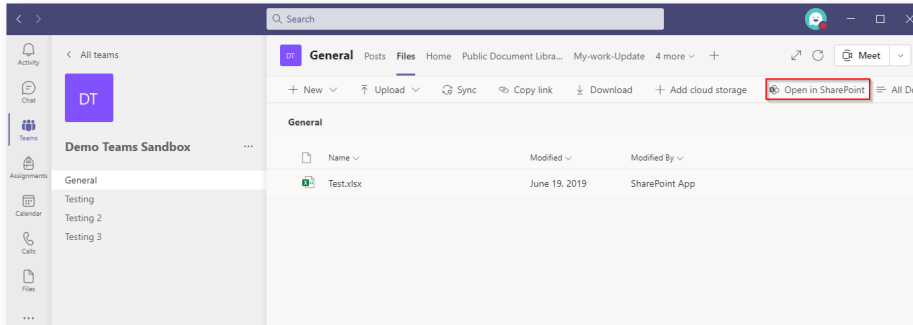


Checking a File's Version History in Teams

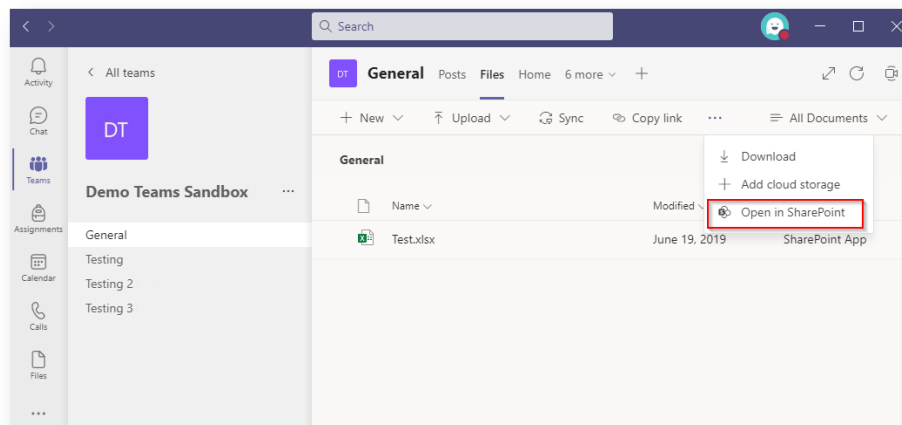
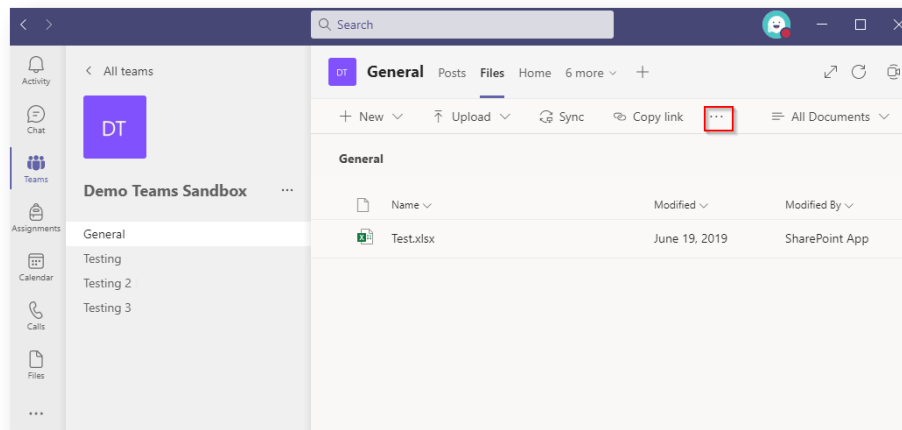
Use these instructions to check a file's version history from Microsoft Teams.

Checking a file's version history in Teams.

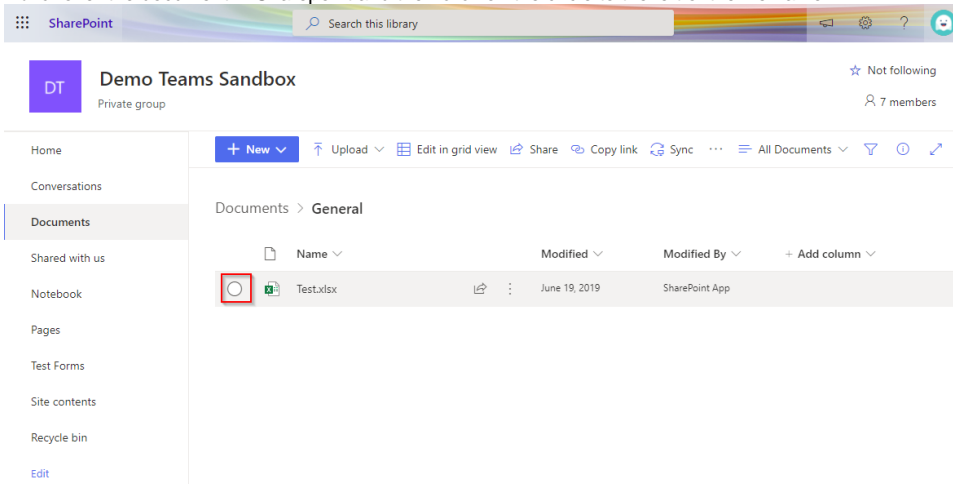
1. *Navigate* to the file on Teams, and *click* 'Open in SharePoint'



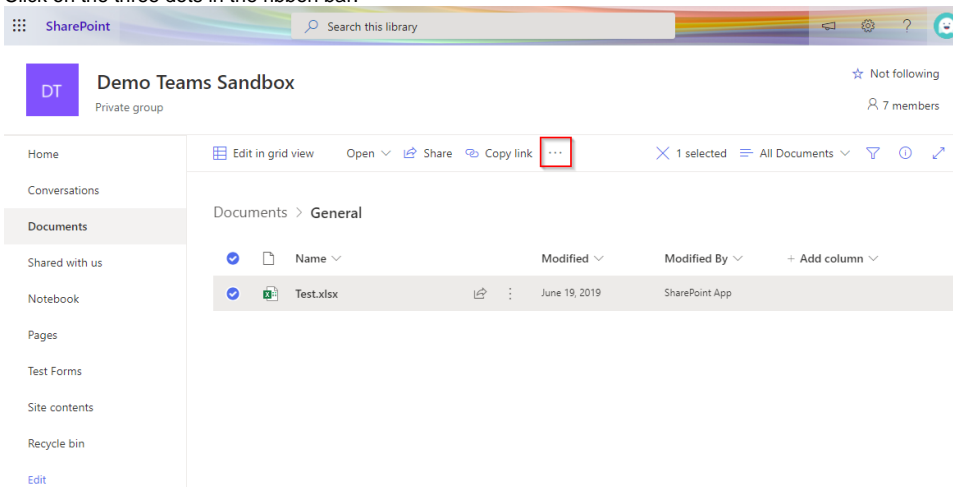
You may need to *click* the three dots in the ribbon bar to see the option.



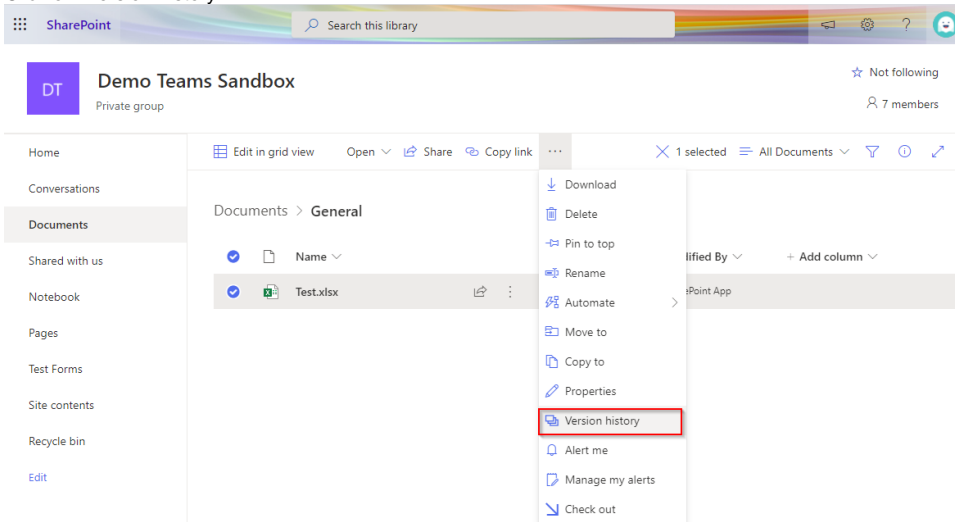
2. Hover over the document in Sharepoint and then *click* on the circle to the left of the file name.



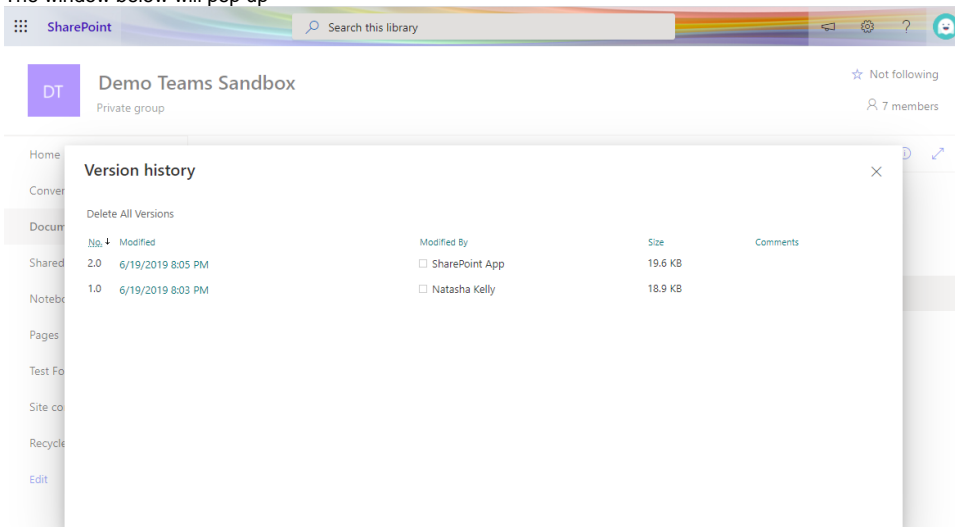
3. Click on the three dots in the ribbon bar.



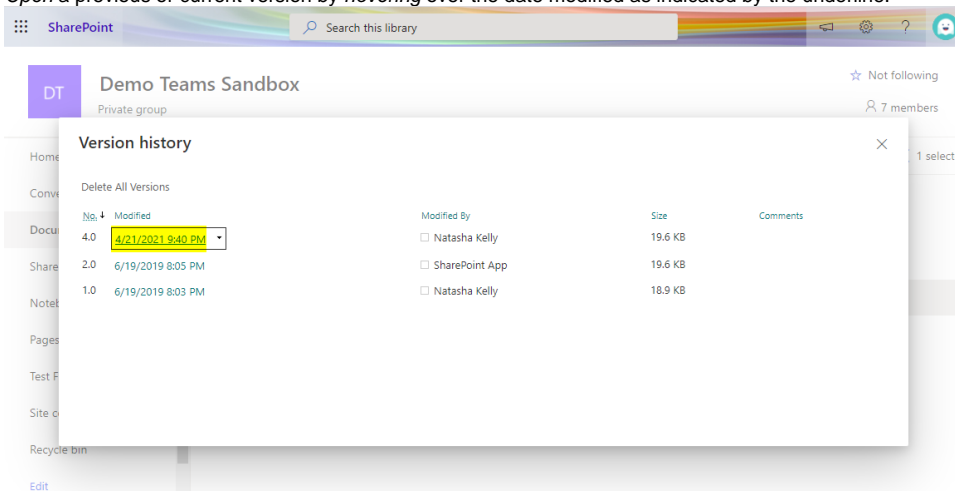
4. Click on 'Version history'



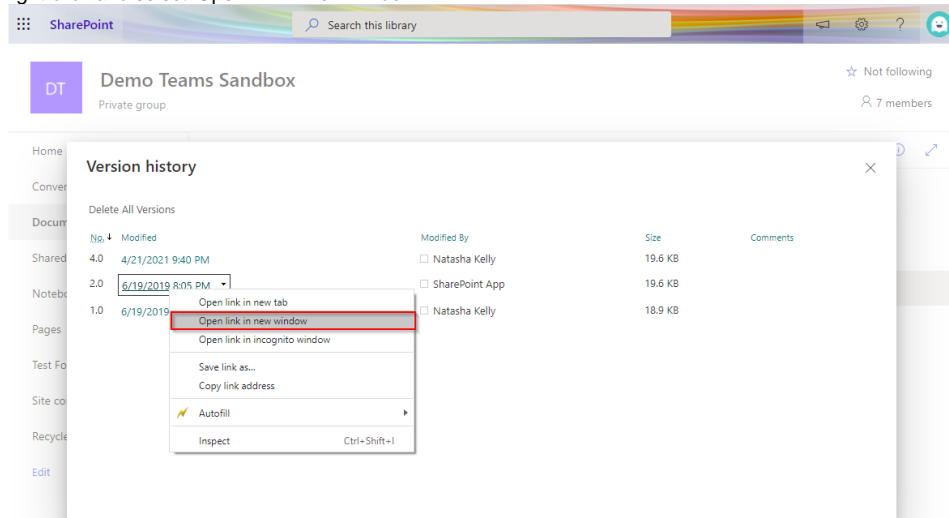
The window below will pop up



5. Open a previous or current version by hovering over the date modified as indicated by the underline.



6. **Right-click** and select 'Open link in new window'.

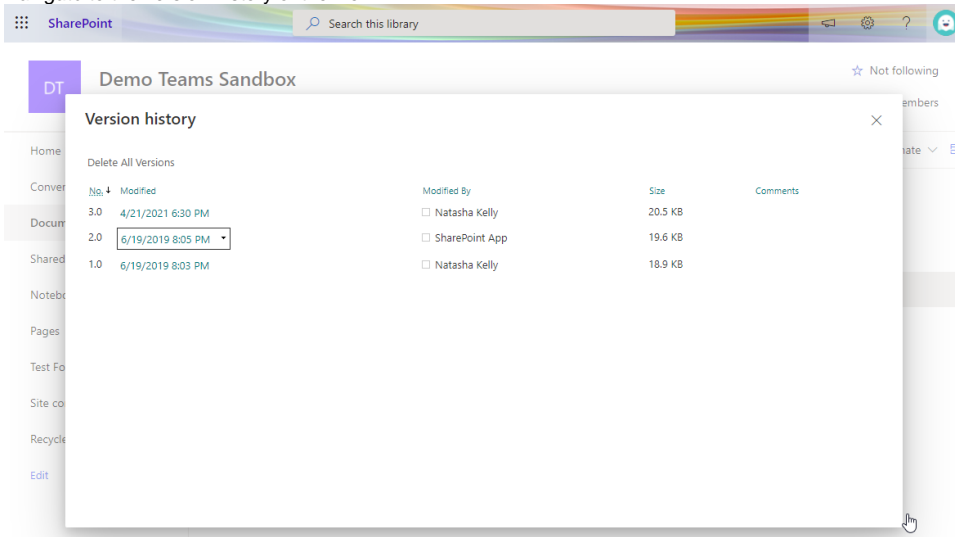


7. Depending on the document type, the previous version will be either be downloaded or opened in a new tab.
*Review the document and if needed **restore to a previous version**.*

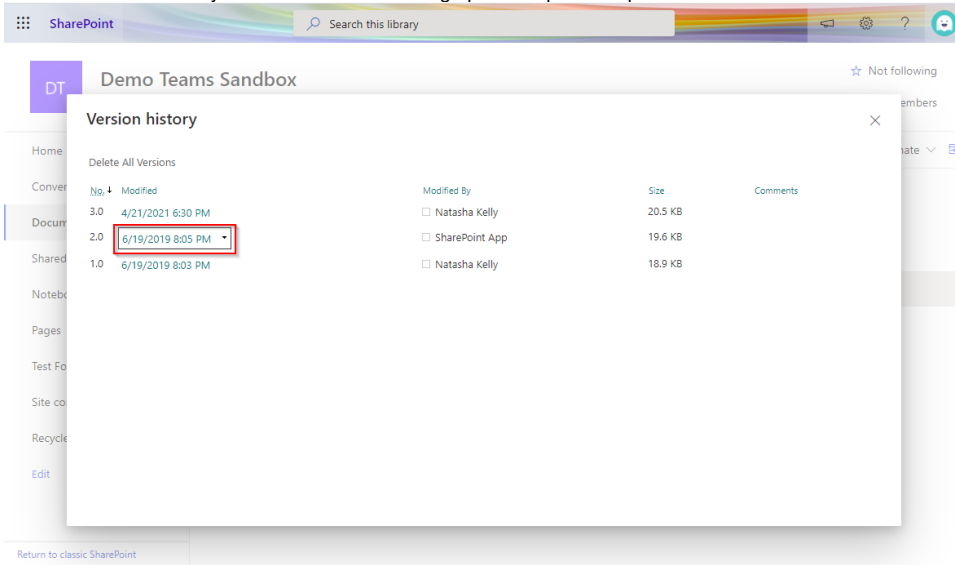
Restoring to a file's previous version

It is recommended that you review the document contents before restoring the version.

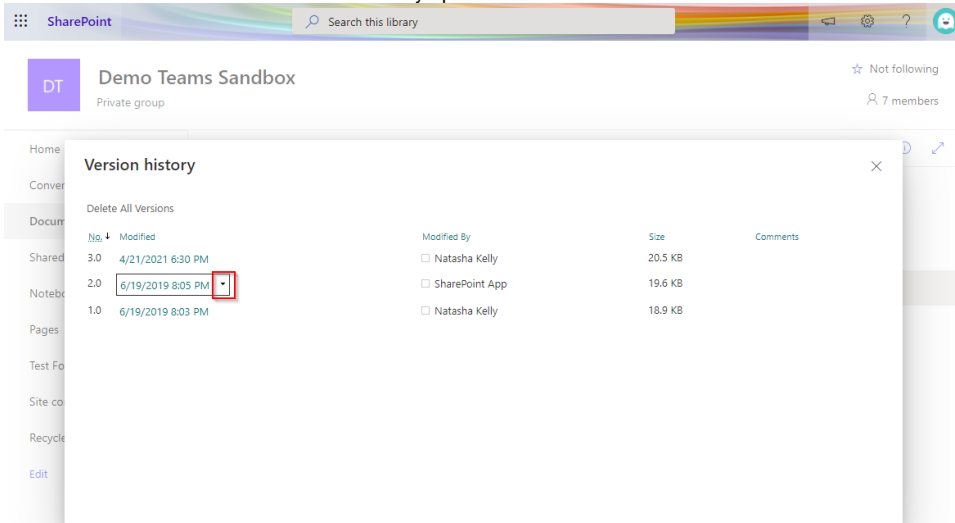
1. **Navigate** to the version history of the file.



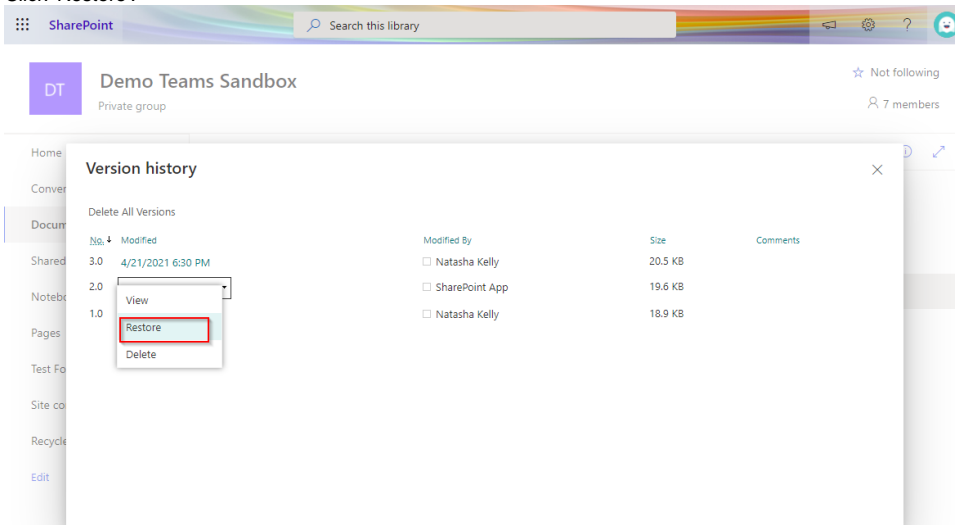
2. Hover over the version you wish to restore to bring up the drop down options.



3. Click the down arrow to view the version history options.



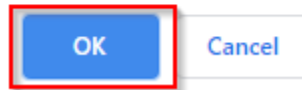
4. Click 'Restore'.



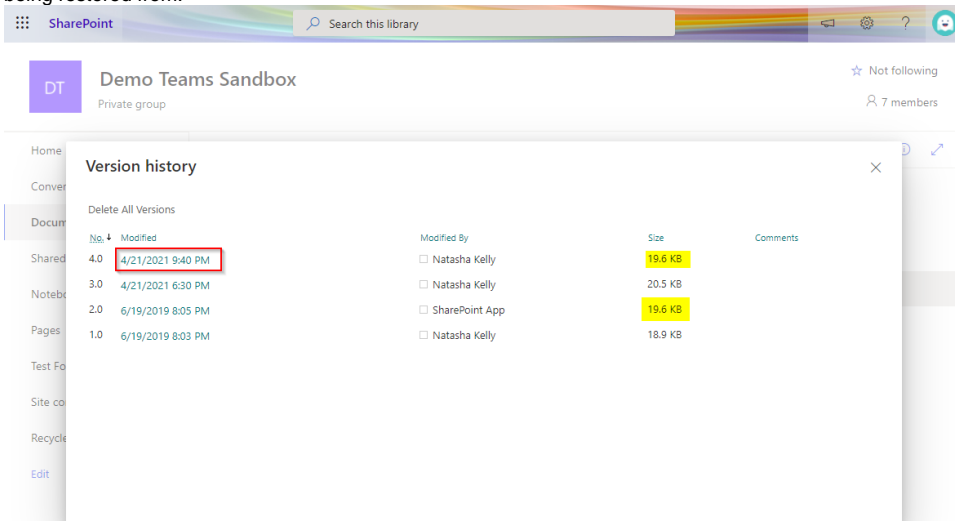
5. The following pop up will appear, *click 'OK'*.

bciqldedu.sharepoint.com says

You are about to replace the current version with the selected version.



6. The document is now restored to its previous version. This is indicated by another version in the list which matches the size of the document it is being restored from.



The screenshot shows the 'Version history' dialog for a document in the 'Demo Teams Sandbox' group. The dialog lists several versions of the document. The version 4.0, modified on 4/21/2021 at 9:40 PM, is highlighted with a red rectangle. The size of this version is 19.6 KB, which matches the size of the previous version (3.0) listed below it. The 'Modified By' column shows that versions 4.0 and 3.0 were modified by 'Natasha Kelly', while version 2.0 was modified by 'SharePoint App' and version 1.0 by 'Natasha Kelly'.

No.	Modified	Modified By	Size	Comments
4.0	4/21/2021 9:40 PM	Natasha Kelly	19.6 KB	
3.0	4/21/2021 6:30 PM	Natasha Kelly	20.5 KB	
2.0	6/19/2019 8:05 PM	SharePoint App	19.6 KB	
1.0	6/19/2019 8:03 PM	Natasha Kelly	18.9 KB	

Related articles

- [Creating a Teams waiting room](#)
- [Checking a File's Version History in SharePoint](#)
- [Teams for External Members](#)
- [Stop syncing a Channel's Files](#)
- [Share Screen during call](#)