

## How to Restore Previous Versions on Office 365

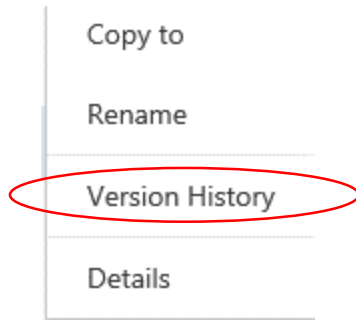
(Use if part of a document is deleted.)

\*Important: Only the original creator of the document can do this.

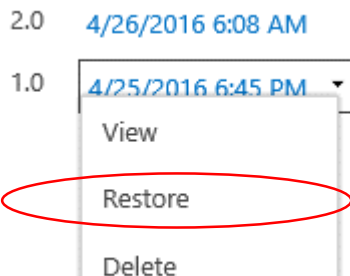
1. On the Files screen, you will see three blue dots to the left of the document's date.

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2. Left click on the dots and a drop box will appear. Select "Version History."



3. A list of previous versions of the document will appear. Left click on the dropdown arrow of an earlier version and select "Restore."



4. The selected version will appear at the top of the list as a new version. Left click on the newly linked date/time to view the document.

| No. ↓ | Modified          |
|-------|-------------------|
| 3.0   | 6/1/2016 10:57 AM |
| 2.0   | 4/26/2016 6:08 AM |
| 1.0   | 4/25/2016 6:45 PM |