Version History & Managing Versions for Windows Devices

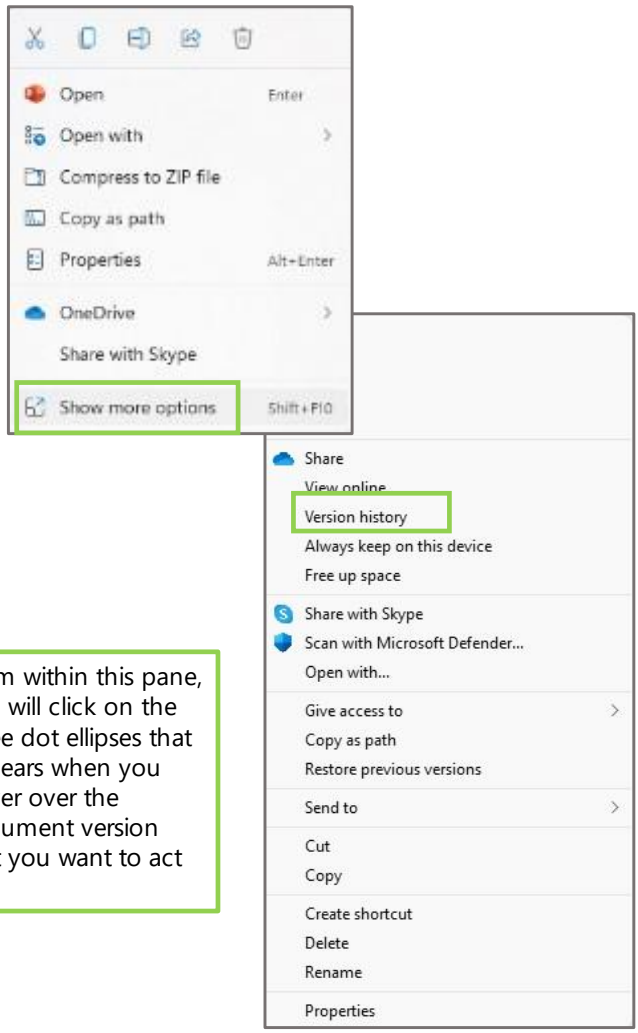
From Desktop App on a Windows Device:

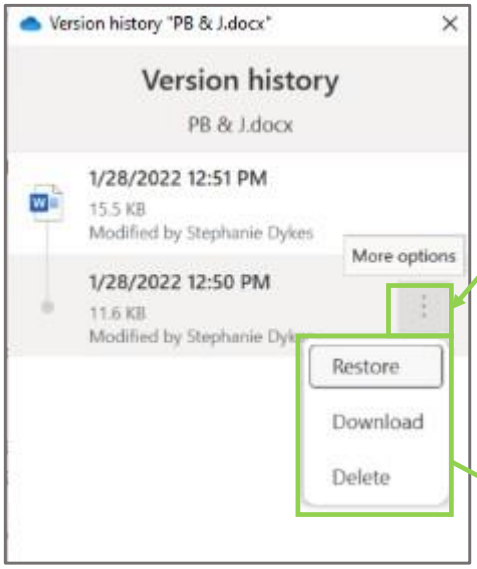
Open your Files and navigate to your document saved within OneDrive.

Right click on the document, then click on **Show more options.**

Next you will click **Version history**.

The **Version History Pane** will open in another area within your desktop window.





From within this pane, you will click on the three dot ellipses that appears when you hover over the document version that you want to act on.

From there you can choose which action you want to take. **Restore** will restore the version you are on, you can place it into your downloaded files by clicking on **Download**, or you can click **Delete** to send that version to your Recycle Bin.