

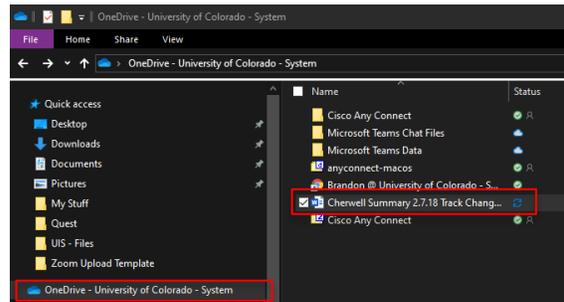
How to Restore a Previous File Version from OneDrive on a PC

PURPOSE: Show users how to restore previous versions of a file in OneDrive on a PC.

HOW TO RESTORE PREVIOUS VERSION OF A FILE FROM ONEDRIVE:

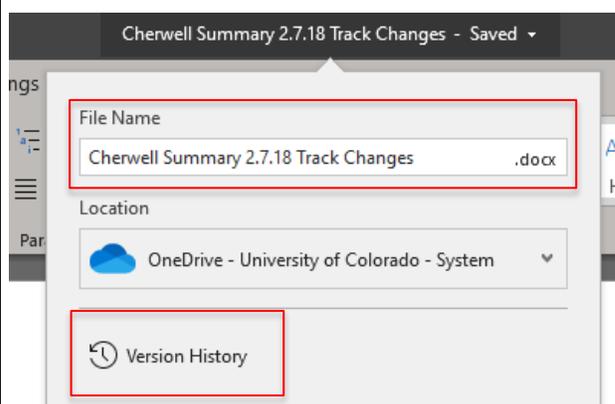
Open the OneDrive access location.

Click and Open the file you would like to get the previous version from.



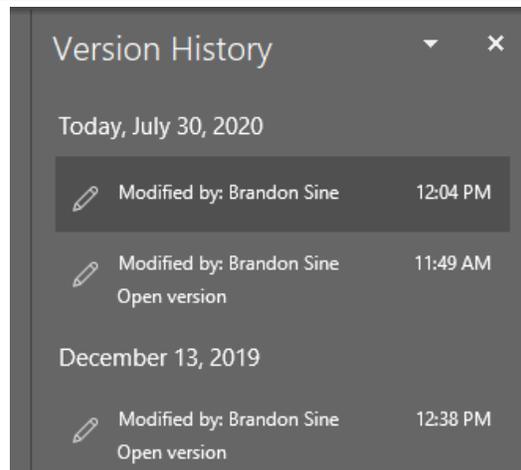
After opening the file, click **File Name** in the middle of the screen.

When the box opens, click **Version History**



A **Version History** box will open on the right side of the document.

From here you can select your version history.



The screenshot shows a 'Version History' panel with a dropdown arrow and a close button (X). It lists three versions of the document:

- Today, July 30, 2020**
 - Modified by: Brandon Sine 12:04 PM (highlighted)
 - Modified by: Brandon Sine 11:49 AM
 - Open version
- December 13, 2019**
 - Modified by: Brandon Sine 12:38 PM
 - Open version



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS

Call: 303-860-HELP (4357)

Email: <mailto:help@cu.edu>