Version History & Managing Versions

From Desktop (Within Document):

Navigate to your Document saved within OneDrive.

In the top Menu Bar, click**File**, then **Browse Version History**.



The **Version History Pane** will open to the left of your desktop window.

Clicking **Open Version** will allow you to open and review the version.



Once the previous version is opened, you can **Restore** the file by clicking **Restore** near the top right corner of your document.



From OneDrive Online:

Navigate to your OneDrive Online file.

Right-click on the document, and then click **Version History.**

The **Version History Pane** will open to the left of your window.

To open, click the **Version Number.**





Once the previous version is opened, you can **Restore**the file by clicking **Restore** near the top right corner of your document.



Clicking the **Three-Dot Ellipsis** gives the options to **Restore**, **Download** or **Delete.**

