

## Consulter les corbeilles des utilisateurs


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Every user has its own NetExplorer recycle bin. As soon as folders or files are deleted by user (no matter which way it is), it travels through the recycle bin before being permanently deleted.

As an administrator you can see every recycle bin for everyone, excepted for content deleted from private spaces.

You can see folders or files that has been deleted, then choose to restore or delete permanently.

### Manage user's recycle bins

- Login as an administrator on your NetExplorer platform.
- Click on the Recycle bin button located top left.
- Once in your bin, click on the top right button to see other user's bins.
- Select user and confirm choice by clicking on 
- Spot file or folder and righ-click on it then choose :
  - Restore : folder or file will get back to its original location
  - Delete : folder or file will be deleted permanently
  - Cut : allows to paste content in any folder (only available when you are the owner of the bin)