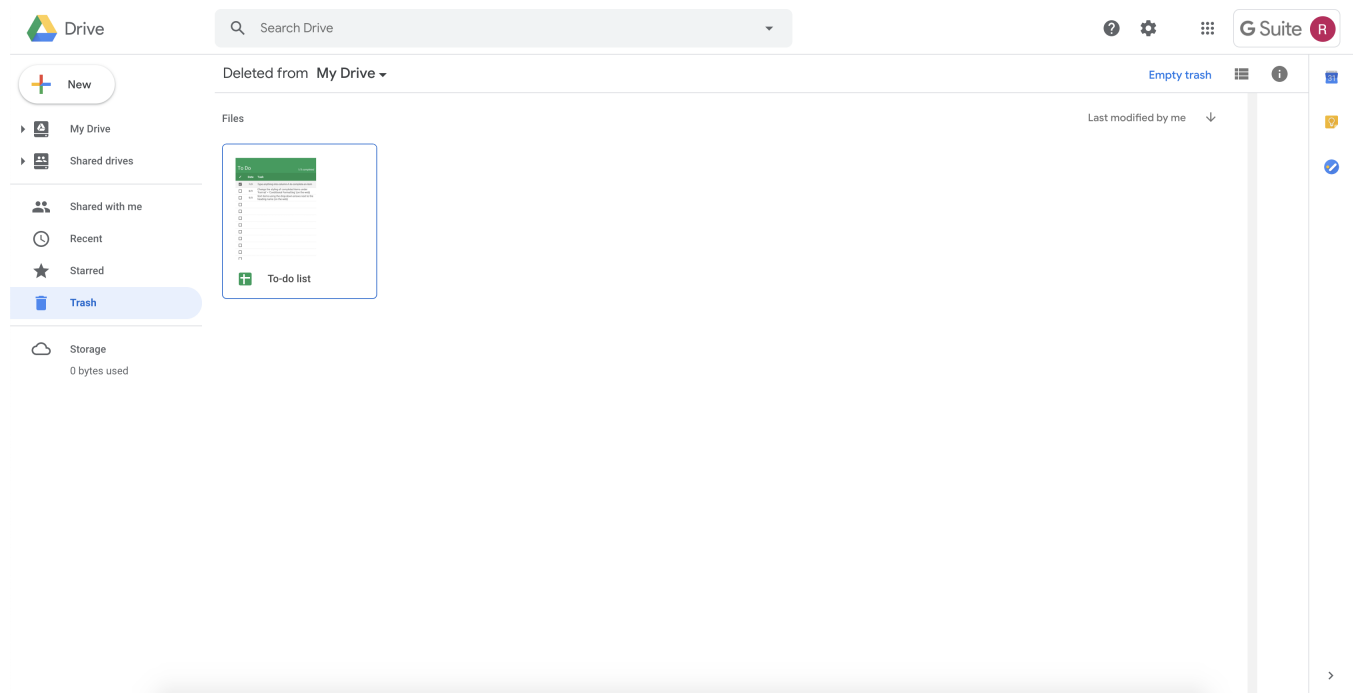


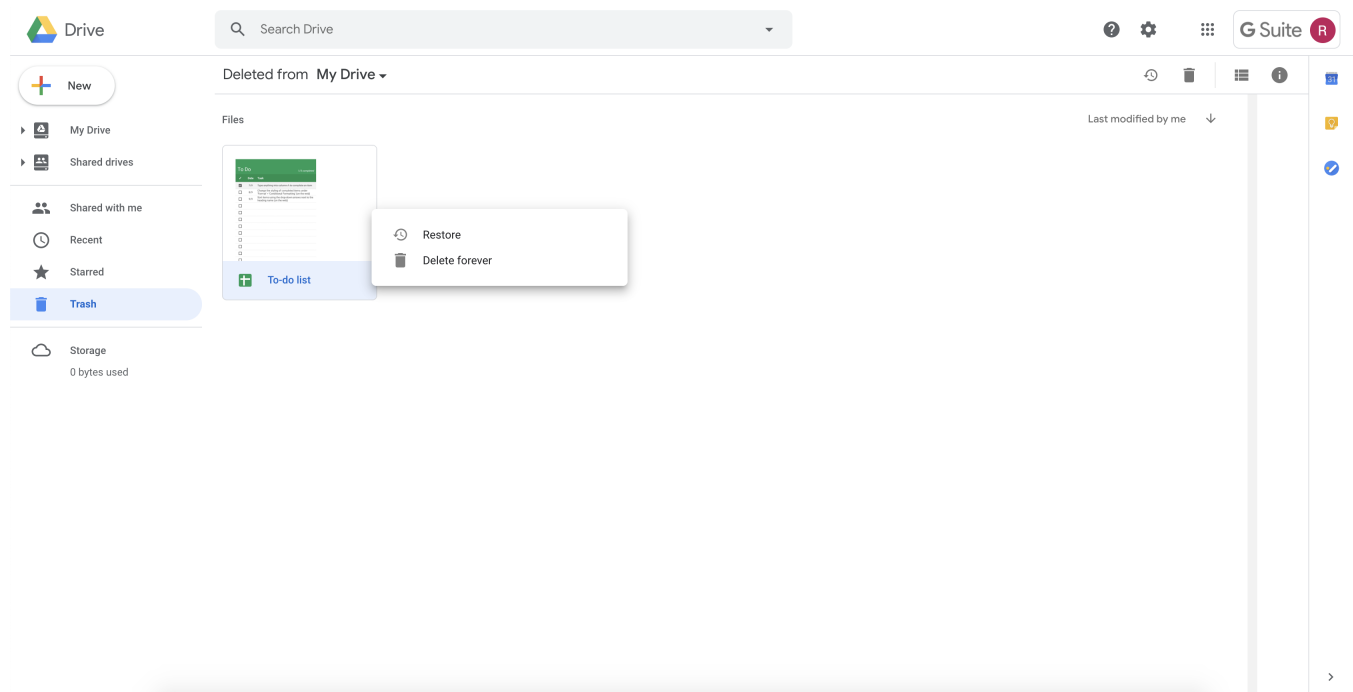
Restoring Gmail and Drive Data

Users that have recently deleted something from either their Google Drive account may be able to restore the documents themselves using the following steps:

First, in your web browser, go to drive.google.com/drive/trash



Second, Right-click the document, then select **Restore**



If you believe you have permanently deleted your files, you can submit a request to have the documents recovered within 25 days of the time you deleted the file. However, this will recover all files deleted from the trash within that same time-frame. Please try to be as specific as possible when submitting a request.

Further Questions?

Please contact the ITS Service Center at help@syr.edu or (315)-443-2677 for further questions.