

## How do I undelete previous versions of files and folders?

Rachel Rees - 2024-12-22 - Using campus computers & printers

It's the type of issue that can leave you gasping for air but it's quite simple to fix.

### **Follow these steps**

Access files > right click on the file or folder > select Properties > Previous Versions > find the document > copy it.

Deleted files and overwrites can be restored from this area. Versions are kept for 8 days. The recycle bin does not collect all files deleted from the network.