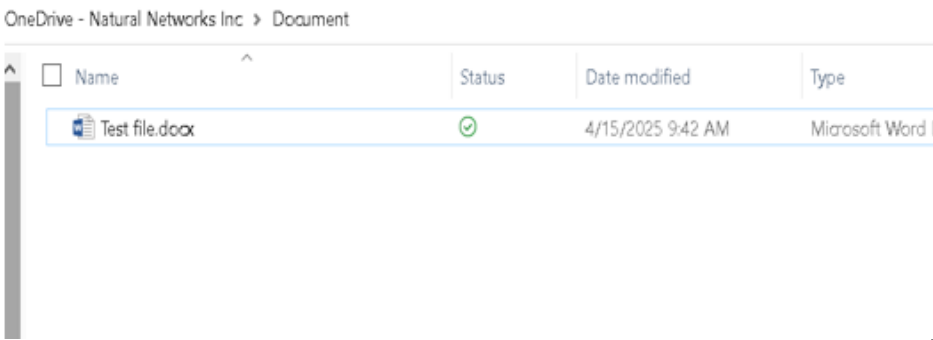


Restore Previous File Versions in OneDrive

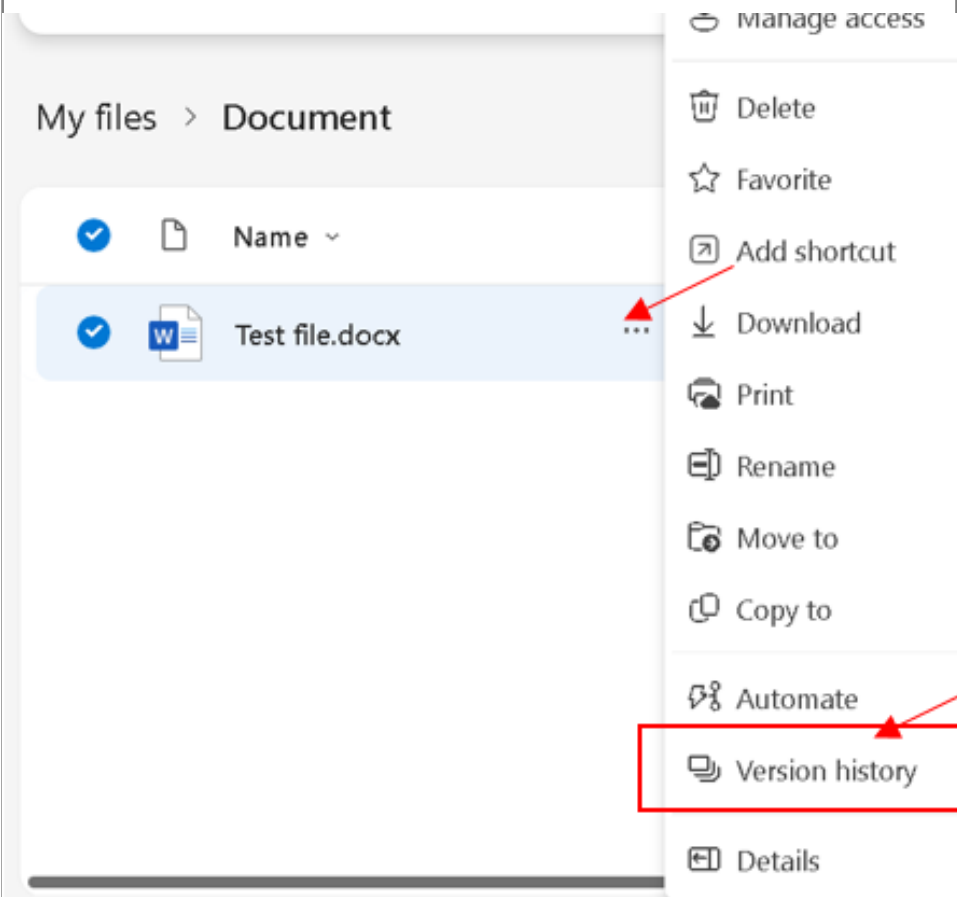
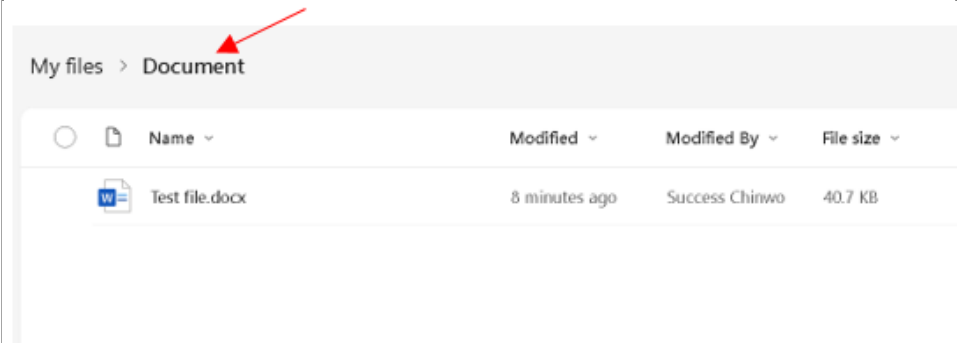
If a file was changed or had content removed by mistake, follow the steps below to restore an older version.

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.		 <p>OneDrive - Natural Networks Inc > Document</p> <table border="1"><thead><tr><th>Name</th><th>Status</th><th>Date modified</th><th>Type</th></tr></thead><tbody><tr><td>Test file.docx</td><td>✔</td><td>4/15/2025 9:42 AM</td><td>Microsoft Word</td></tr></tbody></table>	Name	Status	Date modified	Type	Test file.docx	✔	4/15/2025 9:42 AM	Microsoft Word
Name	Status	Date modified	Type							
Test file.docx	✔	4/15/2025 9:42 AM	Microsoft Word							
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		39.

- Open File
- Restore**
- Delete Version

Click **Restore** next to that version.

The file will be rolled back to that version. The current version will be saved in case you need it 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>