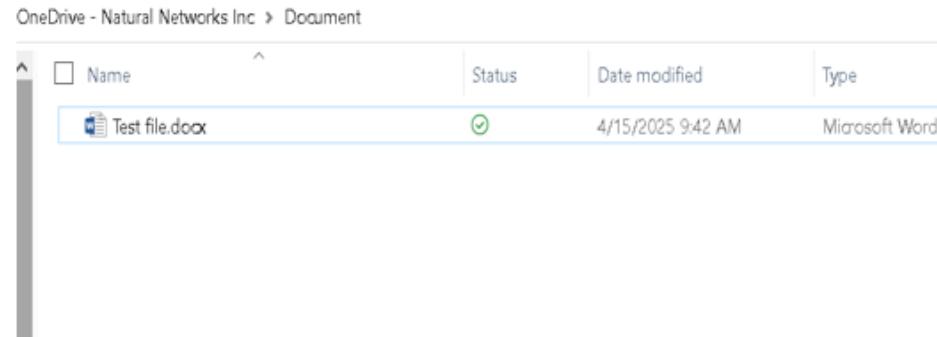
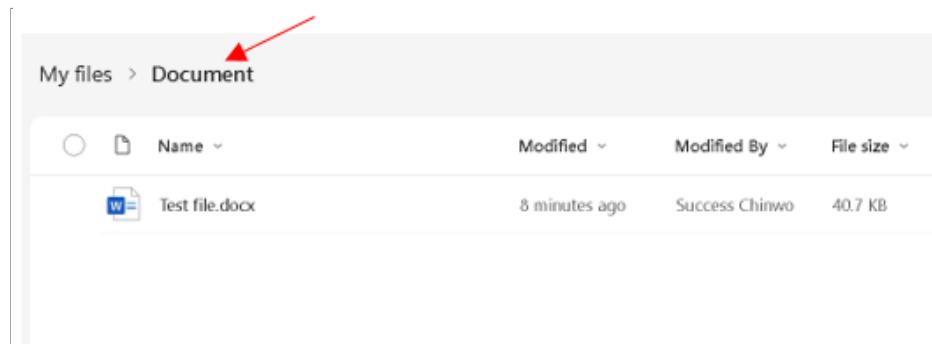


Restore Previous File Versions in OneDrive

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

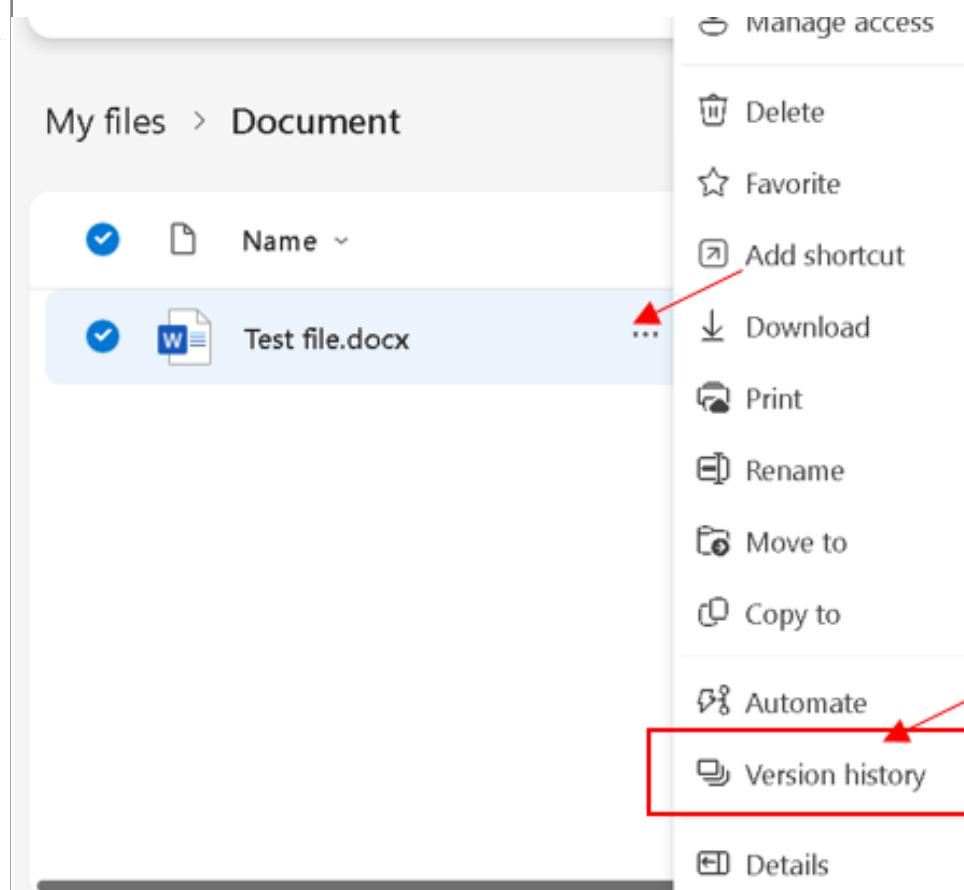
The modification can occur either directly in the TEAMS app or Onedrive

Step #	Task	Screenshot
In the below example, the "Test File" document was modified.		 A screenshot of the OneDrive interface showing a list of files in a 'Document' folder. The folder path 'OneDrive - Natural Networks Inc > Document' is at the top. A search bar is below the path. The list has columns for Name, Status, Date modified, and Type. One file, 'Test file.docx', is listed. It has a blue checkmark icon in the Status column, a blue checkmark icon in the Date modified column, and 'Microsoft Word' in the Type column. The file name 'Test file.docx' is in a blue box, indicating it is selected or highlighted.
Navigate to the Documents folder under the OneDrive. Find the file named Test File.docx		



Click the 3 dots (...) next to the file name, or right-click the file.

Then select **Version history**



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

Version	Modified	Size
3.0	... 4/15/2025 9:42 AM	40...
2.0	4/15/2025 9:41 AM	40...
1.0	 Open File  Restore  Delete Version	39...

Click **Restore** next to that version.

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

Once restored, the file is available right away in OneDrive (web or synced folder).

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