## RESTORING FILES IN ONEDRIVE

With **version history**, you can see and restore older versions of your files stored in OneDrive.

Version history works with all file types, including Microsoft 365 files, PDFs, CAD files, photos, videos, and more.



Internal use

## I want to restore a file stored in my OneDrive

Right-click on the file that you want to restore to an earlier version in File **Explorer**.



You will be able to see the different **versions history** of your file:



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Name	Status	Date mo
Name	Status   Open   New   Print   Show   Share   View online   Version history   Always keep on this revice   Free up space   7-Zip   Edit with Notepad++   Open with   Convert with PDFCreator   Restore previous versions   Send to   Cut   Copy   Create shortcut   Delete   Rename	Date mo
	Restore previous versions Send to Cut Copy Create shortcut Delete Rename Properties	>

In our case, let's click on **"Restore"** to retrieve the previous version of the document that we needed.

That's it! Our document is restored, you can open it.



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Click on the three dots at the right side of the document you want to restore. You have the choice to **restore** it, **download** it or even **delete** it.



If you change your mind about the restore you just did, you can **undo** the restore by running "**Version History**" again and selecting the file just before your restoration.