

How to Restore Files on University Drives Using Previous Versions

If you can't find a file on your computer or you accidentally modified or deleted a file, you can try to restore it from previous versions. The file system backs up files several times a day, allowing users to view versions from the past two weeks.

Restoring Files

You can either restore a previous version of a file that still exists or restore a file that was previously deleted.

Option 1: Restoring a file that still exists to a previous version:

1. Locate the file in **File Explorer**.



2. Right click on the file and click on **Properties**.

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In the dialogue box that appears, find the **Previous Versions** tab. Any available versions of the file will show up in the box under **File versions**.
 In this example, one previous version is shown with a modification date of 9/19/2016 4:33 PM.

🧾 Girrafe.txt Prop	oerties			×				
General Security	Details	Previous Versions						
Previous versions come from File History or from restore points.								
File versions:								
Name	Name		Date modified					
✓ Yesterday	(1) —			_				
Girrafe.txt		9/19/2	016 4:33 PM					
		Open	▼ Restore	 				
	0	K Can	cel Ap	ply				

- 4. Before restoring the file, view it first: Highlight the version, then click **Open** at the bottom of the window.
- To restore a previous version of a file, highlight the version and click **Restore** at the bottom of the window. This will overwrite the file that exists on the file system. (You can also drag the file from the **Previous Versions** window to an alternate location.)
- 6. Enjoy your newly restored file.

How to Restore Files on University Drives (Windows)



Option 2: Restoring a file that has been deleted:

- 1. Highlight the folder that used to contain the file, and right click.
- 2. Click on **Properties** and choose the **Previous Versions** tab in the dialogue box that appears. This will show the available versions of the folder.

Data Folder Properties							
General Security	Previous Versions	DFS	Customize				
Previous versions come from File History or from restore points.							
Folder versions:							
Name	Date modified						
∨ Today (7)							
🔄 Data Folder		9/20/2016 9:05 AM					
Data Fol	der	9/20/20	16 8:05 AM				
Data Fol	der	9/20/2016 7:05 AM					
📊 Data Fol	der	9/20/2016 6:05 AM					
📊 Data Fol	der	9/20/2016 5:05 AM					
📊 Data Fol	der	9/20/2016 4:05 AM					
Data Folder 9/20/2016 12:				1			
	()pen	Restor	e ▼			
	ОК	Cano	el /	Apply			

How to Restore Files on University Drives (Windows)



To view the content of the folder, highlight the folder and click **Open**. In this example, the folder is displayed with the header (**Today, September 20, 2016, 38 minutes ago**), indicating that this is a previous version of the folder.

📙 📝 📄 🖛 H:\Document	nts\Example\Data Folder (Today, September 2	0, 2016, 33 minutes ago)	ver – medilikerin sein –	1 IIIIAAk					
File Home Share	View								
A Kample (Today, September 20, 2016, 33 minu > Data Folder (Today, September 20, 2016, 33 minutes ago) V									
 	ole (Today, September 20, 2016, 33 minu > Name Lion.tx Zebra.txt	Data Folder (Today, Septe Date modified 9/19/2016 4:52 PM 9/19/2016 4:51 PM	ember 20, 2016, 33 min Type Text Document Text Document	nutes ago) Size 0 KB 1 KB					
🛖 data (\\admin1.ts.o									

4. You can now copy the files from the folder into a new location by dragging the file out of the window.

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