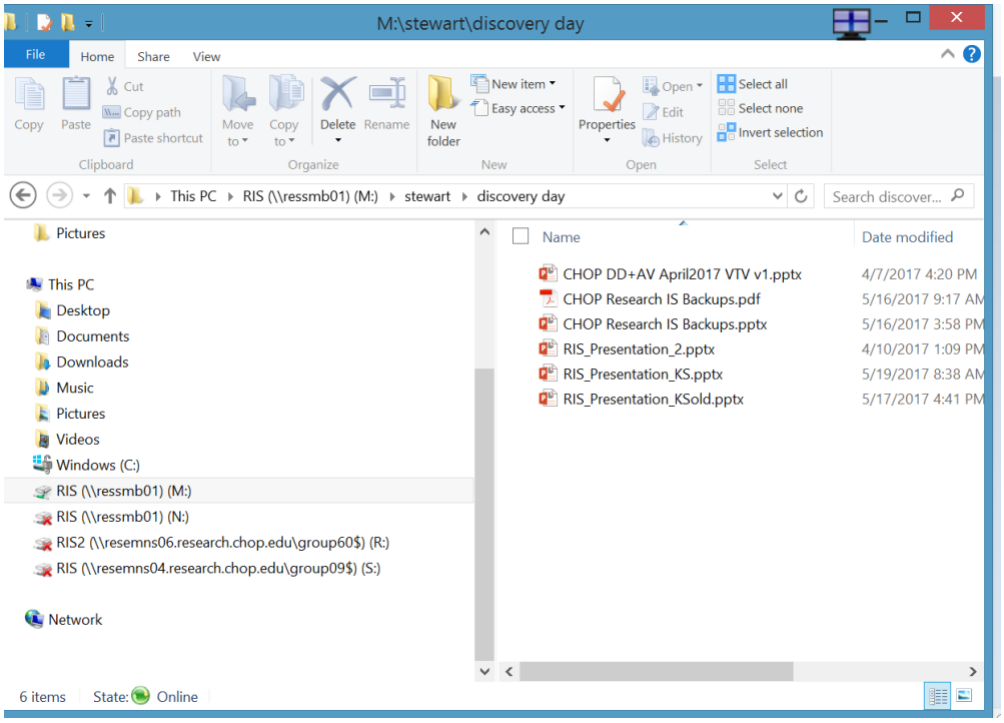
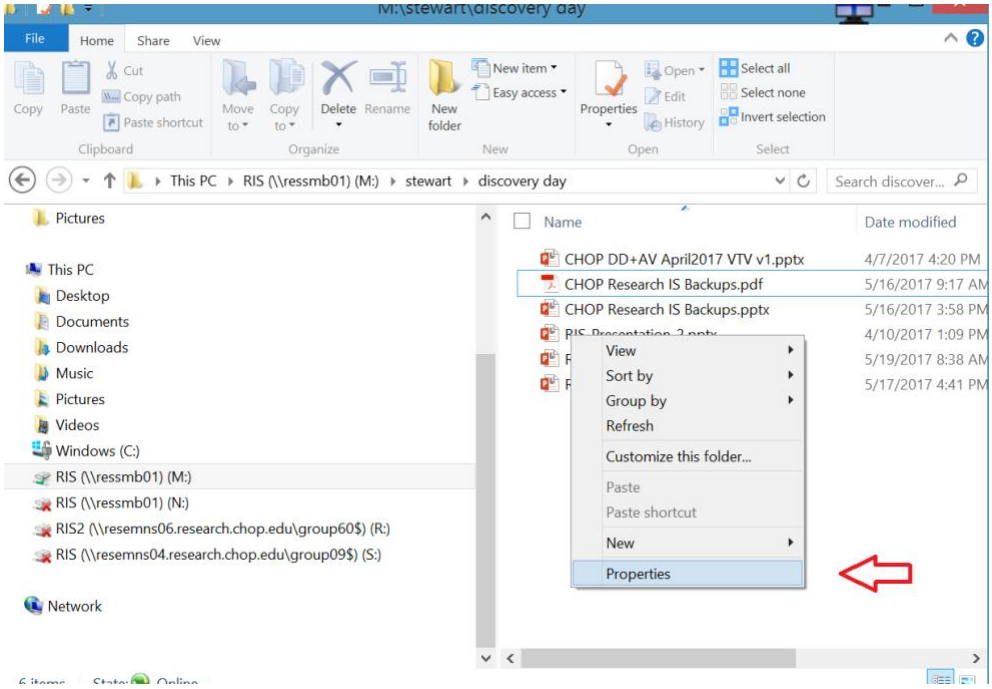
Restore from Previous Versions/ Snapshot

Go to the directory where the file is missing from.



Right Click in the white space and choose Properties.



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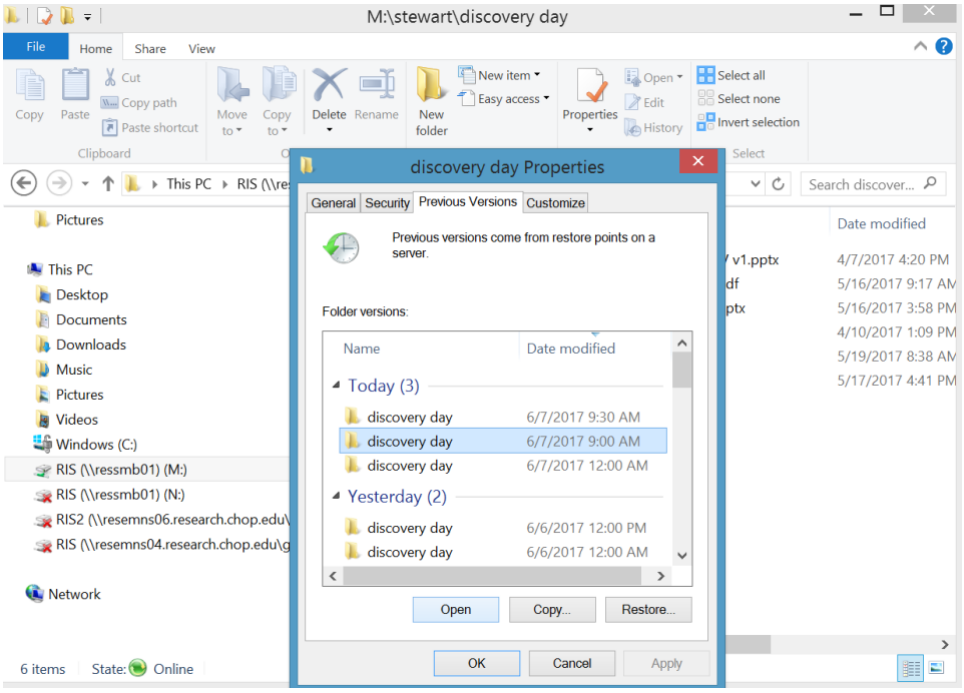
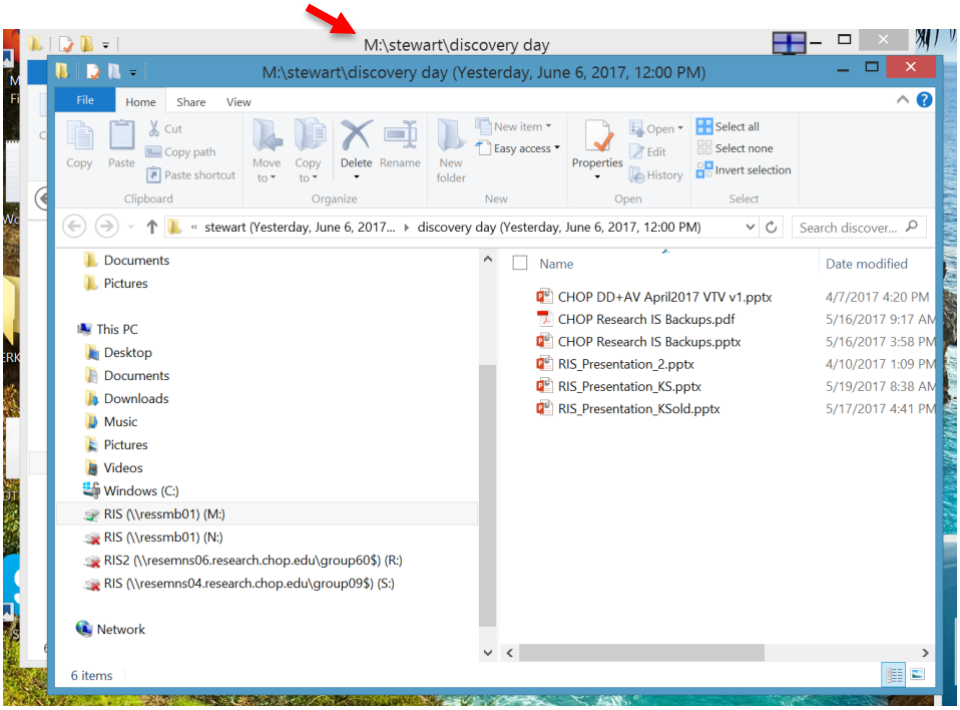
Restore from Previous Versions/ Snapshot

Choose the Previous Versions Tab. The screen will take a minute to populate the snapshots. Once it populates, choose the snapshot that you want to restore from and click Open.



The snapshot will open the copy of the directory from the day that you chose. See the title in the window



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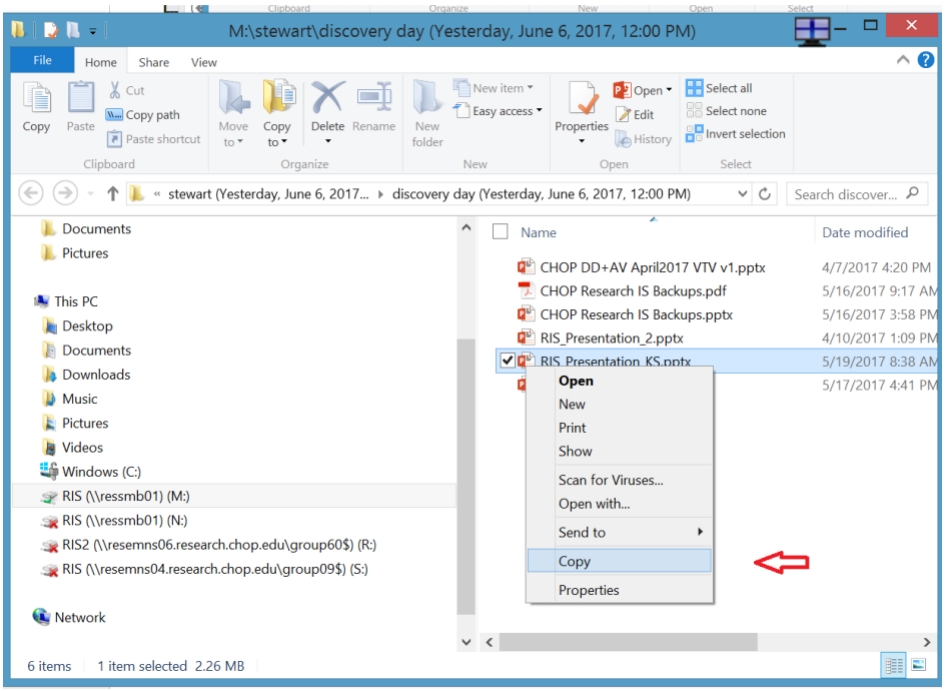
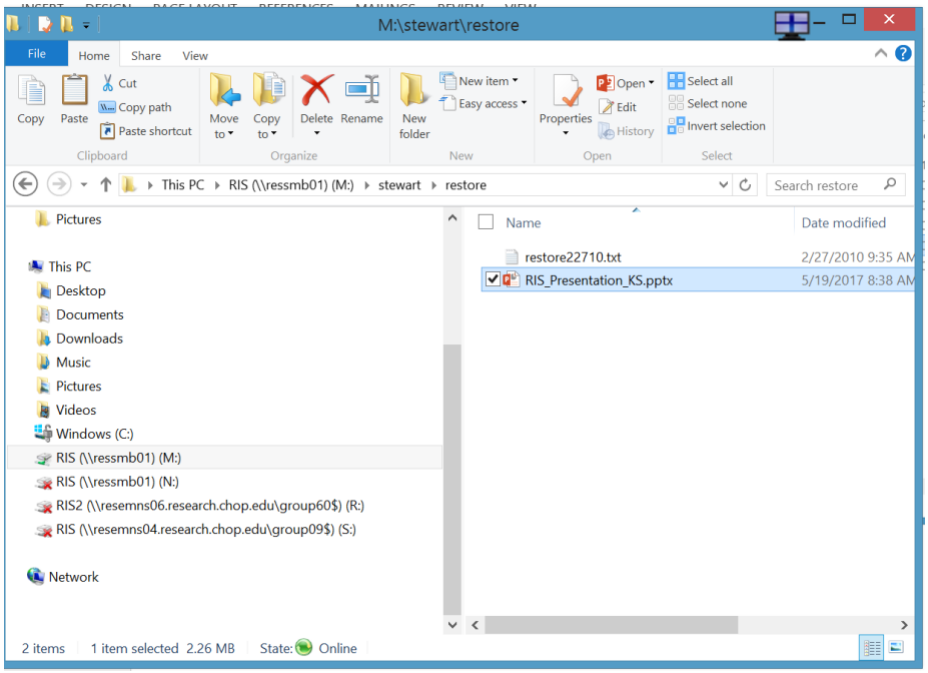
Restore from Previous Versions/ Snapshot

Choose the file you want to recover, right click and copy.



Close the window and navigate to the folder you want the file in, right click and paste.



This document is current as of September 30, 2020. Kathy Stewart

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