1. Click on the “Start” menu, then click on “My Computer”.

2. In the “My Computer” window, double-click on the network drive where the document is saved (this is usually the U drive).



Continue browsing to the document or file that you wish to restore.

3. Right-click on the file or folder that you wish to restore. On the menu that appears, click on “Properties”.

4. In the “Properties” window, click on the “Previous Versions” tab.



In this tab, you will see several copies of previous versions of the file. Click the file to select the version which you would like to view, then click “View”. The file will open, but will not yet be restored.

5. Once you decide which version you would like to restore, click the file to select it. Then click “Restore”. You will then see the below window:



If you are sure that you would like to restore the file or folder, click “Yes”.

By clicking “Yes”, the currently saved file is replaced by the file you previously selected to be restored.

**Copying files or folders:**

If you want to keep the current version of the file or folder, click the “Copy” button. This will allow you to choose a different location to save the previous version and will keep your current version as well.

***\*\*Important\*\****

***If you choose to restore an entire folder, all of the contents of that folder will be replaced with the previous version. Do not restore an entire folder if you do not want to replace all of the documents within it.***