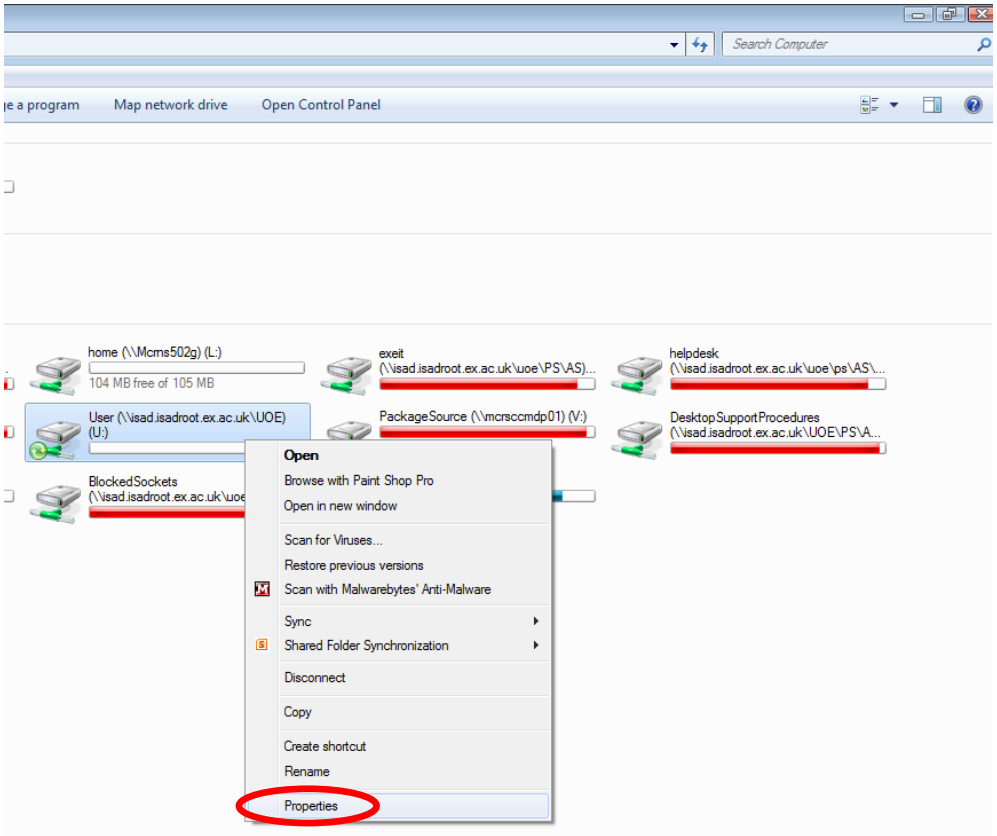
File Recovery from University Network Drives

If you are working from the University network drives, it can often be possible to recover your files even if you accidently delete or modify them. Please note the below method will only work if you using the University network drives, it will not work if you are saving files directly on to your C drive.

1. Click Start and click My Computer (or Computer for Windows 7).

2. Under the list of Network drives choose the one where the file you lost was originally saved. Navigate to the folder where the file was saved to. If you are working off the U drive (which is your default file space), often this will be under “Desktop” or “My Documents”

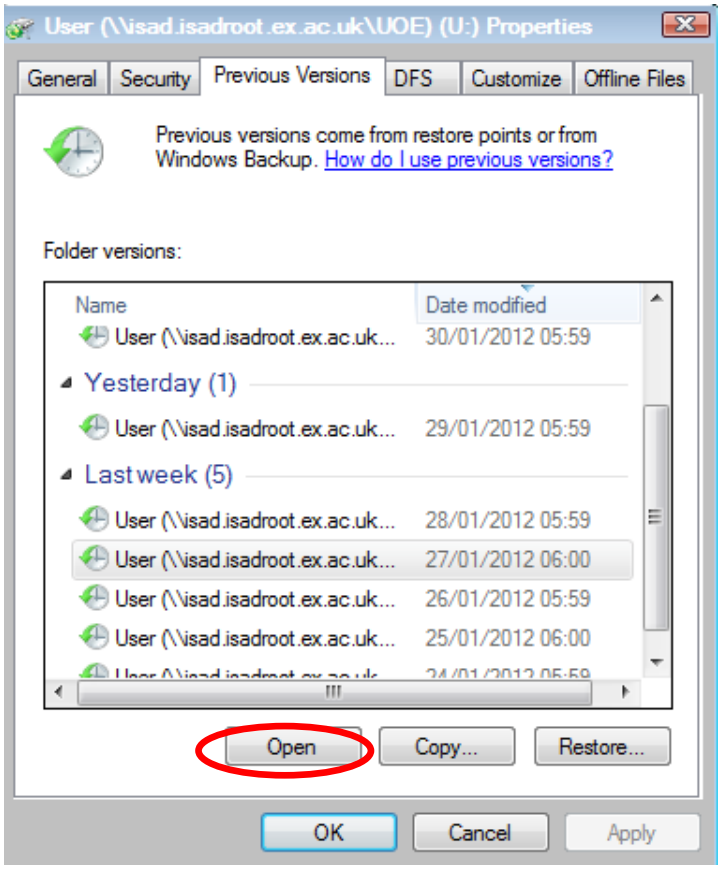
3. Right click on the folder and select properties



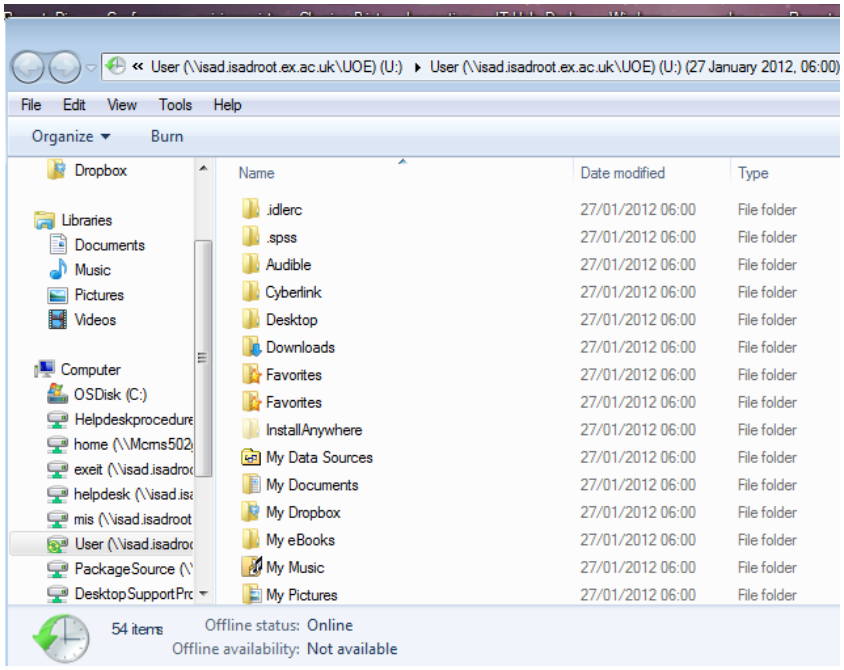
4. Click on the Previous Versions Tab.

5. After a few moments the list of all previous versions will become available. Select a previous version which is dated before the date where you accidently removed or modified your file.

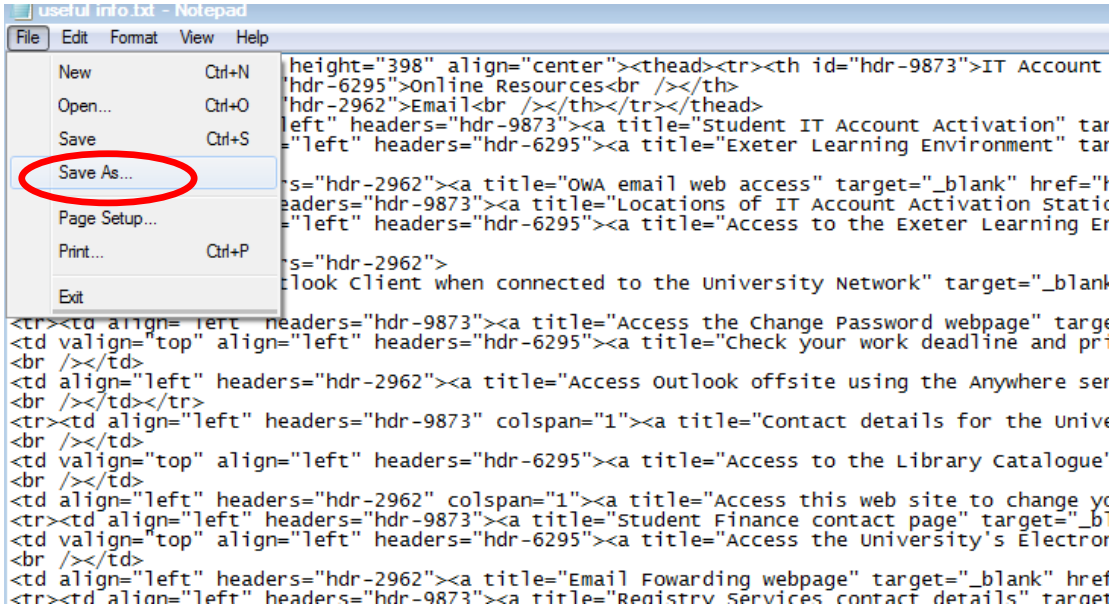
6. Click on the previous version you wish to look at, and click **Open.** This may take a few moments but will display the folder as it was on the date you selected.



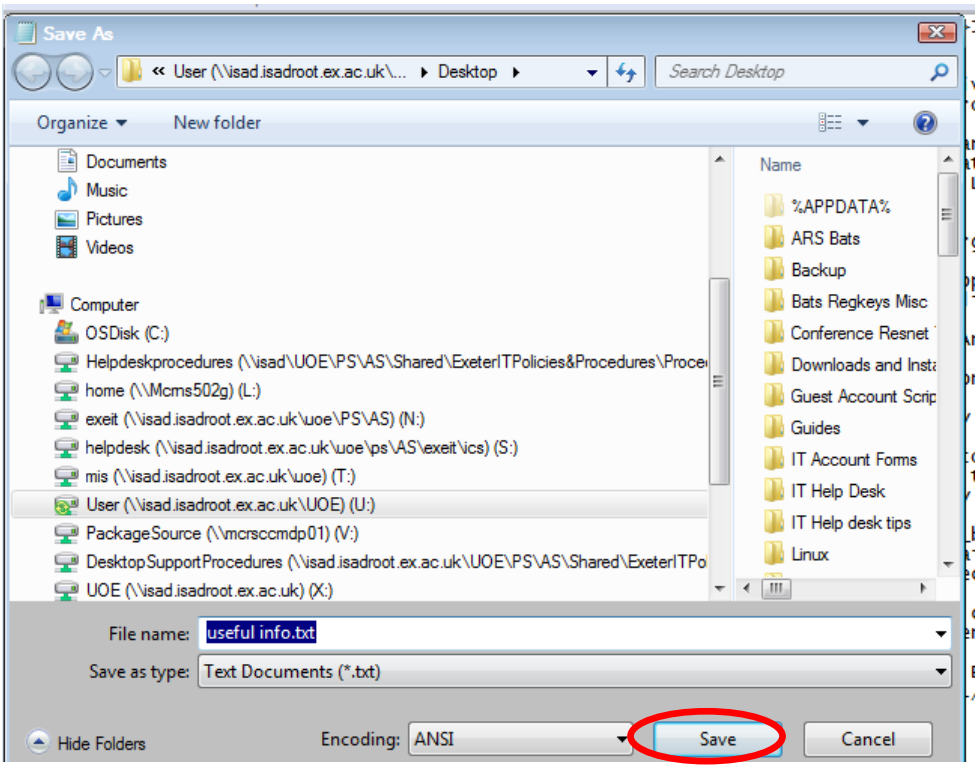
7. Browse to the file and double click on it to open it.



8. If you want to restore the file simply, select Save as from the program you used to open the file. (The example below is notepad, but this would also work with any Office documents such as Word or Excel).



9. Choose where you would like to save the Restored file. It may be an idea to label it differently to the existing file if one still exists.



10. Click Save to save the file and complete the restore process.

If Restore from the Previous Version Tab does not work:

Due to space constraints it is only possible to have Previous Versions available up to a certain point. If you need to restore from a period which is not covered by Previous Versions you will need to contact the **IT Help Desk** giving the full file name and path (where the file was located).