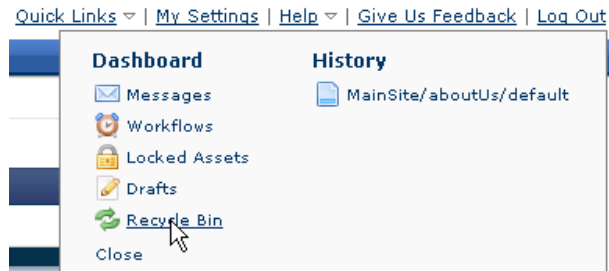


Recycling a Deleted Item

1. Click the Quick Links menu in the upper right corner of the screen.
2. Click on Recycle Bin



3. In the screen that comes up, click the Restore icon  that is located to the right of the item you want to restore.