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

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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.