

Viewing Version History

Why



One Drive allows you to view the version history of a document which will provide you with a version number, the date the document was modified and who modified it.



You will be able to view a copy of a previously saved versions of your document.



Version history works with all file types.

Scenario

1

You can revisit older versions of a file and if needed, easily save them as a new file.

2

You can track both major versions, such as those in which a new section was added to a document, and minor versions, such as those in which a spelling error was corrected.

3

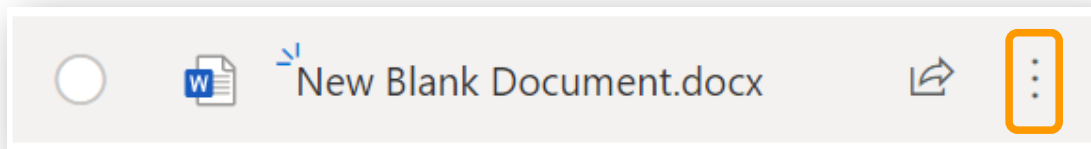
You can restore items in the version history list.

Viewing Version History

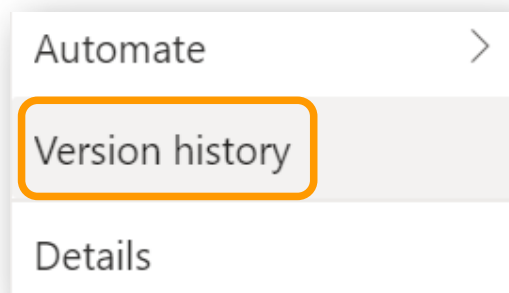


How?

1. Open **SharePoint Document Library** and hover your mouse over your document
2. Click on **Show actions** to the right of the document name



3. Select **Version History** from the menu bar



Viewing Version History

- The **Version History Panel** will appear on the right hand side of your OneDrive window. It will show you all versions saved for this document

Version History			
Version	Modified Date	Modified By	Size
2.0	Apr 30		38.6 KB
1.0	Apr 29		44.3 KB

- Hover your mouse over a version number in the list

- Click on the **Show more** options

- Choose whether you want to **Restore**, **Open File** or **Delete Version**

Version History			
Version	Modified Date	Modified By	Size
2.0	Jun 30		10.8 KB
1.0	Jun 30		10.4 KB

- Restore
- Open File
- Delete Version