## **Restore Previous File Versions in OneDrive**

If a file was changed or had content removed by mistake, follow the steps below to restore an older version.

The modification can occur either directly in the TEAMS app or Onedrive

Step #	Task		Scree	enshot			
In the below example, t	he	OneDrive - Natural Networks Inc > Document					
"Test File" document was		Name		Status	Date modified	Туре	
modified.		Test file.docx		Ø	4/15/2025 9:42 AM	Microsoft Word	
		1					
Navigate to the <b>Docum</b>	ents						
folder under the OneDr Find the file named <b>Te</b> s	rive. St						
File.docx							

I							
	My files > Document						
	🔿 🗅 Name ~	Modified ~	Modified By $\sim$ File size $\sim$				
	Test file.docx	8 minutes ago	Success Chinwo 40.7 KB				
Click the 2 date ( ) payt to							
the file name, or right-click							
the file. Then select <b>Version history</b>			🔿 Manage access				
Then select version mistory	My files > Document		Delete				
	🕑 🗋 Name ~		な Favorite ② Add shortcut				
	✓ W Test file.docx	*	⊥ Download				
			🗟 Print				
			🗐 Rename				
			Co Move to				
			O Copy to				
		_	☞ Automate				
			Uersion history				
			🖭 Details				

A list of saved versions will appear, showing the date and time each version was saved. Find the version you want to restore.

## Version history



Click **Restore** next to that version.

The file will be rolled back to that version. The current version will be saved in case y later

Once restored, th	e fil	e is available	right away	in OneDrive	(web or synced folder).

Online URL: <u>https://kb.naturalnetworks.com/article.php?id=888</u>