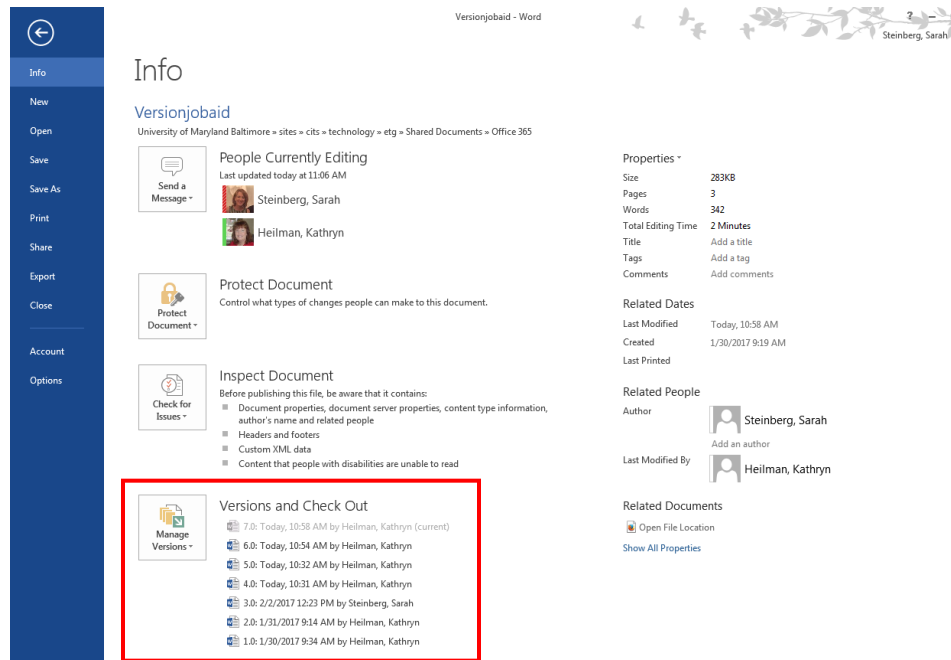


## Version Control for OneDrive

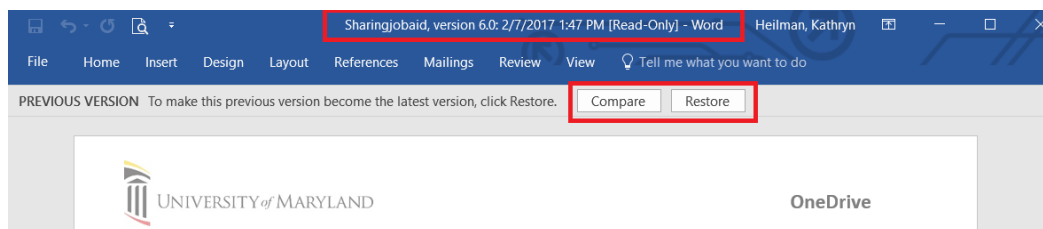
You can view or restore previous versions of documents in **OneDrive for Business**, as long as you haven't turned off document versioning. Version control is accessible through Microsoft Office (Word, Excel, PowerPoint) or the Office 365 Portal.

### From Microsoft Office (Word, Excel, PowerPoint)

From the open file, click on the **File** tab:



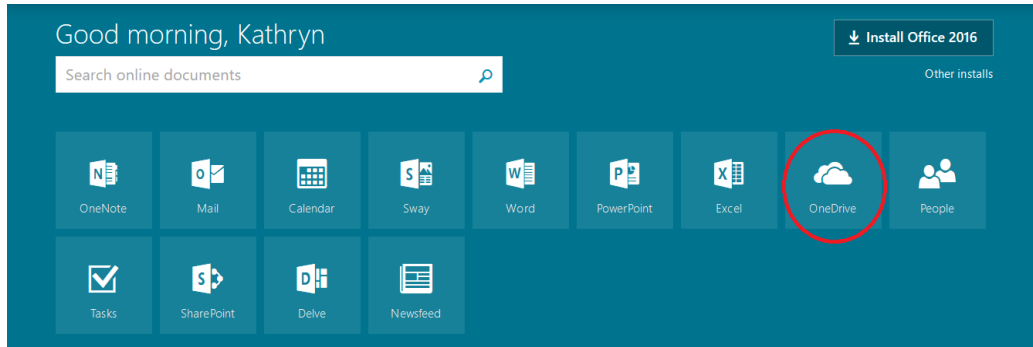
You will see the current version at the top and previous versions thereafter. Click on a previous version and a new Word window will open with the previous document version. Note at the top, you will see the file name and previous document saved date. There are two options, **Compare** and **Restore**.



- If you would like to make this previous version become the latest version, click **Restore**.
- If you click **Compare**, you will see all of the changes which have been made from this version up until the latest saved version.

**From the OneDrive app in the Portal**

Go to **OneDrive** in a web browser from the portal. (<http://portal.office.com>)



From the OneDrive list of files, right-click the document for which you want to view or restore an earlier version, and then click **Version History**.

*To view an earlier version*

- In the **Version History** dialog box, select the link for the document version you want to view.

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
5.0	1/26/2017 12:20 PM	<input type="checkbox"/> Heilman, Kathryn	267.4 KB	
4.0	1/26/2017 12:12 PM	<input type="checkbox"/> Heilman, Kathryn	188.9 KB	
3.0	1/26/2017 11:48 AM	<input type="checkbox"/> Heilman, Kathryn	146.9 KB	
2.0	1/26/2017 10:50 AM	<input type="checkbox"/> Heilman, Kathryn	34.8 KB	
1.0	1/26/2017 10:45 AM	<input type="checkbox"/> Heilman, Kathryn	34.3 KB	

You will see the current version at the top and previous versions thereafter. Click on a previous version and a new Word window will open with the previous document version. The document opens in its application.

*To Restore a Previous Version*

1. Right-click the document for which you want to restore an earlier version, and then click **Version History**.
2. In the **Version History** dialog box, select the arrow next to the version of the document that you want to restore, and then click **Restore**.

## Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
5.0	1/26/2017 12:20 PM	<input type="checkbox"/> Heilman, Kathryn	267.4 KB	
4.0	1/26/2017 12:12 PM	<input type="checkbox"/> Heilman, Kathryn	188.9 KB	
3.0	1/26/2017 11:48 AM	<input type="checkbox"/> Heilman, Kathryn	146.9 KB	
2.0	1/26/2017 10:50 AM	<input type="checkbox"/> Heilman, Kathryn	34.8 KB	
1.0	1/26/2017 10:45 AM	<input type="checkbox"/> Heilman, Kathryn	34.3 KB	

1/26/2017 10:45 AM

- View
- Restore
- Delete

3. In the confirmation message, click **OK**.

The document version you selected becomes the current version. The previous current version becomes the previous version in the list.