

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 how to download backed-up files using RecoveryManager Plus.

## The procedure

To restore SharePoint Online and OneDrive for Business files from a backup, follow the steps below.

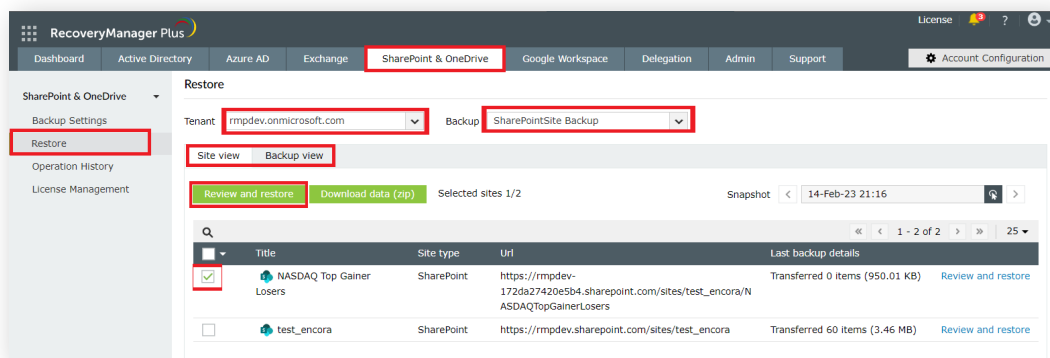
1. Log in to RecoveryManager Plus as an administrator.
2. Navigate to the **SharePoint & OneDrive** tab > **Restore**.
3. Select the **Tenant** that has the SharePoint or OneDrive site with data that needs to be restored or downloaded.
4. In the **Select Backup** drop-down menu, select the schedule that contains the SharePoint or OneDrive site to be restored or downloaded.
5. RecoveryManager Plus provides two views to explore objects in each backup:tt

- i. **Sites 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 like the URL of the SharePoint or OneDrive site backed up, the number of items backed up during the last backup cycle, and the size of those items. Select the site that you want to restore and click the **Review and restore** button.

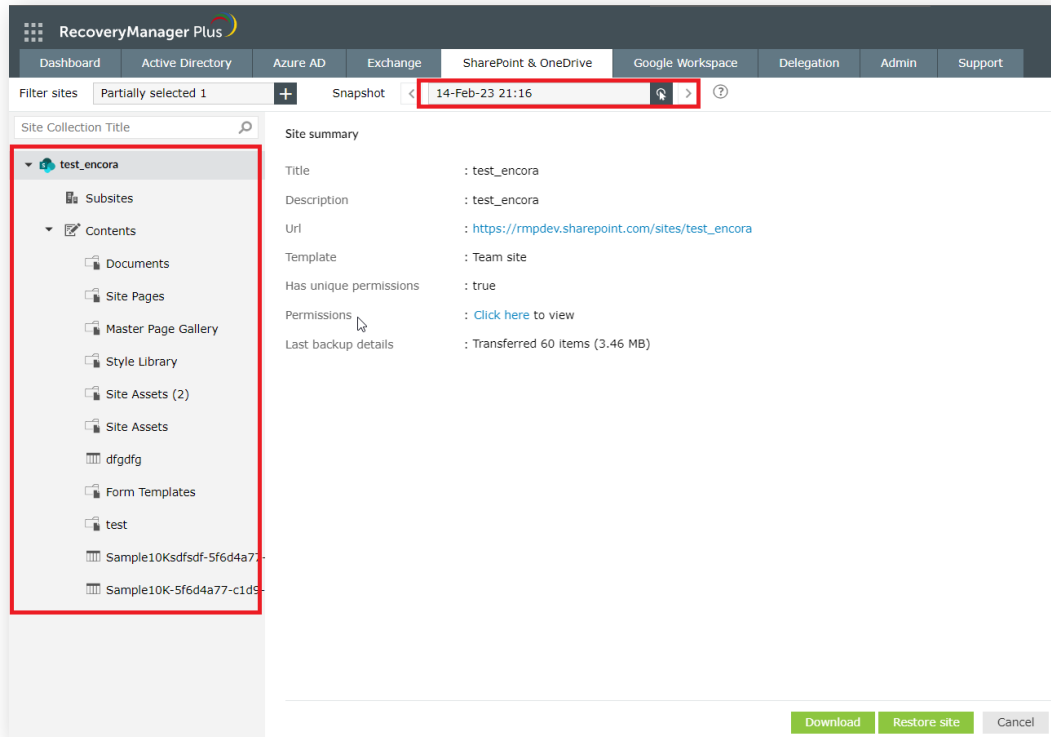
You can also download the entire contents of the site by selecting the site and clicking the **Download data** button.

**Note:** In this view, you can download all the data from multiple sites and store it within your premises. Select the sites whose data you wish to download and click the **Download data** 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 sites' data.

- ii. **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.



6. On the next screen that appears, the left pane provides the list of all sites you have selected.
7. To view how your SharePoint or OneDrive 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 or OneDrive data at the selected instant. You can restore any site or item to the backed-up state.



8. Clicking the name of any site will expand it and display two trees: Subsites and Contents. The subsites tree displays all the subsites, and the contents tree displays all the lists in the site.

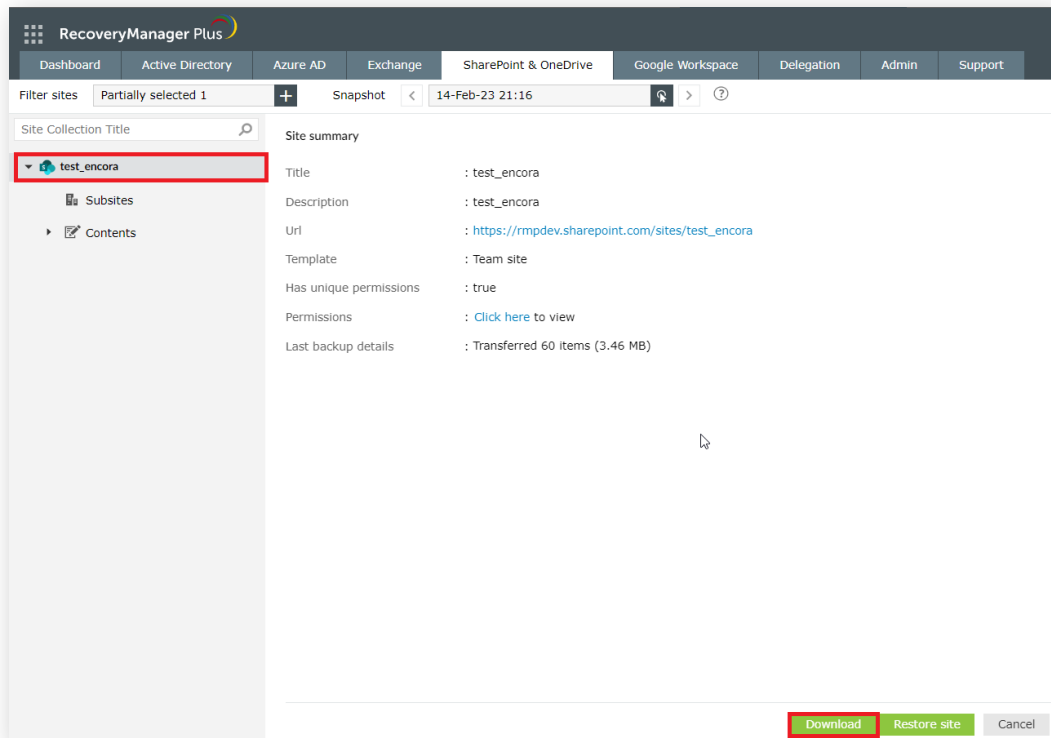
9. You can restore or export an entire site or just a few items.

- a. Restore or download an entire site
- b. Restore or download a document library or individual items
- c. Restore or download a particular version of any item

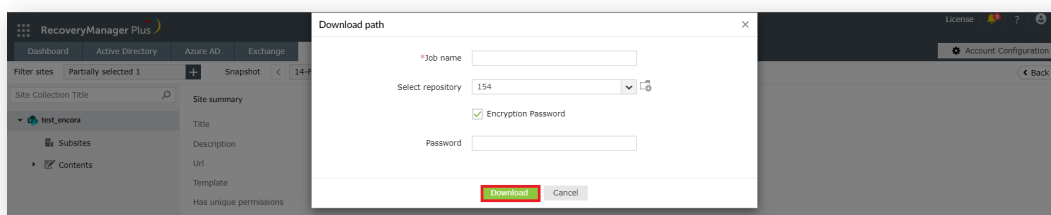
a. Restore or download an entire site

To download an entire site:

- i. Click the site's name and click the **Download data** button at the bottom of the screen. You can also use the search bar at the top of the left pane to search for a particular site.

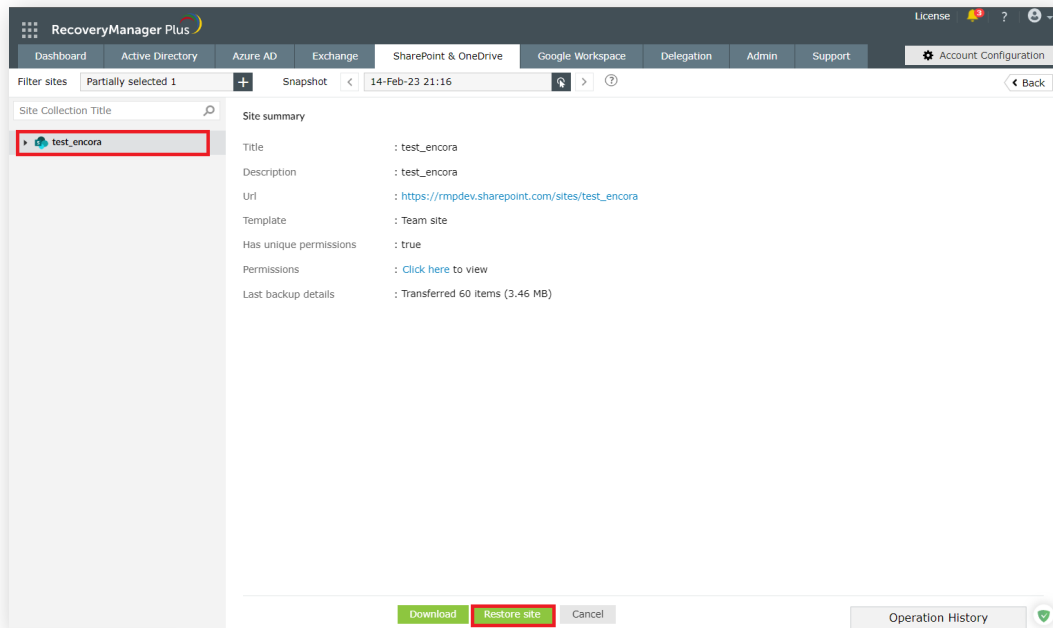


- ii. Provide a name for the download operation.
- iii. Select the repository where you want to store the downloaded data.
- iv. If you want to encrypt the downloaded data to add an extra layer of security, select **Encryption Password** and enter it.
- v. Click **Download**.

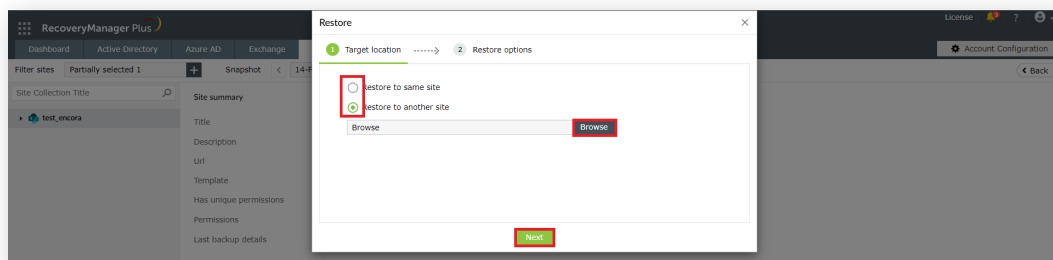


To restore an entire site to the backed-up version:

- i. Click the site's name and click the **Restore Site** button at the bottom of the screen. You can also use the search bar at the top of the left pane to search for a particular site.



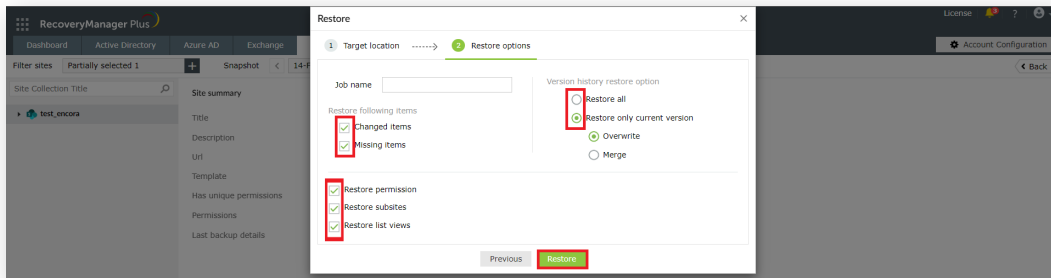
- ii Select if the site should be restored to the same location or a different one.
- iii If you wish to restore the contents to the same site, select **Restore** to original location.
- iv If you wish to restore the contents to a different location, select **Restore to different location** and click **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.
- vii Specify if you wish to restore the entire version history 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.

**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.

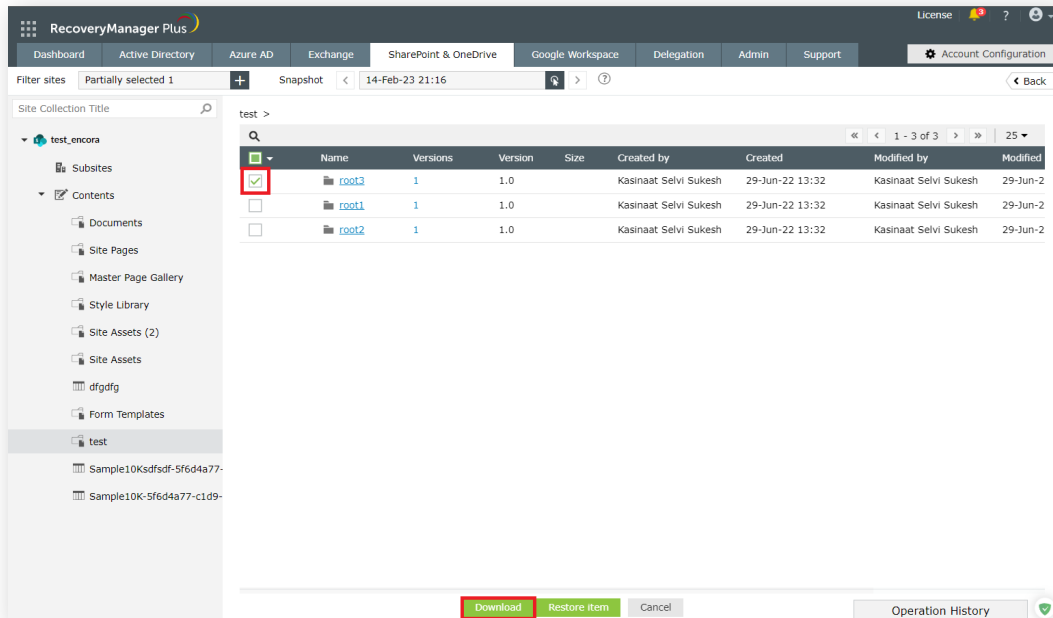


- viii Specify if you wish to restore the site permissions, the subsites, and the list views.
- ix Click Restore to begin the restoration process.

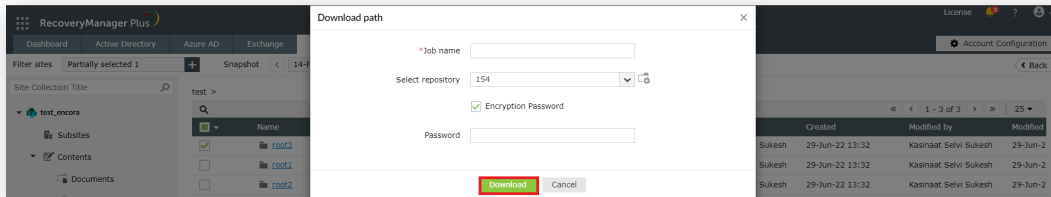
## b. Restore or download individual items

To download individual items:

- i. Select the items that you would like to download and click the **Download** button at the bottom of the screen.

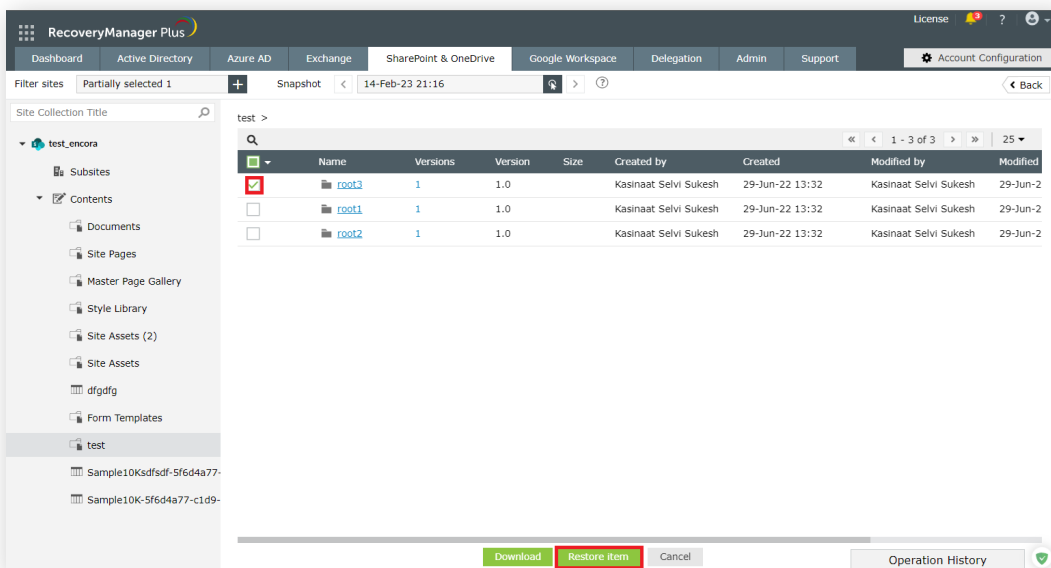


- ii. Provide a name for the download operation.
- iii. Select the repository where you want to store the downloaded data.
- iv. If you want to encrypt the downloaded data to add an extra layer of security, select **Encryption Password** and enter it.
- v. Click Download.



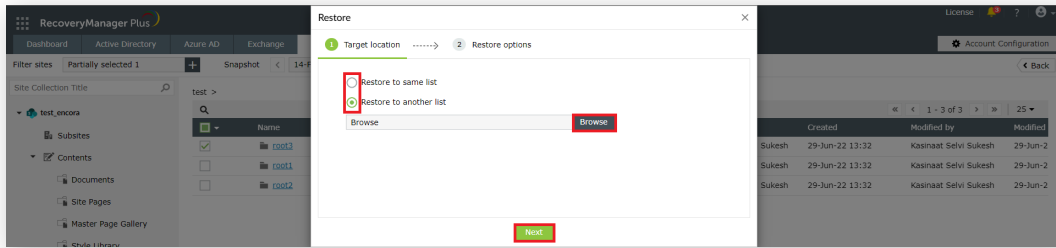
To restore individual items to a backed-up version:

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

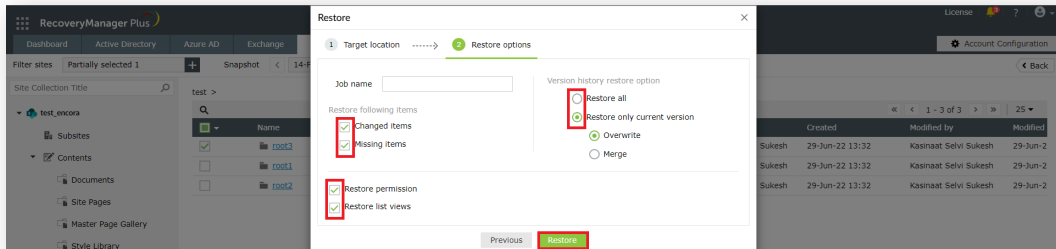


- ii. Select if the item should be restored to the same list or a different one.
- iii. If you wish to restore the contents to the same list, select **Restore to same list**.
- iv. If you wish to restore the contents to a different location, **select Restore to different list** and click **Browse**. 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 modified or missing items by selecting the appropriate option.
- vii. Specify if you wish to restore the entire version history 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.
- viii. Specify if you wish to restore the permissions and the previously configured list views.
- ix. Click **Restore** to begin the restoration process.




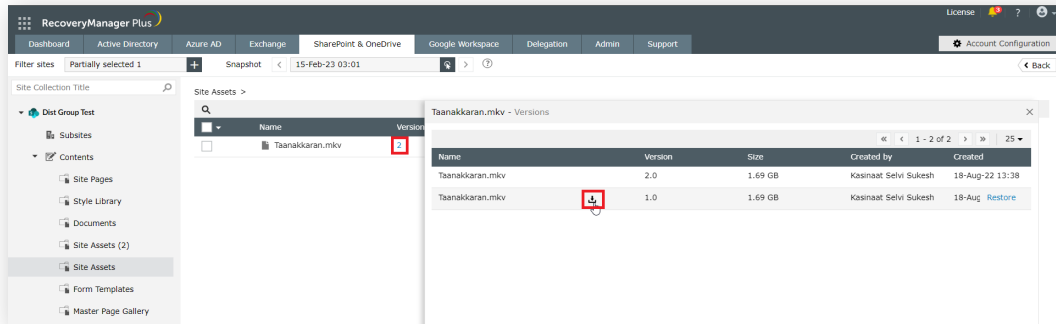
- x. Click the **Operation History** link in the bottom-right corner of the screen to view the status of the last five restorations or downloads performed using the product. Clicking the **View All** link in the pop-up will take you to the **Operation History** screen.

**c. Restore or download a particular version of any item**

Click the number under the **Versions** column of the item that is to be restored. In the overlay that appears, you'll be provided with a list of all versions of the items.

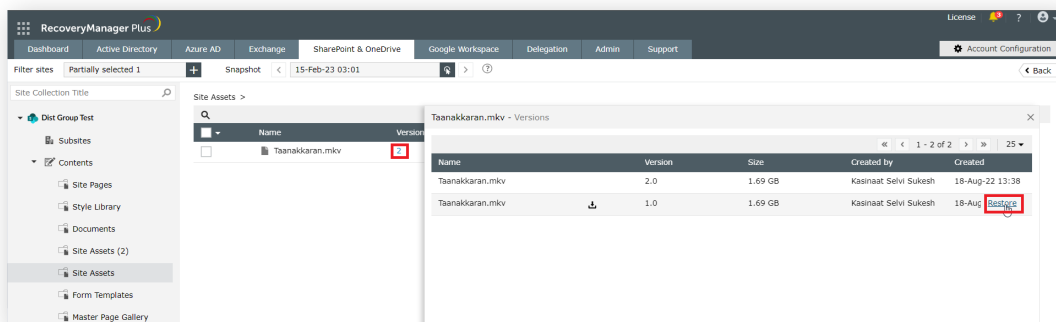
To download individual items:

- i. Hover the mouse over the version and click the  icon. Provide a location to store the item and click **Download**.

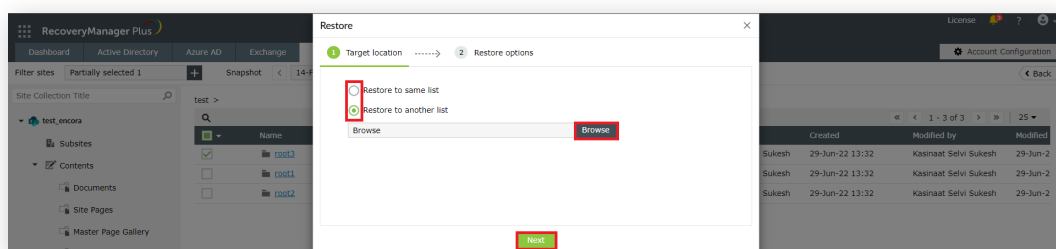


To restore a particular version of any item:

- i. To restore the item to any particular version, hover the mouse over the version and click the **Restore** link.

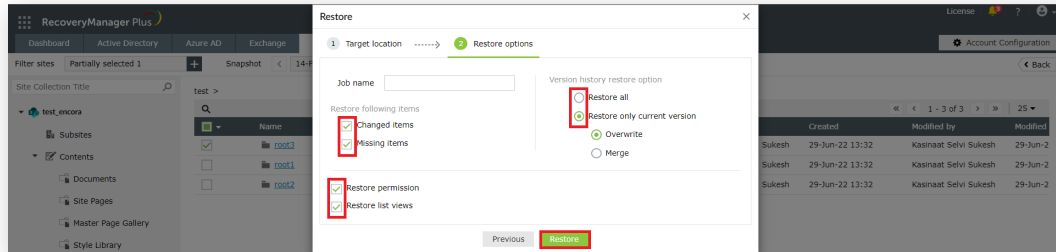


- ii. Select if the item should be restored to the same list or a different one.
  - a. If you wish to restore the contents to the same list, select **Restore to same list**.
  - b. If you wish to restore the contents to a different location, select **Restore to different list** and click **Browse**.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



- iii. Provide a name for the restore operation.
- iv. You can choose to restore just the modified or missing items by selecting the appropriate option.
- v. Specify if you wish to overwrite the version history or merge it with the existing version history.

- vi. Specify if you wish to restore the permissions and the previously configured list views.
- vii. Click **Restore** to begin the restoration process.



- viii. Click the **Operation History** link in the bottom-right corner of the screen to view the status of the last five restorations or downloads performed using the product. Clicking the **View All** link in the pop-up will take you to the **Operation History** screen.

## Our Products

AD360 | Log360 | ADManager Plus | ADAudit Plus | ADSelfService Plus | M365 Manager Plus

### About ManageEngine RecoveryManager Plus

ManageEngine RecoveryManager Plus is a comprehensive backup and recovery solution that empowers administrators to back up and restore their Active Directory, Azure Active Directory, Microsoft 365 (Exchange Online, SharePoint Online, and OneDrive for Business), Google Workspace, and on-premises Exchange environments from a single console. With its ability to perform incremental backups, granular and complete restoration, modifiable retention policies, and varied storage mediums, RecoveryManager Plus is the complete one-stop solution to enterprise backup and restoration needs. For more information about RecoveryManager Plus, visit: <https://www.manageengine.com/ad-recovery-manager/>