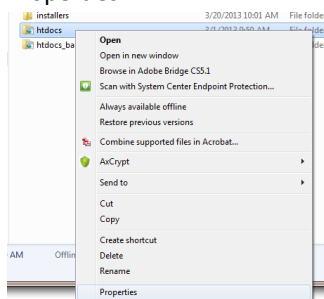


Files stored on SU network drives can often be restored from previous versions if corrupted or deleted. This guide covers how to restore from the folder level. Note that this only works from Windows computers on the SU network.

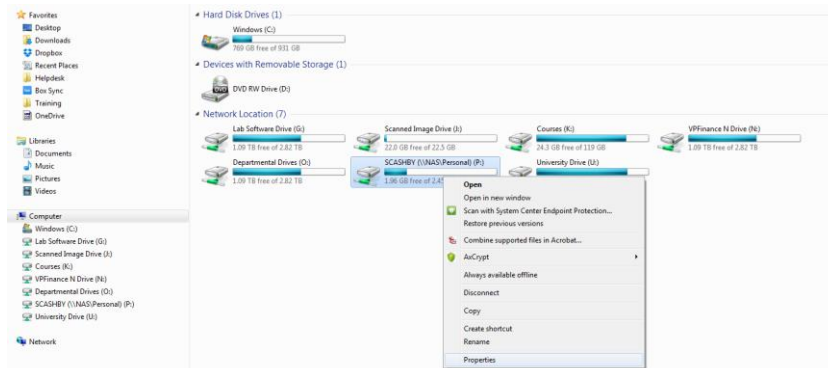
RESTORING A FILE FROM THE NETWORK DRIVE

Because the files on our network drives are backed up on a regular basis, you can restore them from a previous backup if a file is corrupted or accidentally deleted or written over. In some cases, you can simply right-click the file and restore from the Previous Versions tab. In most cases, however, you'll need to do that from the folder level.

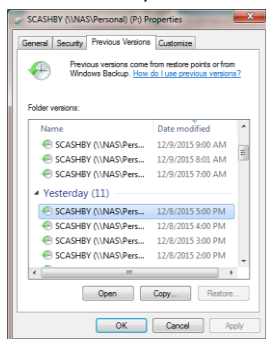
- Open Windows Explorer and browse to the folder containing the file you want to restore. Then right-click and choose Properties.



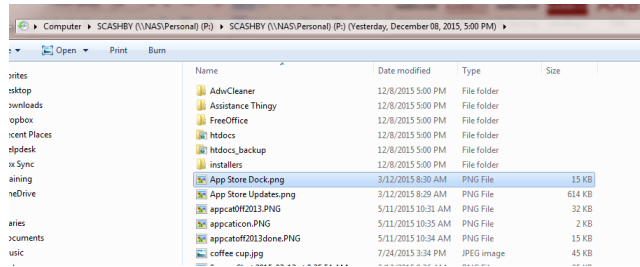
If your file is on the root of the network drive, right-click the drive itself and choose Properties.



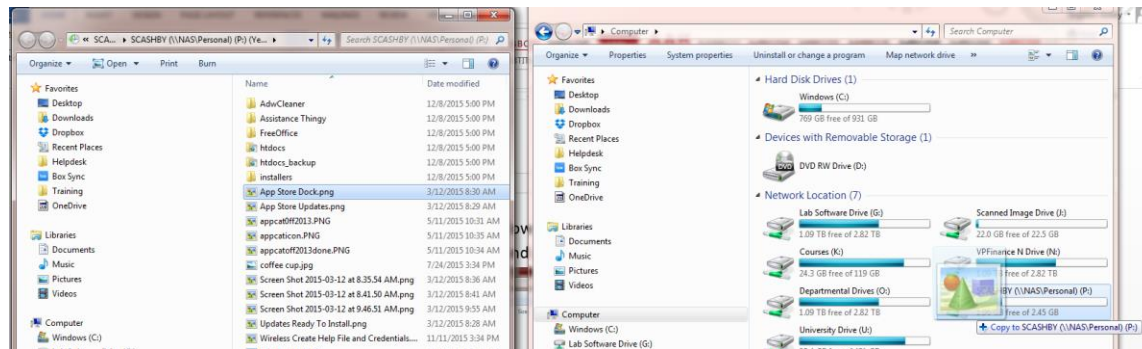
- Select the Previous Versions tab to see the restore points. Select the restore point for the date and time you want to restore from, and click Open.



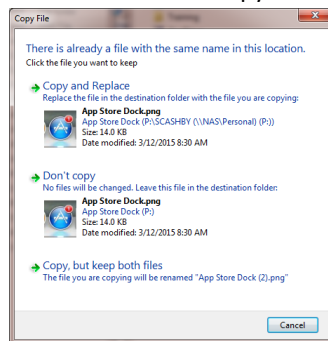
- The restore point folder will open in a new Windows Explorer window with the date and time of the restore point listed in the path (see below).



- From there you can view the file and if it's the right one, copy and paste or drag and drop the file to the original location.



- You can choose to Copy and Replace, or Copy, but keep both files to create a copy of the file.



- When you are done, click OK on the Properties window to close out.