How do I undelete previous versions of files and folders?

Rachel Rees - 2026-04-24 - [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.