


Restoring Files Using File History a.k.a. Previous Versions

THIS GUIDE EXPLAINS HOW YOU CAN RESTORE LOST FILES ON YOUR PC OR SERVER SHARE USING BUILT IN WINDOWS TOOLS

Locating and Restoring Files or Folders

1. Open **Windows Explorer** 
2. Navigate to the parent drive or folder that contains the files or folders that are missing or need to be restored
 - a. **Right click** the parent folder or drive and select “**Restore previous versions**”
 - b. You will be presented with a window that contains a list of folder versions and associated dates
 - i. If you do not see anything in the list of folder versions, the feature may not be turned on for this folder. If this is the case, contact Macatawa Technologies to restore files from your company backups.
 - c. From the list of versions select that date that you want to restore from. Most of the time you should see 2 available times within each day
 - i. Click **Open**. This will open the folder from the point in time that you selected (You will see a date stamp in the folder path bar)
 - ii. From this new File Explorer window, you can locate the file you need and copy/paste it back into the original folder
 - iii. Close the Explorer window with the previous versions when you are finished restoring the files or folders that you need