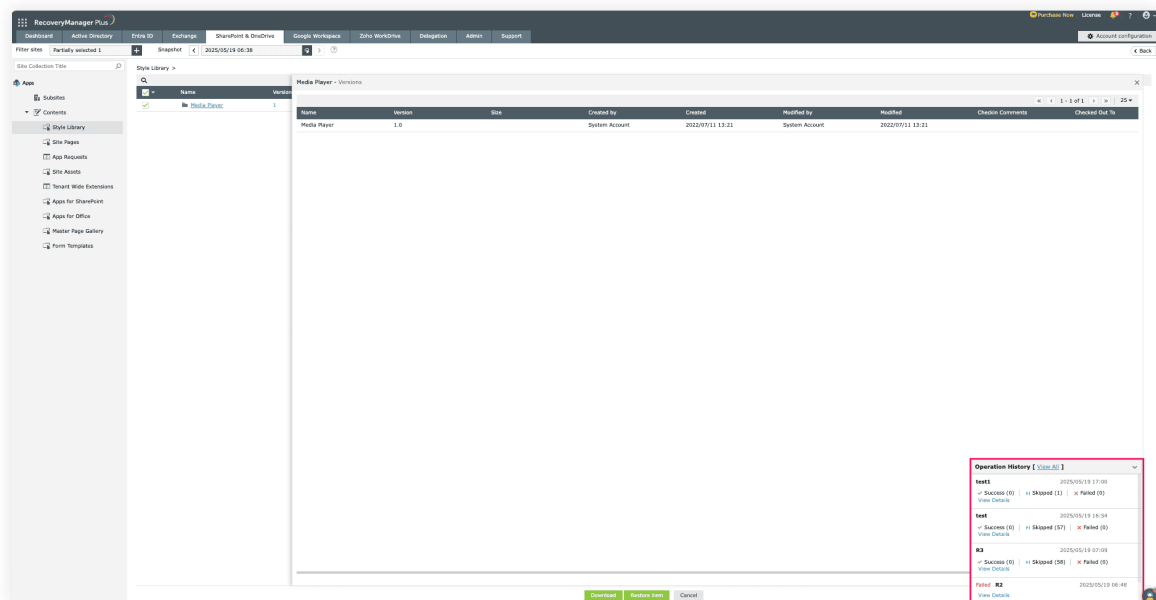
- v. Select if the item should be restored to the same list or to a different list.
- vi. If you wish to restore the contents to the same site, select **Restore to same list**.
- vii. If you wish to restore the contents to a different location, select **Restore to another list** and click **Browse**. Select the site and list in which the items are to be restored and click Next.





- viii. Provide a name for the restore operation.
- ix. You can choose to restore just the changed items or missing items by selecting the appropriate option in the Restore following items section.
- x. Specify if you wish to overwrite the version history or merge it with the existing version history.
- xi. Specify if you wish to restore the permissions and previously configured list views.
- xii. Click **Restore** to begin the restoration process.

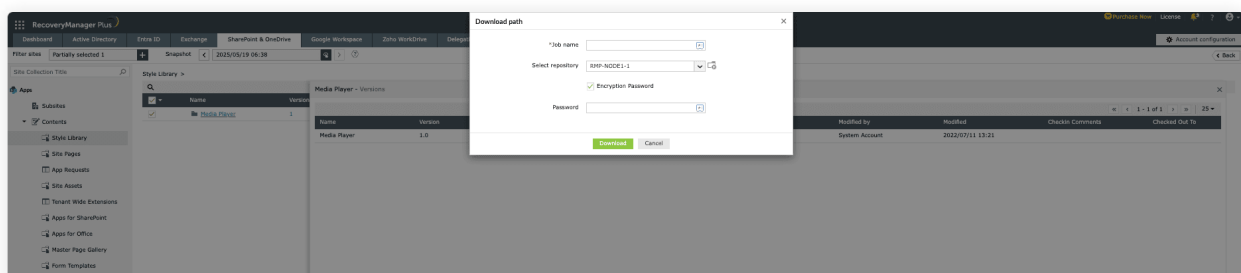


xiii. Click the **Operation History** link in the bottom-right corner of the screen to view the status of the last five restoration or download operations performed using the product. Clicking **Stop** will stop the restore process. Clicking the **View All** link in the pop-up will take you to the *Operation History* screen. Click [here](#) for more information about the details provided in the *Operation History* section.



To download a particular version of any item:

- Click the number under the *Versions* column of the item that is to be restored.
- In the screen that appears, you'll be provided with a list of all versions of the items.
- To **preview** the item's version, hover the mouse over the version and click the preview icon .
- To download a copy of the item's version, hover the mouse over the version and click the **download** icon . Provide a location to store the item and click **Download**.



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ManageEngine RecoveryManager Plus is a comprehensive backup and recovery solution for Active Directory, Entra ID, Microsoft 365, Google Workspace, on-premises Exchange and Zoho WorkDrive environments. With its incremental backups, flexible retention policies, backup immutability and multiple modes of restoration—such as domain controller recovery and object-, item- and attribute-level restoration—RecoveryManager Plus delivers a holistic solution for ensuring seamless business continuity by backing up all enterprise application data.

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