

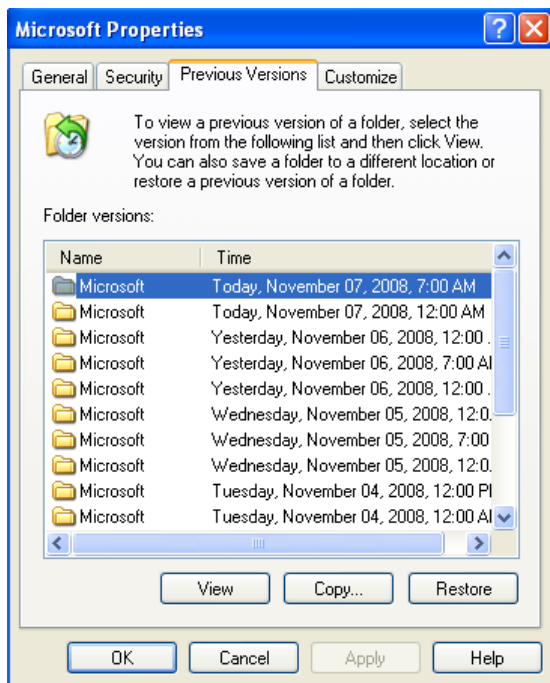
Recovering a File from Network Storage

Introduction

This document explains how to recover a file from network storage.

Getting Started

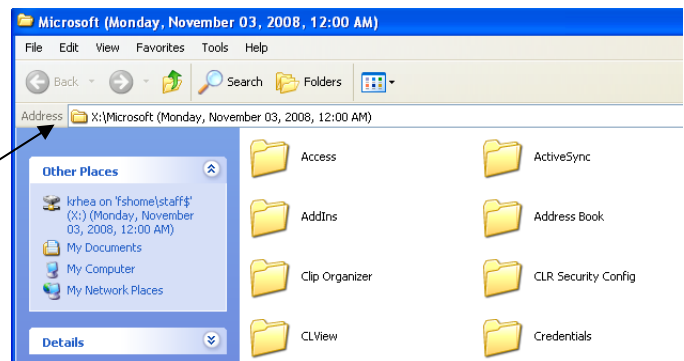
- 1) Once you are logged into a campus computer or have mapped your drives from home, open "My Computer" and navigate to the folder where the file previously existed.
- 2) Right click on the folder that contained the file you need to recover and select "Properties" towards the bottom of the list. If the file you need was on the drive but not in a folder, simply right click on the drive letter under "My Computer"
- 3) In the resulting menu, click on the "Previous Versions" tab.



- 4) You will now see a list of available dates you can recover from. Look through the list of folders to find the date you would like to recover from and double click on that folder. (You are not recovering this entire folder, you are simply looking for the time frame to recover a single file

within that folder.)

- 5) A new window will appear with the contents of the folder. Notice that the address line lists the folder name and date where you are recovering your file from. Drag the file you want from the window to your Desktop or any other location where you wish to save the file.



Need Help?

The IT Center is open Mondays through Fridays from 8:00 am to 4:30 pm to answer all your technology related questions. You can also e-mail us as help@bridgewater.edu or visit our webpage at <http://www.bridgewater.edu/itc/helpdesk.html>.