

Google Apps Backup and Restore Limits

The table below describes what can be restored from Google Apps when items are accidentally deleted.

Google Apps	Restore Limit and Process
Email	<p>You can restore email in the Trash folder within 30 days. Navigate to your Gmail Trash, click on the email you want to restore, click the "Move to" icon, and click your inbox or a folder to restore the email.</p> <p>ITS can restore an email that has been permanently deleted in the last 25 days if given a date range for the deleted email. All emails deleted in that date range will be restored.</p> <p>Review this Gmail Help article for more on <i>Deleting or Recovering Email</i>.</p>
Calendar	<p>You can restore calendar events deleted within the last 30 days by navigating to calendar.google.com, clicking the gear icon, selecting "Trash," and clicking the restore arrow next to the event you want to restore.</p> <p>Visit this Google Workspace update on <i>Restoring Deleted Events in Google Calendar</i>.</p> <p>In limited circumstances, ITS may be able to obtain an XML file for a deleted calendar.</p>
Drive and Docs	<p>You can restore files that are placed in the trash by right-clicking on the file or folder, and selecting "Restore".</p> <p>See this Google Help article on <i>Deleting & Restoring files in Google Drive</i>.</p> <p>ITS can restore files that were permanently deleted in the last 25 days if given a date range when the file was deleted. All items deleted during the date range will be restored.</p>
Sites	<p>You can restore a site deleted within 30 days by visiting drive.google.com, right-clicking on the deleted drive site, and clicking "Restore".</p> <p>Visit this Google Site article for more on <i>Deleting or Restoring your Site</i>.</p>
Contacts	<p>You can restore contacts deleted within the past 30 days, by navigating to contact.google.com, clicking on the contact you want to restore, and then clicking "Recover."</p> <p>See this Google article on <i>Editing or Deleting Contacts</i>.</p>
Tasks	<p>You can restore tasks deleted within the past 30 days, by clicking the gear icon, selecting "Trash", and clicking the restore arrow next to the task you want to restore.</p> <p>Visit this Google article on <i>Using Google Products Side by Side</i>.</p>

For more info on managing your files in Drive, visit [Google Drive Support](#).

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