

OneDrive – Restoring previous versions of work

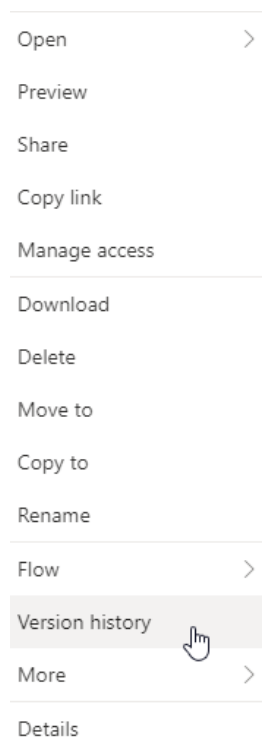
OneDrive natively allows users to restore previous versions of files using a powerful Version History feature. To make use of this, please follow the steps below.

1: Navigate to the file you wish to restore a previous version of, highlight it and select the more options icon circled below. Please note that you are only able to restore one file at a time.

Files > Guide Creation

Name	Modified	Modified By	File Size
Restoring the OCSB-UCM SharePoint	Jan 25, 2019	Daniel Sandall	1 item
Final	February 18, 2019	Daniel Sandall	1 item
Introduction to Teams	January 11, 2019	Daniel Sandall	1 item
MLA	January 11, 2019	Daniel Sandall	11 items
SharePoint – Restoring the Business Cha...	July 26, 2019	Daniel Sandall	1 item
Teams – Using Teams as a homework planne...	July 26, 2019	Daniel Sandall	12 items
Introduction to OneDrive001	May 24, 2018	Daniel Sandall	68 KB
Introduction to SharePoint	February 8, 2019	Daniel Sandall	128 KB
OneDrive – Restoring deleted files001	January 11, 2019	Daniel Sandall	184 KB
Restoring Files in Office 365.d...	February 6, 2019	Daniel Sandall	56.8 KB

2: Select Version history from the menu presented.



3: Select the version of work that you would like to restore by clicking on the version number.

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Version History

Version	Modified Date	Modified By	Size
3.0	17m ago	David Carroll	1.0 KB
2.0	Feb 8, 2019	David Carroll	1.0 KB
1.0	Feb 8, 2019	David Carroll	1.0 KB