

## Restoring files to a previous version

If you are unsatisfied with changes you've made to a file, you can revert/restore it to a previous version. There are three methods.

### Using the folder button on your taskbar:

1. Click the **yellow folder** button on your taskbar.
2. Double click the appropriate folder under **OneDrive – Roman Catholic Diocese of Erie** or **Roman Catholic Diocese of Erie**.
3. Right click the file you wish to restore to a previous version and choose **Version History**. A list of previous versions will appear.
4. Click the **More** button (...) next to the file date/time you wish to restore.
5. Choose **Restore**.
6. Close the **Version History** window.

### From inside the document

1. Open the document which you are no longer satisfied.
2. Click the **File** option and choose **Info**.
3. Click **Version History**. A list of previous versions will appear.
4. Click the **Open Version** link under the date/time you wish to restore. Review the file. If this isn't the version you want, close it and open another.
5. **To restore without comparing:** Click the **Restore** button.

**To compare versions and then restore:** Click the **Compare** button to compare versions. In the **Revisions** panel you can see changes. If this is the file you wish to restore, close the comparison, and click **Restore**. If this isn't open another version and compare it before restoring.

### Using Teams

1. Open Teams and click the **Teams** button on the left railway.
2. Open the Team containing your file.
3. Click the channel containing your file and click the **Files** link at the top of your screen.
4. Choose **Open in SharePoint**. (You may have to click the **More** button (...) across the top of your screen.
5. Hover over the document you wish to restore.
6. Click the **More** button (...) next to the file and choose **Version History**. A list of previous versions will appear.
7. **To view the file before restoring:** Click the **Modified** date/time link to open a particular version. Once the file is open you can click the **Restore** button.

**To restore without viewing:** Click the **downward pointing triangle** button next to the date/time choose **Restore**. Click **OK** to confirm restoration.