

SharePoint – Restoring previous versions of work


SharePoint 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 COOL-ACM (SharePoint)	June 26, 2019	Daniel Sandall	1 item
	Final	February 18, 2019	Daniel Sandall	1 item
	Introduction to Teams	January 11, 2019	Daniel Sandall	1 item
	MSA	January 11, 2019	Daniel Sandall	11 items
	SharePoint – Restoring the Governance Strat...	July 26, 2019	Daniel Sandall	1 item
	Teams – Using Teams as a homework planner	July 26, 2019	Daniel Sandall	12 items
	Introduction to OneDrive/One	May 24, 2019	Daniel Sandall	68 KB
	Introduction to SharePoint	February 8, 2019	Daniel Sandall	2 KB
	OneDrive – Restoring deleted files/docs	January 11, 2019	Daniel Sandall	1 KB
	Restoring Files in Office 365.d...	February 6, 2019	Daniel Sandall	56.8 KB

2: Select Version history from the menu presented.

Open	>
Preview	
Share	
Copy link	
Manage access	
Download	
Delete	
Move to	
Copy to	
Rename	
Flow	>
Version history	
More	>
Details	

3: Select the version of work that you would like to restore by clicking the down arrow that appears when hovering over the date and time and choosing restore

[Following](#) [Share](#)

new

Edit in grid viewOpenShareCopy linkDownloadDeletePin to top

1 selected

ments > Asset Reg

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
7.0	2/15/2023 12:35 AM	<input type="checkbox"/> Harry Walker	15.4 KB	
6.0	2/15/2023 12:35 AM	<input type="checkbox"/> Harry Walker	15.4 KB	
5.0	2/15/2023 12:34 AM	<input type="checkbox"/> Harry Walker	15.4 KB	
4.0	2/15/2023 12:34 AM	<input type="checkbox"/> Harry Walker	15.4 KB	
3.0	2/15/2023 12:34 AM	<input type="checkbox"/> Harry Walker	15.4 KB	
2.0	2/15/2023 12:34 AM	<input type="checkbox"/> Harry Walker	15.3 KB	
1.0	2/15/2023 12:34 AM	<input type="checkbox"/> Harry Walker	14.5 KB	

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new

Edit in grid viewOpenShareCopy linkDownloadDeletePin to top

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1.0	2/15/2023 12:34 AM	<input type="checkbox"/> Harry Walker	14.5 KB	