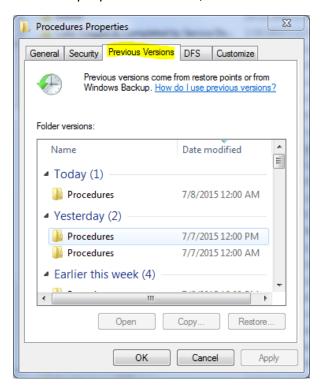# Restore a Lost, Deleted or Previous Version of a File or Folder

Note: If you **Restore** an item it will replace the current file or folder on the network drive with the previous version you've selected. Any changes you've made to the file or folder since the time of the previous version will be lost.

If you **Open** an item, you can then click and drag the file you wish to restore into the current folder.

1. Navigate to the folder where the document or folder you wish to restore typically sits on the network.

2. Right click on that folder and select **Properties**.

3. On the properties window, click the **Previous Versions** tab.

4. Highlight the version on the date you wish to recover.

5. You can **Open** the previous version of the file / folder, **Copy** it to another location, or **Restore** the file / folder to the previous version. Click the appropriate button for the action you wish to take.