

Lesson 21: Restoring A File to a Previous Version and Undeleting a Document

Restoring a file 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.

Undeleting a document

When you delete items from Microsoft Teams or SharePoint, they aren't immediately removed. Deleted items go into the recycle bin for several days.

1. Open Teams and click the **Teams** button on the side rail.
2. Click the name of your Team and then click the channel that contains the folder or file. In many cases this channel is named General.
3. Click the **Files** link across the top of the screen. 
4. Click the **Open in Sharepoint** link. 
5. Click **Recycle Bin** on the left side panel. 
6. Put a dot next to the file you need to restore.
7. Click the **Restore** link at the top of the screen. 