

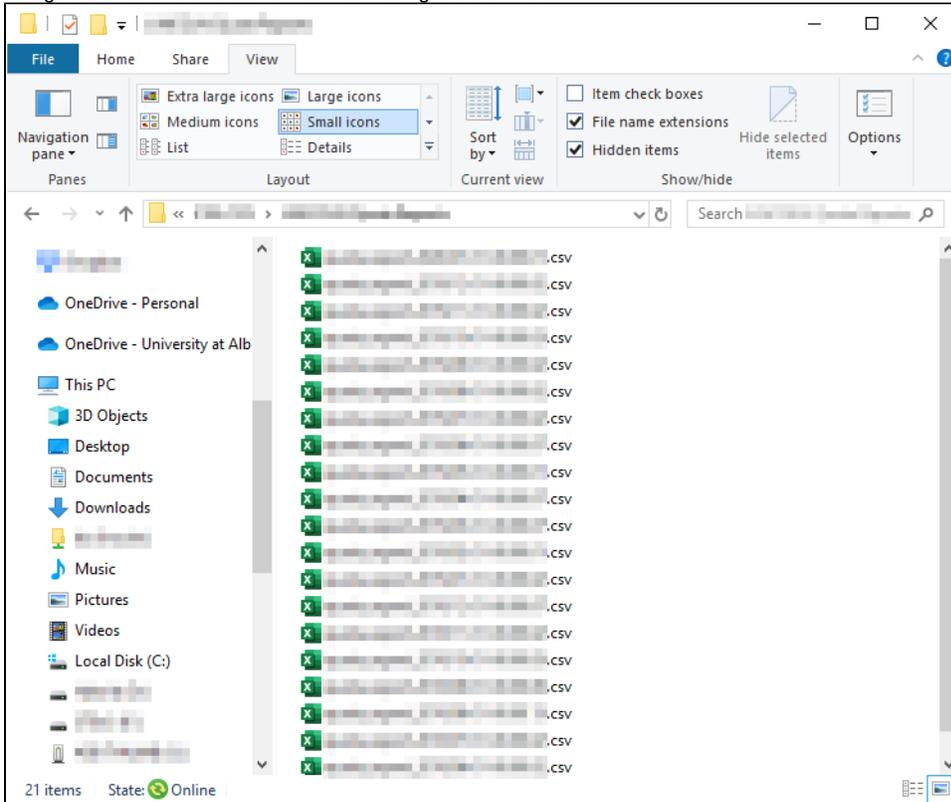
# Restore Files or Folders on your U: Drive or V: Drive - Windows

## Instructions

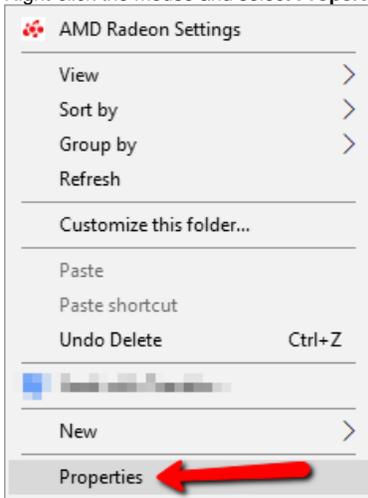
Follow these instructions to retrieve a previous version of a file/folder on your U: drive, V: drive or other network drive. Versions of files/folders are made several times a day and are kept for 21 days.

### Recovering a deleted file or folder

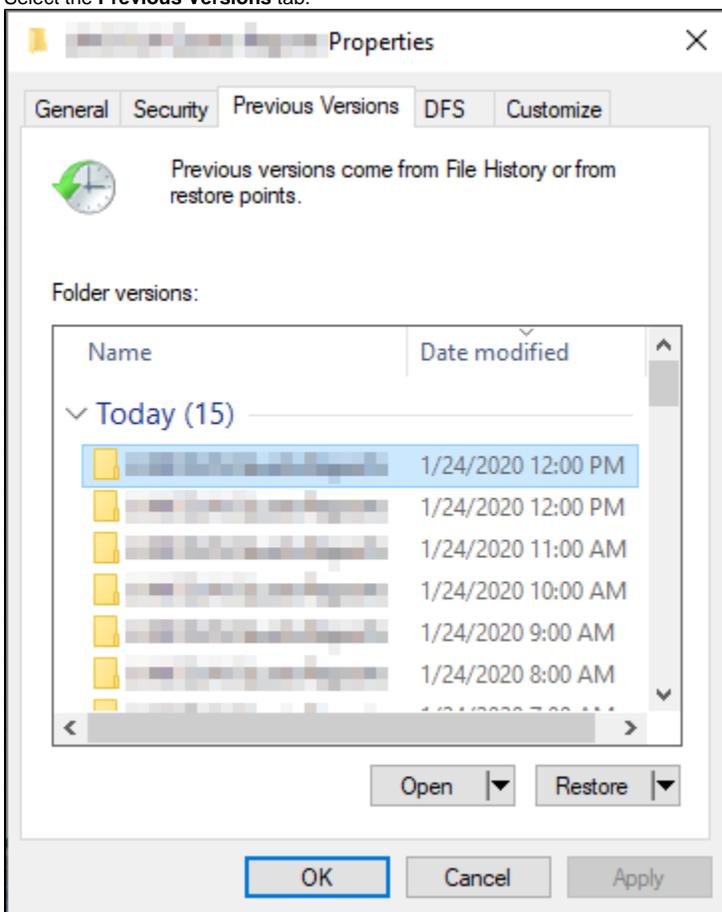
1. Navigate to the folder that contained the missing folder or file.



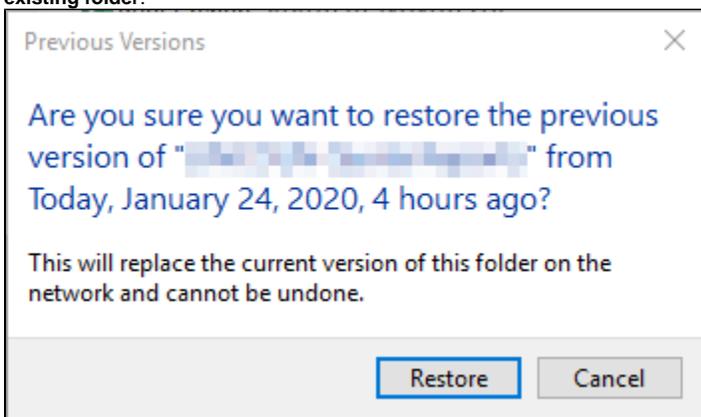
2. Position the pointer over a **blank** space in the folder.
3. Right-click the mouse and select **Properties** from the bottom of the menu.



4. Select the **Previous Versions** tab.



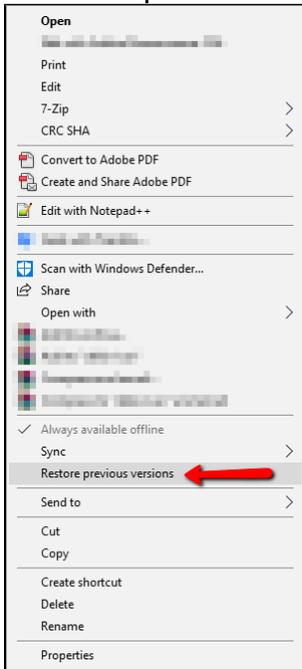
5. Select the version of the folder that contains the file or folder from before it was deleted, and then click **Open** to see its contents from that particular snapshot. When you are satisfied that this is the version you want, close this window to go back to the screen in the previous step.
6. If you would like to restore just **a particular file**, you can copy the file from the window that popped up and paste it back in the regular folder.
7. If you would like to restore **the entire contents of the folder** to that particular backup, close the preview window that popped up and up choose **Restore**. This enables you to recover everything in the folder as well as all sub-folders. **Be aware that this will overwrite the contents of the existing folder.**



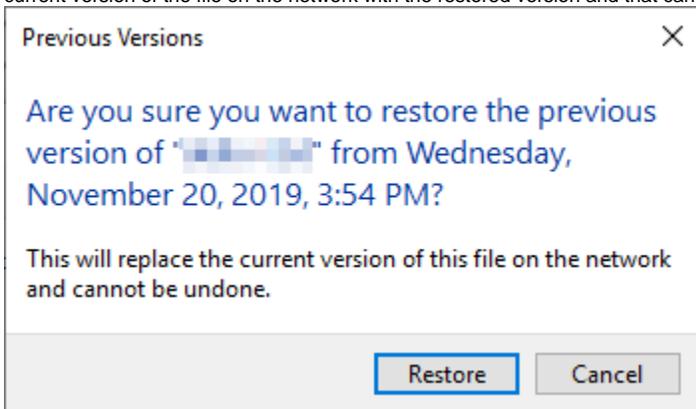
## Recovering an overwritten or corrupted file

1. Right-click the overwritten or corrupted file and click **Properties**.

2. Select **Restore previous versions**:



3. If you want to view the old version to verify integrity, click **Open**. To restore the file, click **Restore**. You will be notified that this will replace the current version of the file on the network with the restored version and that cannot be undone:



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