Viewing and Using Version History

1. Navigate to your OneDrive for Business Documents page.

2. Locate the document whose version history you wish to view. In this case, the chosen document is called “Guide Template.” Click on the check mark to the left of the document title.
3. Click on the **Files** button at the top left of the screen to bring up the Files ribbon.

4. Locate the **Version History** button in the **Manage** section, and click on it. This will bring up the Version History of the document, listing when the document was modified and by whom.
5. If you wish to view the document at a particular version, click on **the date and time it was modified**, and select **View**. This will open that version.

6. If you wish to revert the document to that particular version, click on **the date and time** and select **Restore**. This option will make a copy of the previous version into the current version. For instance, clicking Restore on Version 2.0 in the example created a Version 4.0 that is identical to 2.0.