**How to Recover Files you Thought You Lost or Open a Previous Version of a File in Office 365**

**Recycle Bin:**

Open **OneDrive** (Go to the school district website, click on **Utility Links,** then **Office 365**, then click on **OneDrive**).

1. Click on **Recycle Bin** on the left side

2. **Right click** on the item that you would like to use

3. Click on **Restore**

4. You will now find the item back in with all of your good files.



**Version History:**

**Version History** is super handy when you have changed something and it auto saved with a mistake that you don't want. You can now go back and find the version of your work before the mistake was saved.

1. Open **One Drive** (Go to the school district website, click on **Utility Links** and then **Office 365**, then click on **OneDrive**).

2. Locate the file that you would like to reopen a past version of.

3. **Right click** on the file or click on the **three vertical dots** that appear after the file name.

4. Click on **Version History**. You will see all of the times that it has been saved.

6. Click on the three dots again or right click and then click on **Open File.** This will open a previous version of your work.

