

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:

	Versionjobaid - Word	1 21-16
\mathbf{E}		Steinberg, Sarah -
Info	Info	
New	1110	
	Versionjobaid	
Open	University of Maryland Baltimore » sites » cits » technology » etg » Shared Documents » Office 365	
Save	People Currently Editing	Properties *
C	Last updated today at 11:06 AM	Size 283KB
Save As	Message - Steinberg, Sarah	Pages 3
Print		Words 342
	Heilman, Kathryn	Title Add a title
Share		Tags Add a tag
Export	Protect Document	Comments Add comments
Close	Control what types of changes people can make to this document.	Related Dates
	Document *	Last Modified Today, 10:58 AM
A		Created 1/30/2017 9:19 AM
Account		Last Printed
Options	Inspect Document	
	Before publishing this file, be aware that it contains:	Related People
	Issues * Document properties, document server properties, content type information, author's name and related people	Author Steinberg, Sarah
	Headers and footers	Add an author
	 Coston ANL data Content that people with disabilities are unable to read 	Last Modified By
	Versions and Check Out	Related Documents
	1 2 7.0: Today, 10:58 AM by Heilman, Kathryn (current)	Open File Location
	Versions * 📓 6.0: Today, 10:54 AM by Heilman, Kathryn	Show All Properties
	5.0: Today, 10:32 AM by Heilman, Kathryn	
	4.0: Today, 10:31 AM by Heilman, Kathryn	
	3.0: 2/2/2017 12:23 PM by Steinberg, Sarah	
	2.0: 1/31/2017 9:14 AM by Heilman, Kathryn	
	1.0: 1/30/2017 9:34 AM by Heilman, Kathryn	

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**.

	ა ი	à Ŧ			Sharingjob	aid, version (5.0: 2/7/2017	1:47 PM	[Read-Only] - Word	Heilman, Kathryn		-	
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Q Tell me what you	want to do			
PREVIC	OUS VERSIO	N To mak	æ this previ	ous version	become the la	test version,	click Restore	. Co	ompare Restore]			
		III UNI	VERSITY	of MARY	(LAND					OneDrive	е		

- 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. (<u>http://portal.office.com</u>)

Good ma	orning, Ka	athryn								
Search online documents				٩				Other installs		
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Tasks	SharePoint	Delve	Newsfeed							

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							
<u>No.</u> ↓	Modified	Modified By	Size	Comments			
5.0	1/26/2017 12:20 PM	🗌 Heilman, Kathryn	267.4 KB				
4.0	1/26/2017 12:12 PM	🗌 Heilman, Kathryn	188.9 KB				
3.0	1/26/2017 11:48 AM	🗌 Heilman, Kathryn	146.9 KB				
2.0	1/26/2017 10:50 AM	🗌 Heilman, Kathryn	34.8 KB				
1.0	1/26/2017 10:45 AM •	🗌 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									
Delet	Delete All Versions								
<u>No.</u> ↓	Modified	Modified By	Size	Comments					
5.0	1/26/2017 12:20 PM	🗆 Heilman, Kathryn	267.4 KB						
4.0	1/26/2017 12:12 PM	🗆 Heilman, Kathryn	188.9 KB						
3.0	1/26/2017 11:48 AM	🗌 Heilman, Kathryn	146.9 KB						
2.0	1/26/2017 10:50 AM	🗌 Heilman, Kathryn	34.8 KB						
1.0	1/26/2017 10:45 AM View Restore Delete	🗆 Heilman, Kathryn	34.3 KB						

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.