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3. In the dialogue box that appears, □nd the tab. Any available versions of the □le will show up in the box under . In this example, one previous version is shown with a modi□cation date of

How to
Restore Files on
University Drives
(Windows)

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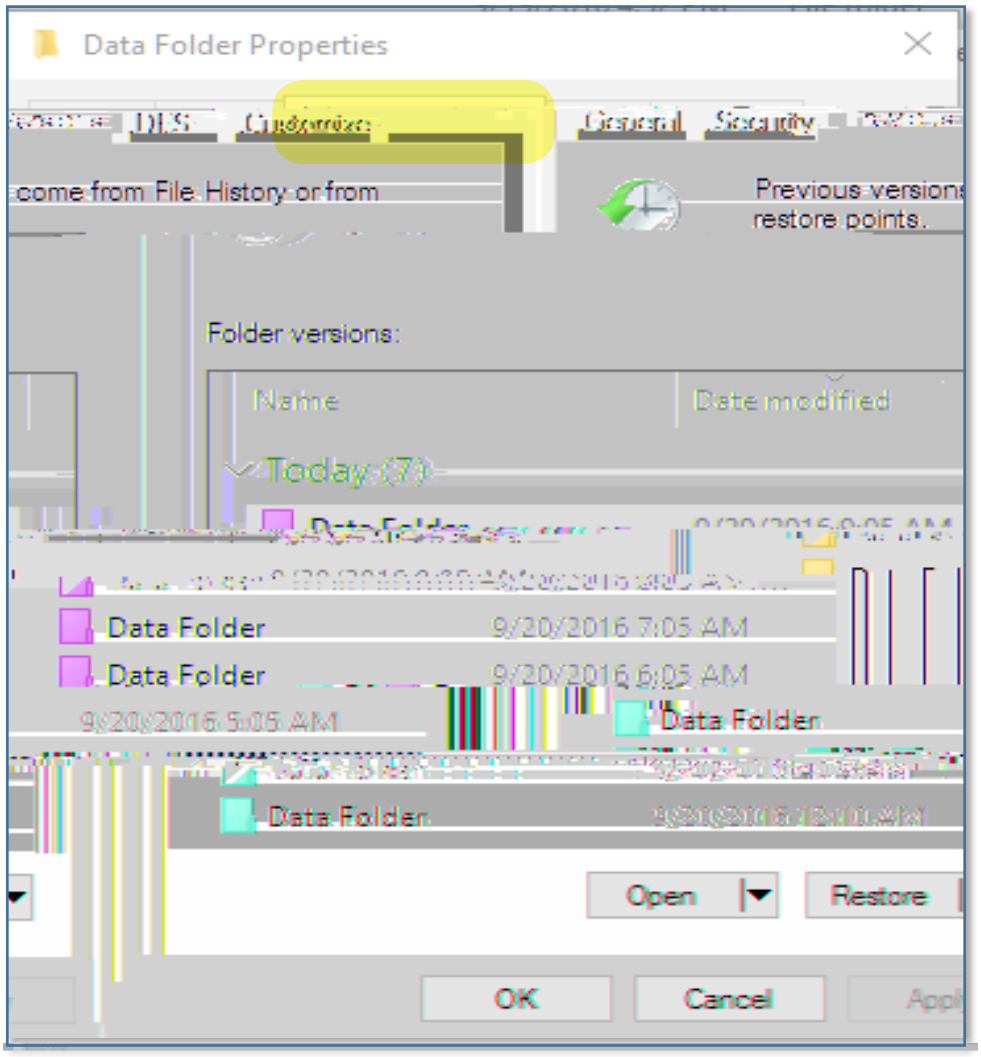
Option 2: Restoring a □le that has been deleted:

1. Highlight the folder that used to contain the □le, and right click.
2. Click on , , and choose the , , tab in the dialogue box that appears. This will show the available versions of the folder.



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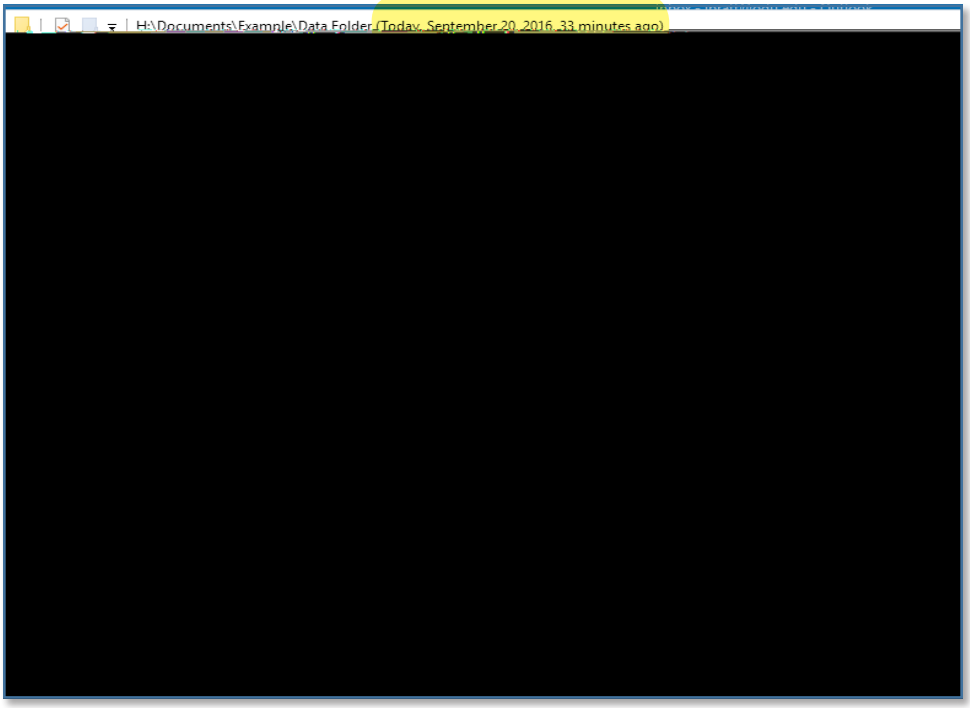
3. To view the content of the folder, highlight the folder and click . In this example, the folder is displayed with the header (, , **20, 2016, 38**), indicating that this is a previous version of the folder.



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