Information Services and Technology
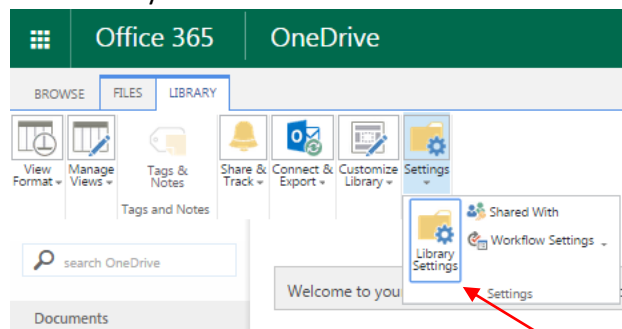
Versioning on OneDrive

Defining Versioning Settings on OneDrive

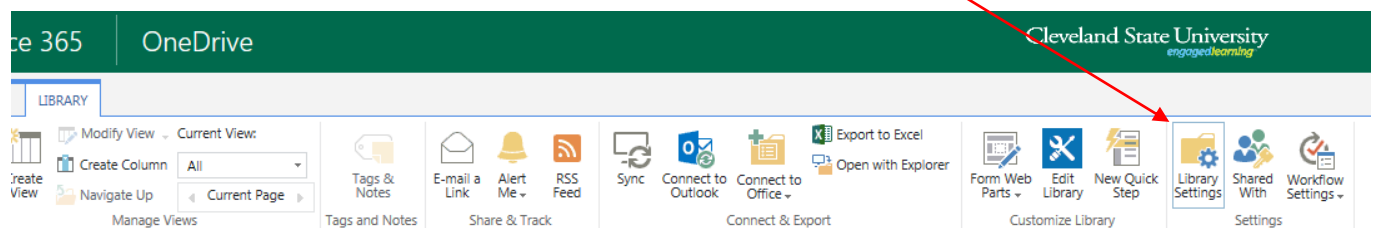Since OneDrive is specific to individual's account, the versioning settings must be defined on the OneDrive site.

1) Sign into your account and open the OneDrive App. The "Browse / Files / Library" ribbon should be listed at the top, refer to picture in step 2, if not then select the settings icon (gear icon in upper right corner) and then select "Show Ribbon"
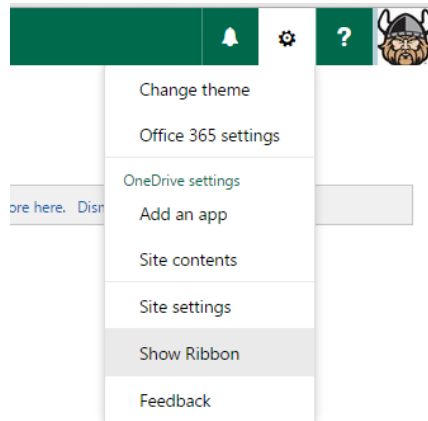
2) Select Library and either a) "Settings" and then "Library Settings" or b) "Library Settings", depending upon the view for your individual account.
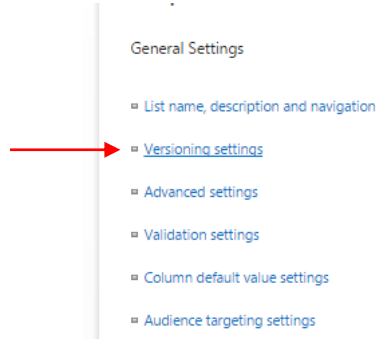

or

3) Select "versioning settings"

General Settings

□ List name, description and navigation

→ □ Versioning settings

□ Advanced settings

□ Validation settings

□ Column default value settings

□ Audience targeting settings

4) Define the options to meet your individual needs and then select "OK"

How to restore a document from a previous version

1) From OneDrive select the document to be restored from a previous version. Select the options ("…") to the right of the document. This will open a small pop-up. At the bottom of the pop-up screen will be additional options settings("…") select these and then select "Version History"
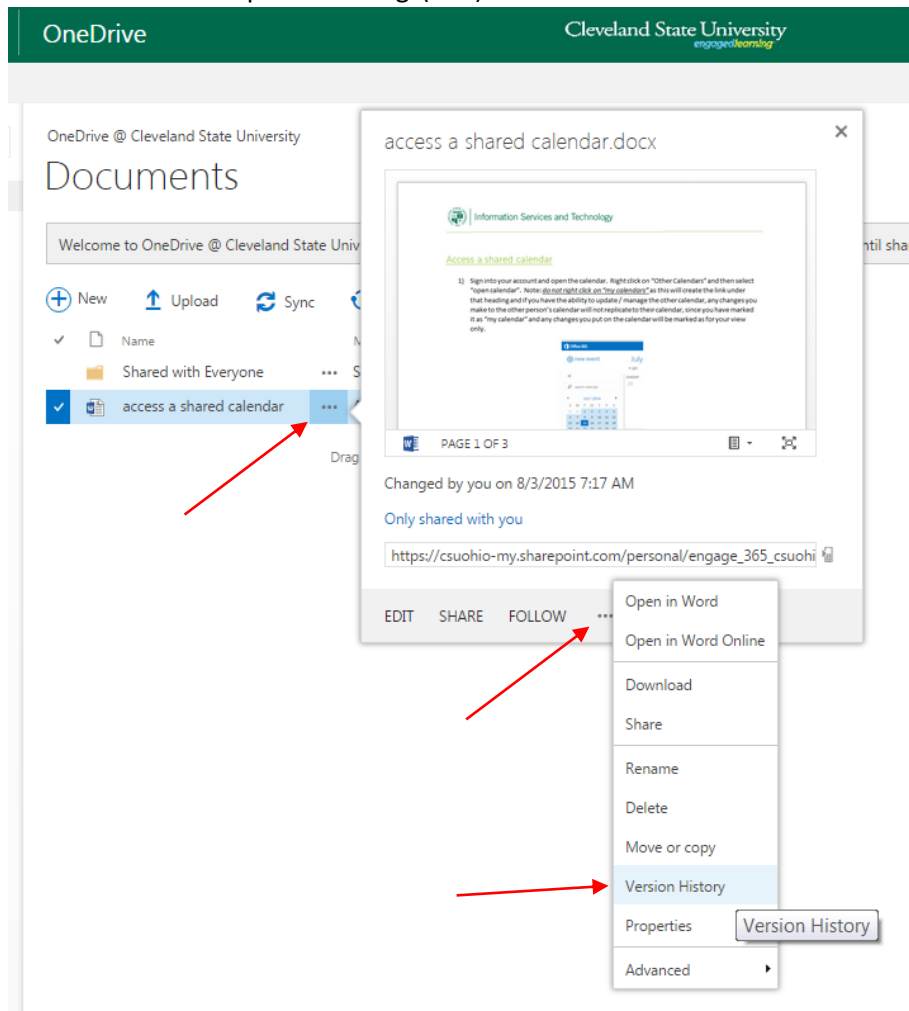
2) Locate the version that is to be restored, select it and then select the arrow.
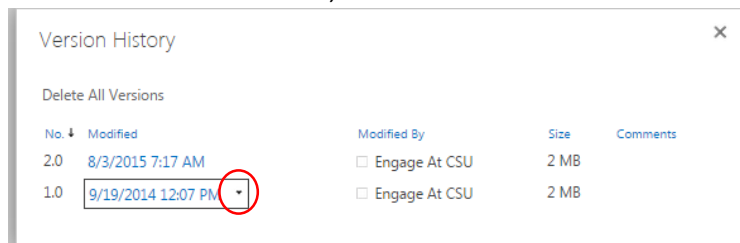
3) There will be 3 options: "View"; "Restore" and "Delete" (may have to use scroll bar to view all options. Select "Restore" to restore the document to the current version.