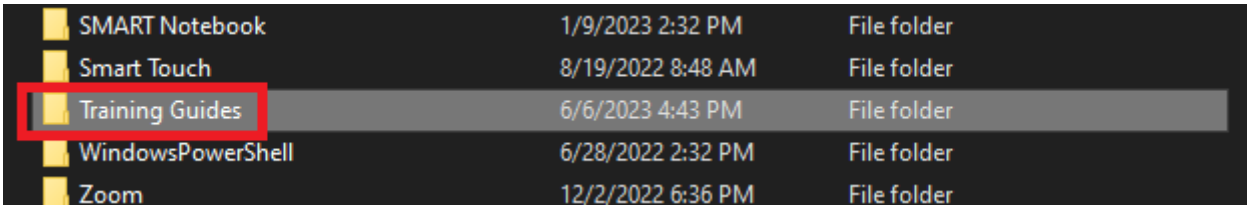
Restoring files and folders.

Most files and folders can be restored from previous dates/saves.

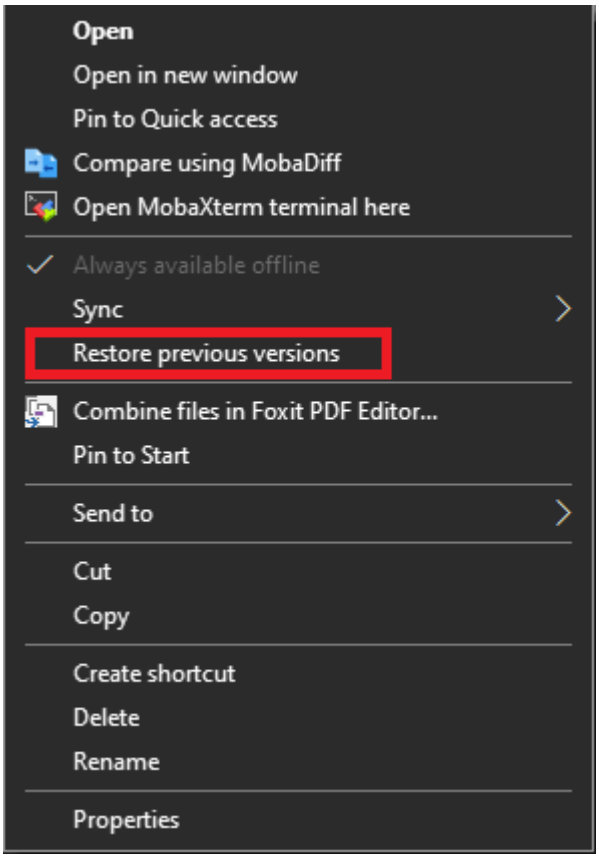
This is helpful if you made saves to a document that you need to fix or if you deleted a file from a folder that you need again.

> Currently you can only restore from about 1 week prior.

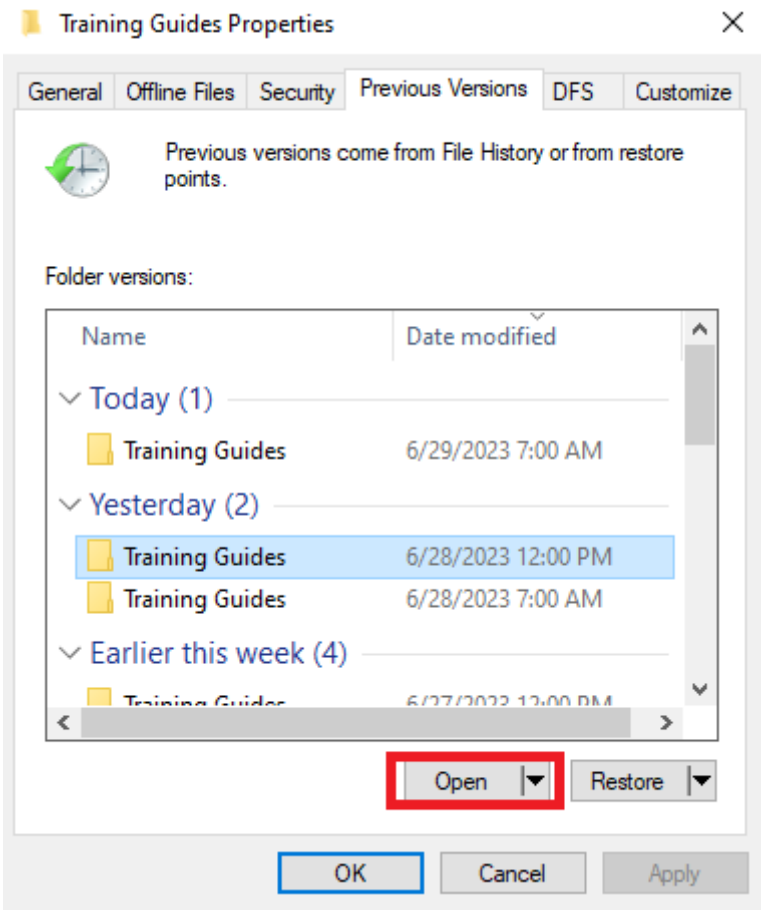
1.) Select the file or folder you wish to restore.



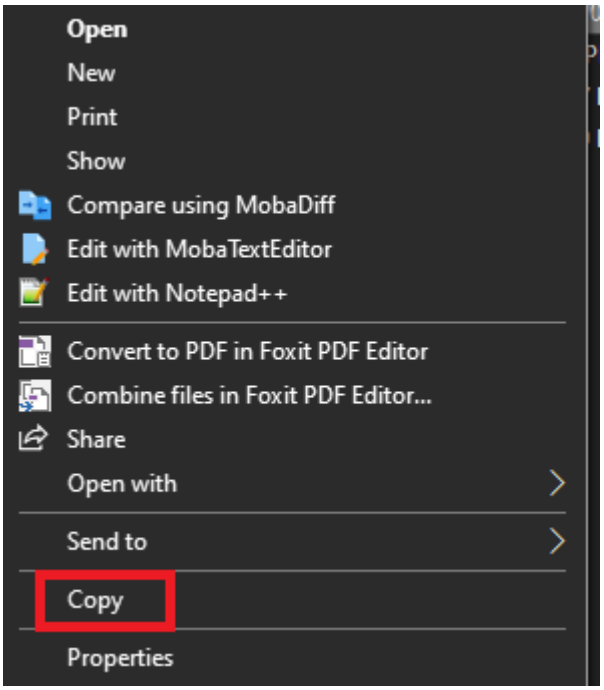
2.) Right click on the folder and select **Restore previous versions**.



3.) Select when you want to restore from. Click **Open**.



4.) Right click and copy/paste the file you to the folder you want to restore to.



5.) Click **OK** to exit the properties box.

> Anything needed that is more than a week old will need a helpdesk ticket.

Revision #3
Created 29 June 2023 15:41:32 by Karrie White
Updated 29 June 2023 16:24:55 by Karrie White