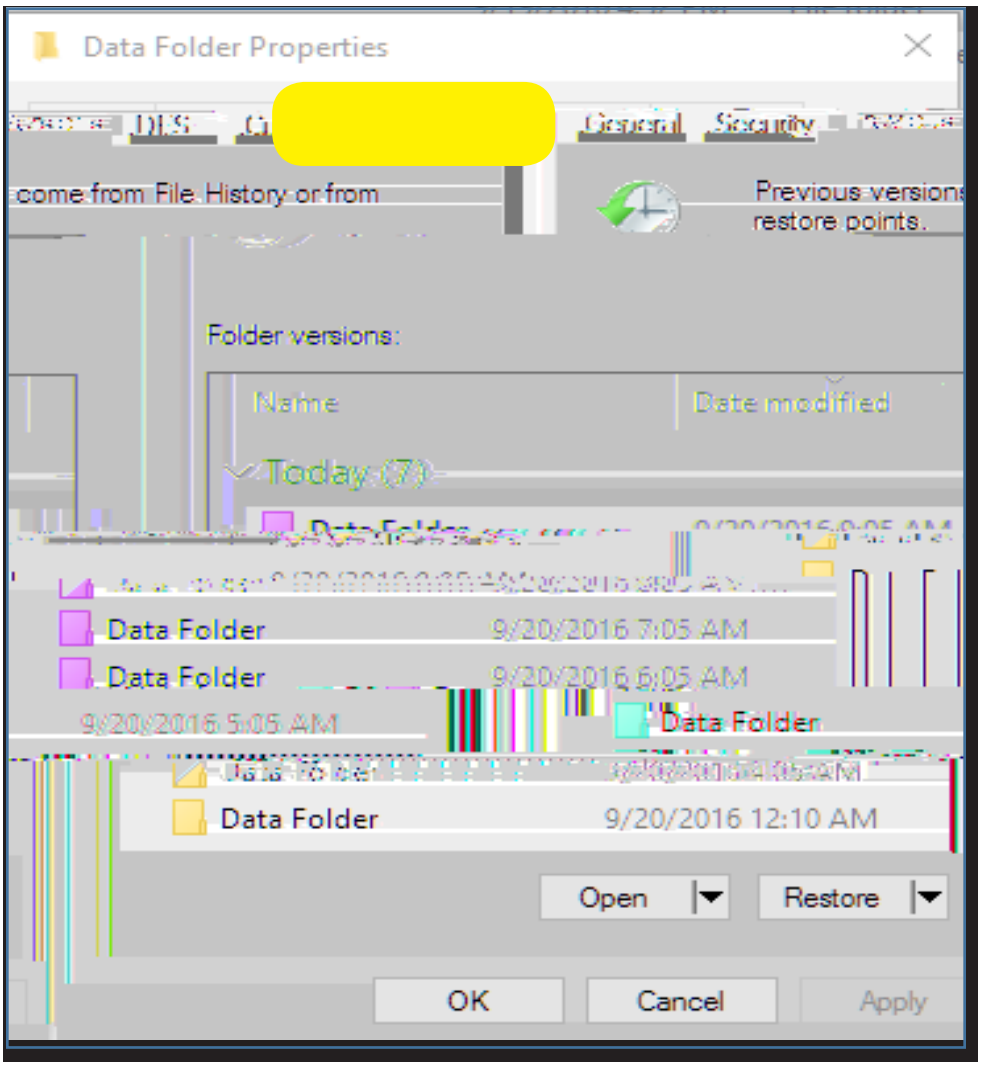
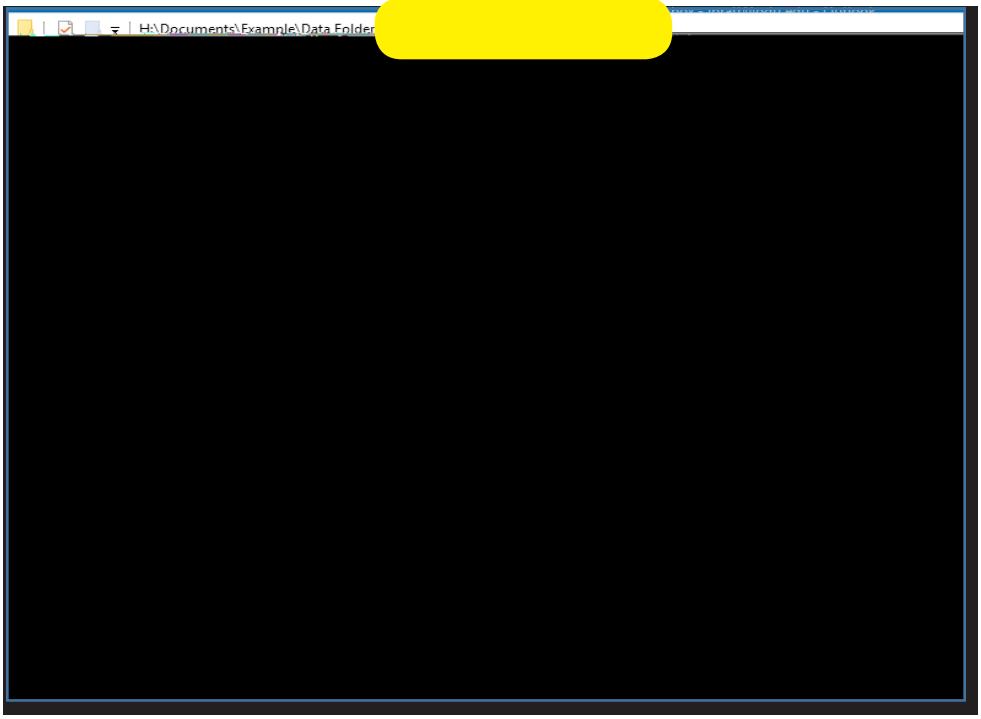
3. In the dialogue box that appears, find the Previous Versions tab. Any available versions of the file will show up in the box under Folder versions. In this example, one previous version is shown with a modification date of

Option 2: Restoring a file that has been deleted:

1. Highlight the folder that used to contain the file, and right click.
2. Click on Properties and choose the Previous Versions tab in the dialogue box that appears. This will show the available versions of the folder.



3. To view the content of the folder, highlight the folder and click . In this example, the folder is displayed with the header **(, , 20, 2016, 38)**, indicating that this is a previous version of the folder.



4. You can now copy the □les from the folder into a new location by dragging the □le out of the window.