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:
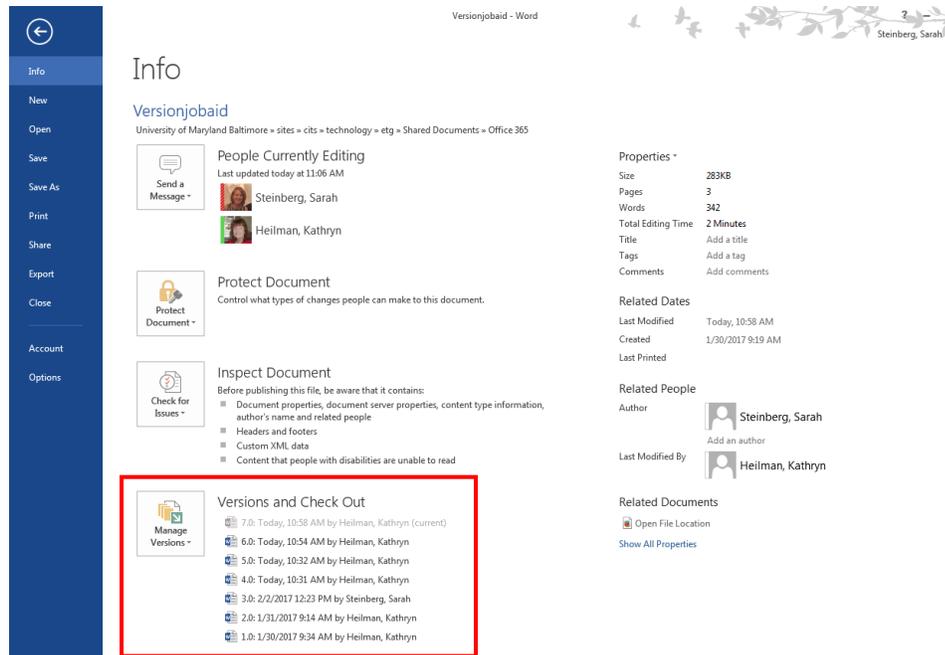
You will see the current version at the top and previous versions thereafter. Click on a previous version and a new Word window will open with the previous document version. Note at the top, you will see the file name and previous document saved date. There are two options, **Compare** and **Restore**.
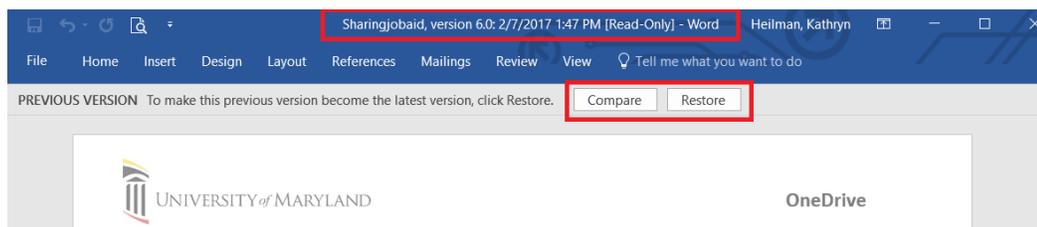
- If you would like to make this previous version become the latest version, click **Restore.**
- If you click **Compare**, you will see all of the changes which have been made from this version up until the latest saved version.

From the OneDrive app in the Portal

Go to **OneDrive** in a web browser from the portal. (http://portal.office.com)
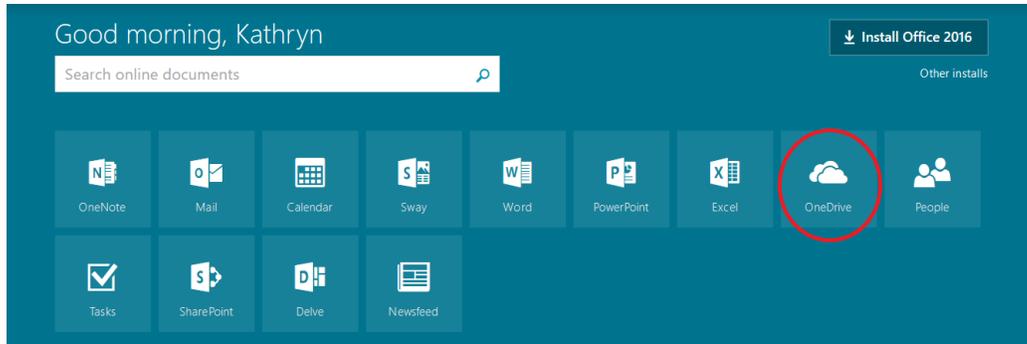
From the OneDrive list of files, right-click the document for which you want to view or restore an earlier version, and then click **Version History**.

To view an earlier version

- In the **Version History** dialog box, select the link for the document version you want to view.

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

Delete All Versions

No. ↓	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	

View

Restore

Delete

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.