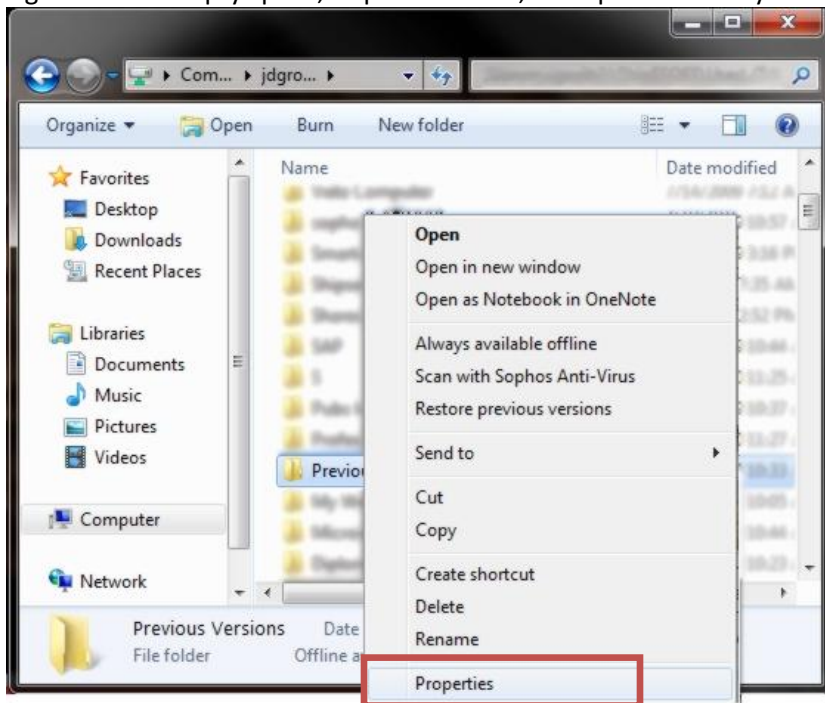


# Previous Version File Recovery

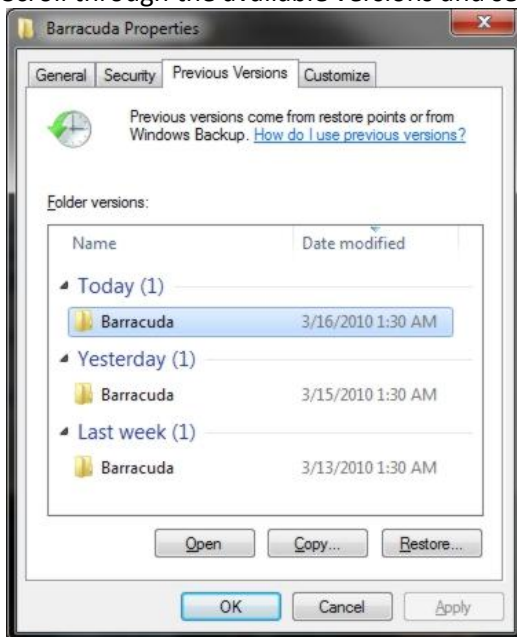
## T-Drive File Recovery

To restore a file or folder to a previous version:

- Right click on empty space, a specific folder, or a specific file in your T-Drive and select “Properties”.



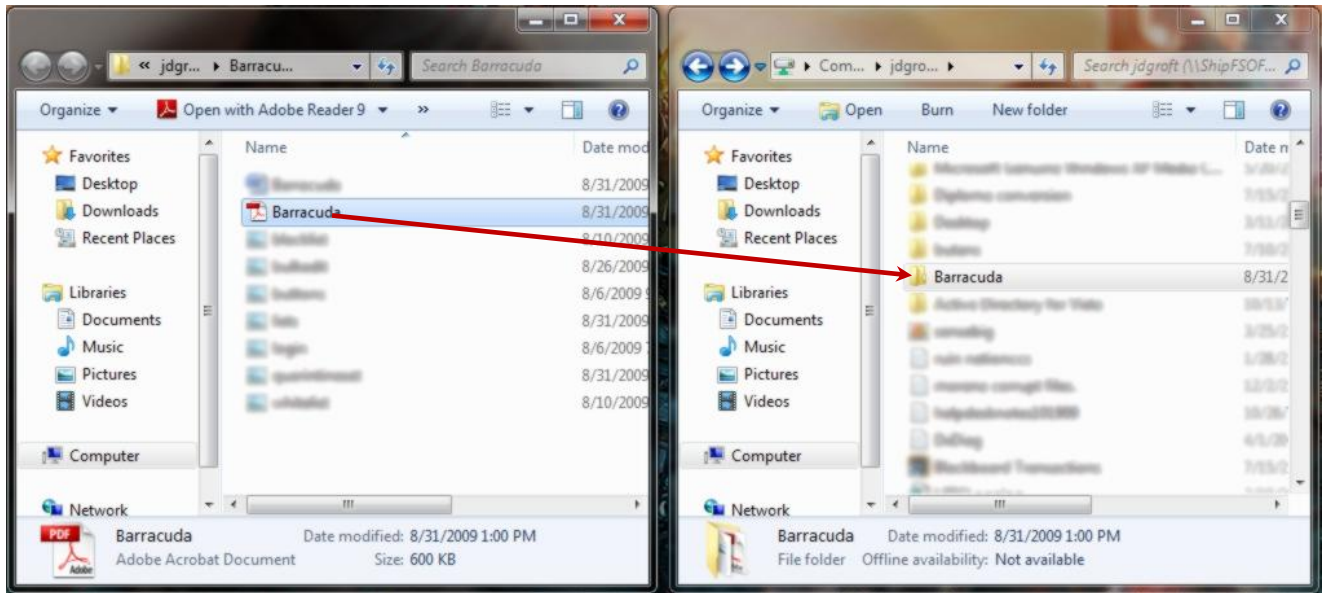
- Select the “Previous Versions” tab.
- Scroll through the available versions and select the day you wish to recover from.



- Restore:
  - This will restore the file or entire folder to its original location in your current T-Drive.  
**If restoring a folder, all files within the folder will revert to the version selected.**
- Copy:
  - Copies the file or folder to your clipboard. This allows you to manually paste the item in a specified location
- Open :
  - Opens the previous version folder in a new window . This will work the best for recovering a deleted file.  
**This option appears as “View” in Windows XP.**

Previous version file recovery can recover specific files and whole folders more than one day old. Daily backups are created at 1:30 AM and stored up to 64 days. Contact the helpdesk at 477-4357 for assistance.

- To recover a file from a “Previous Version” folder, follow steps 1-3 and select “Open”.
  - Drag and drop the file from the backup to its place in your current T-Drive.



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