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How to Restore Files on University Drives (Windows)

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Option 2: Restoring a le that has been deleted:

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

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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.

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