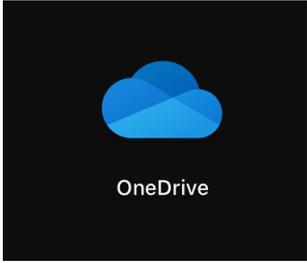
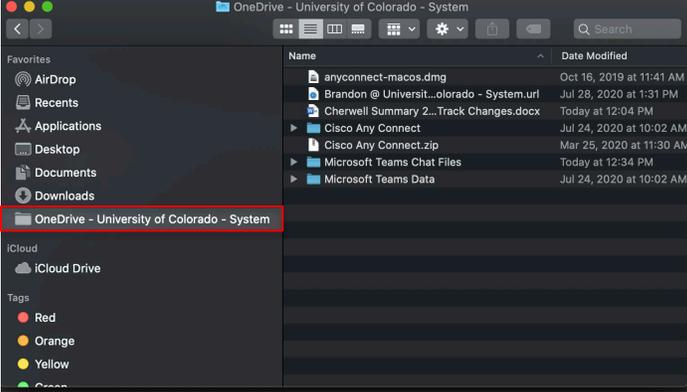


How to Restore a Previous File Version from OneDrive

PURPOSE: Show users how to restore previous version of a file from a OneDrive file on a Mac.

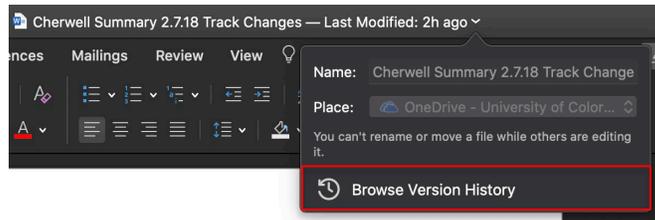
HOW TO RESTORE PREVIOUS VERSION OF A FILE FROM ONEDRIVE:

| | |
|---|---|
| <p>Open Launchpad and then select the OneDrive application</p> |  The image shows the OneDrive application icon, which consists of a blue cloud shape with a white outline, centered on a black square background. Below the icon, the word "OneDrive" is written in white text. |
| <p>Select the OneDrive – University of Colorado – System folder on the left.</p> <p>In the folder, open the document for which you would like to find previous versions.</p> |  The image is a screenshot of a macOS Finder window titled "OneDrive - University of Colorado - System". The left sidebar shows the "Favorites" section with "OneDrive - University of Colorado - System" highlighted in red. The main pane shows a list of files with columns for "Name" and "Date Modified". The files listed are: "anyconnect-macos.dmg" (Oct 16, 2019 at 11:41 AM), "Brandon @ Universit...olorado - System.url" (Jul 28, 2020 at 1:31 PM), "Cherwell Summary 2...Track Changes.docx" (Today at 12:04 PM), "Cisco Any Connect" (Jul 24, 2020 at 10:02 AM), "Cisco Any Connect.zip" (Mar 25, 2020 at 11:30 AM), "Microsoft Teams Chat Files" (Today at 12:34 PM), and "Microsoft Teams Data" (Jul 24, 2020 at 10:02 AM). |



Once the document is open, select the drop-down menu from the name of the file. You can find this at the top, middle.

Click Browse Version History to open the version history.



A menu will open to the right of the document with the older versions. Choose which version you would like to open.

