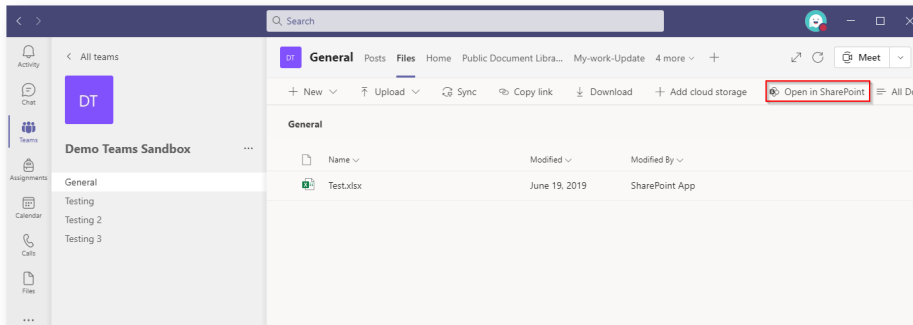


# Checking a File's Version History in Teams

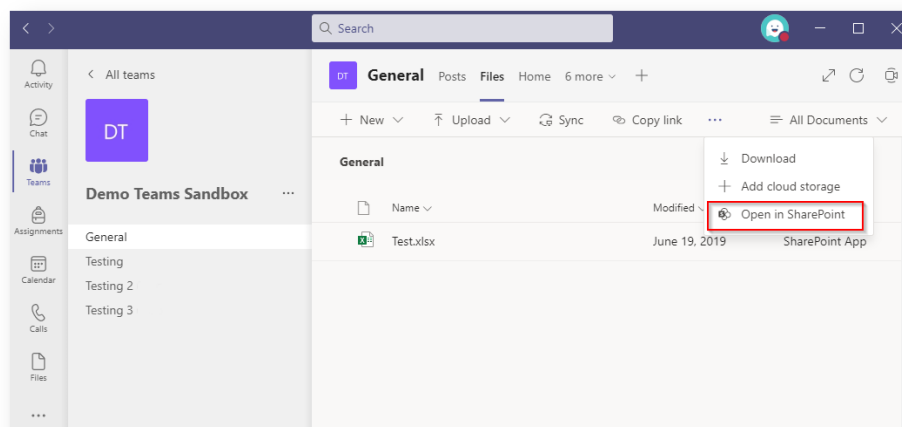
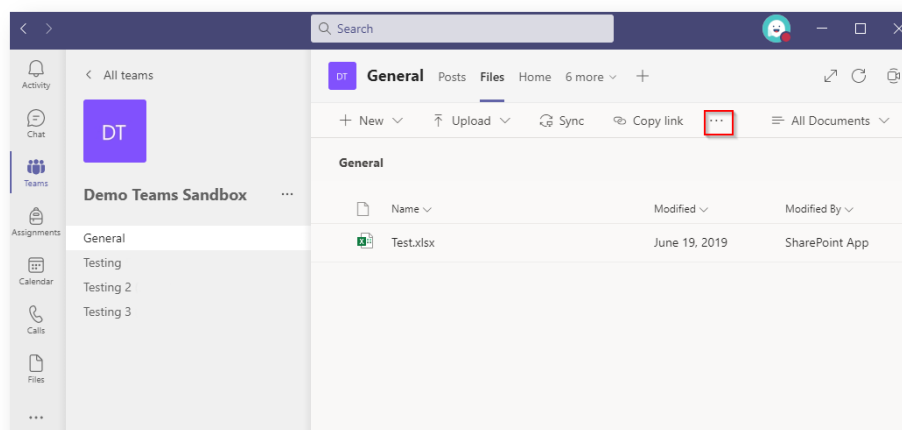
Use these instructions to check a file's version history from Microsoft Teams.

## Checking a file's version history in Teams.

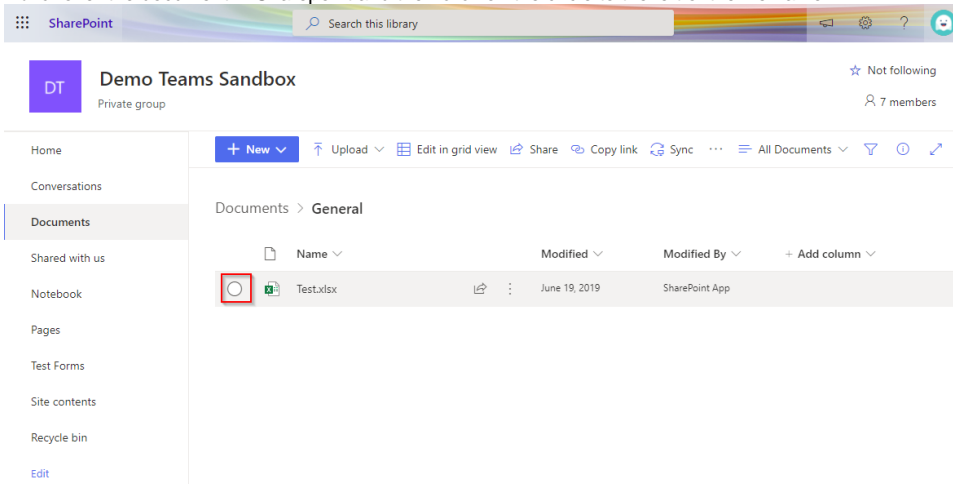
1. *Navigate* to the file on Teams, and *click* 'Open in SharePoint'



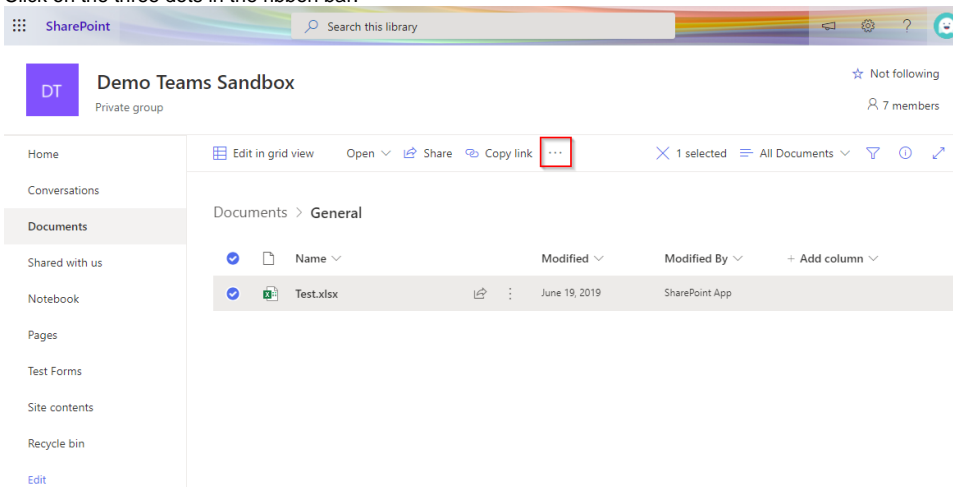
You may need to *click* the three dots in the ribbon bar to see the option.



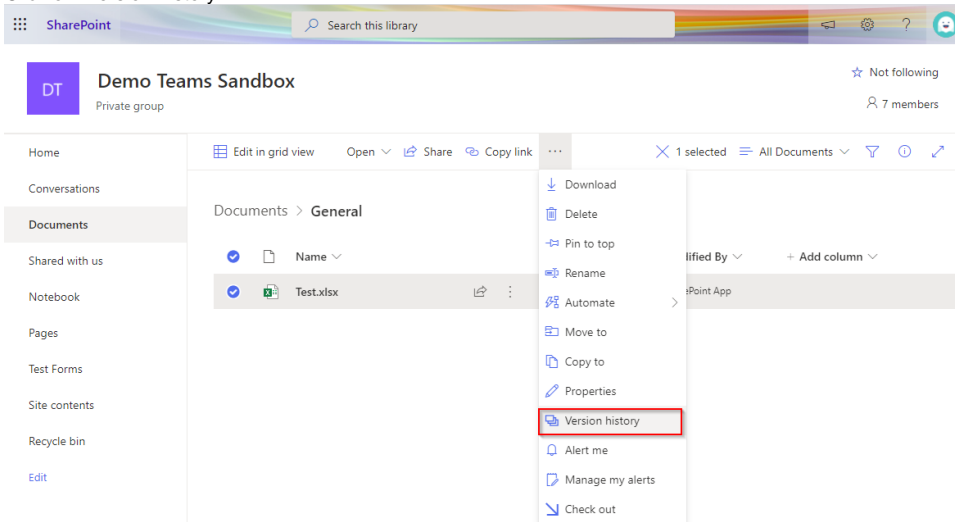
2. Hover over the document in Sharepoint and then *click* on the circle to the left of the file name.



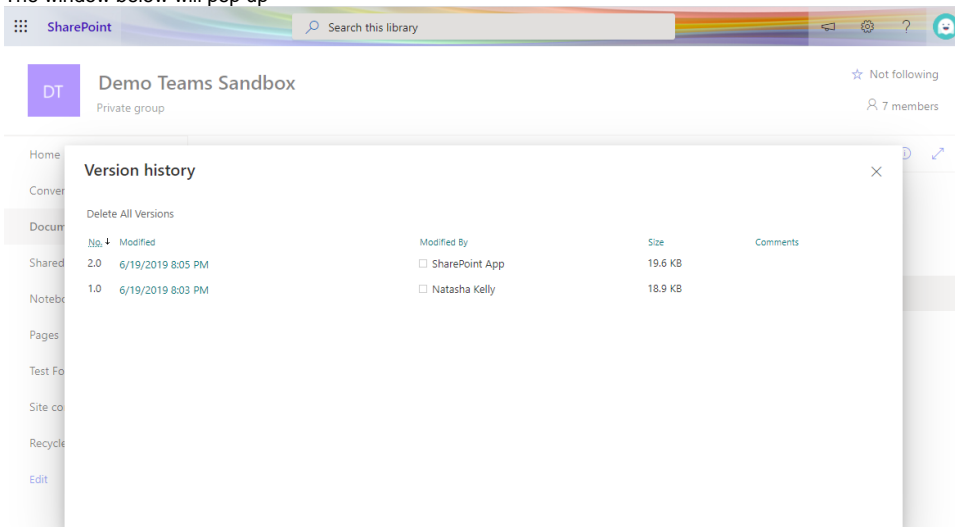
3. Click on the three dots in the ribbon bar.



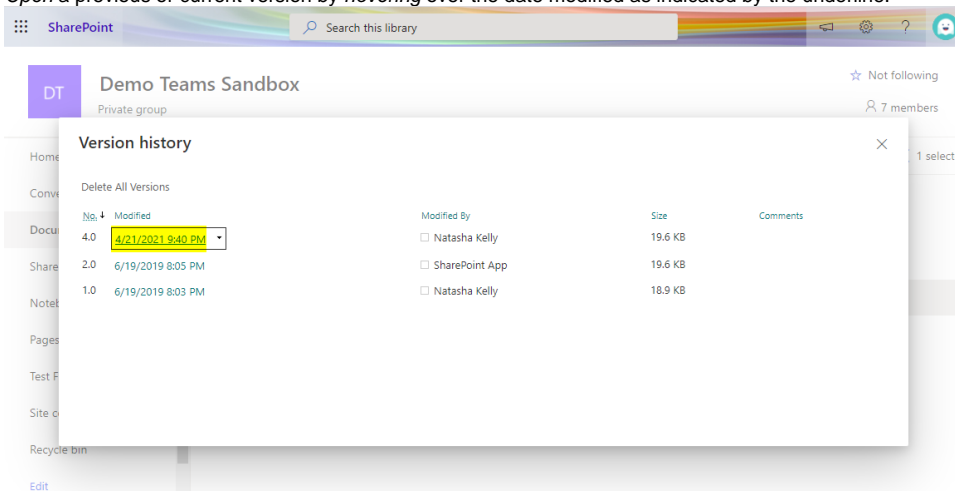
4. Click on 'Version history'



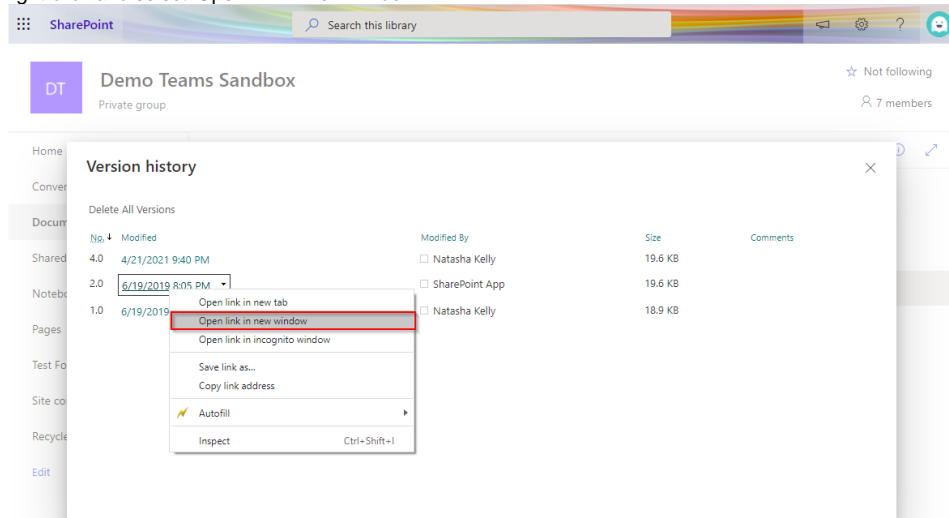
The window below will pop up



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'.

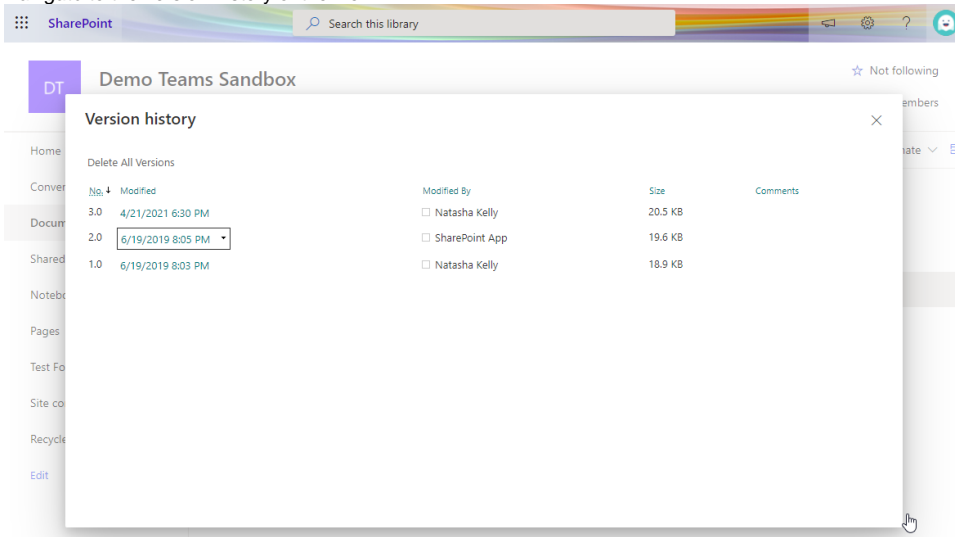


7. Depending on the document type, the previous version will be either be downloaded or opened in a new tab.  
*Review the document and if needed **restore to a previous version**.*

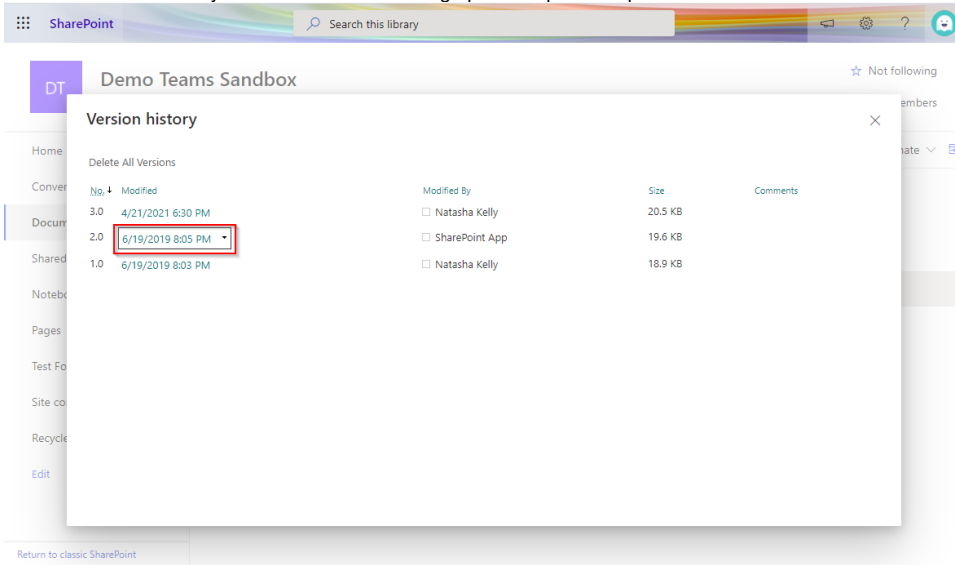
## Restoring to a file's previous version

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

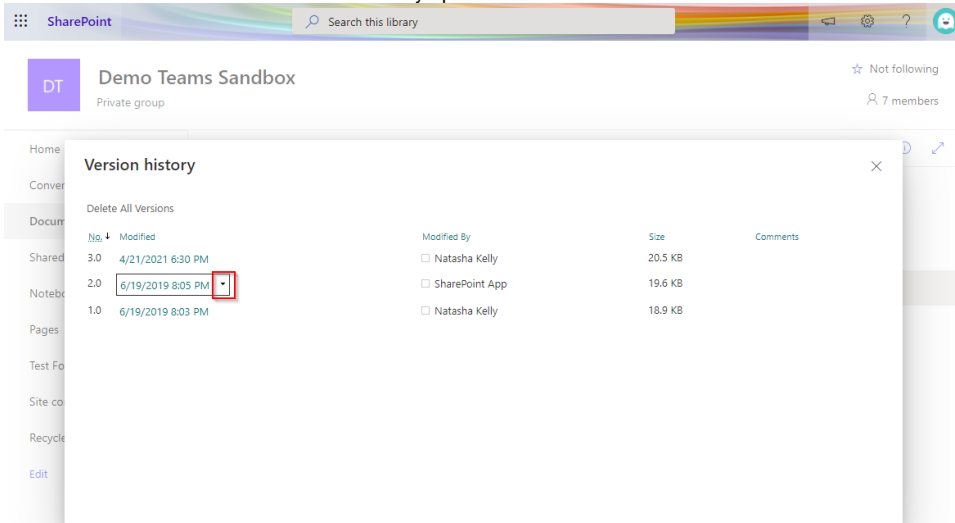
1. **Navigate** to the version history of the file.



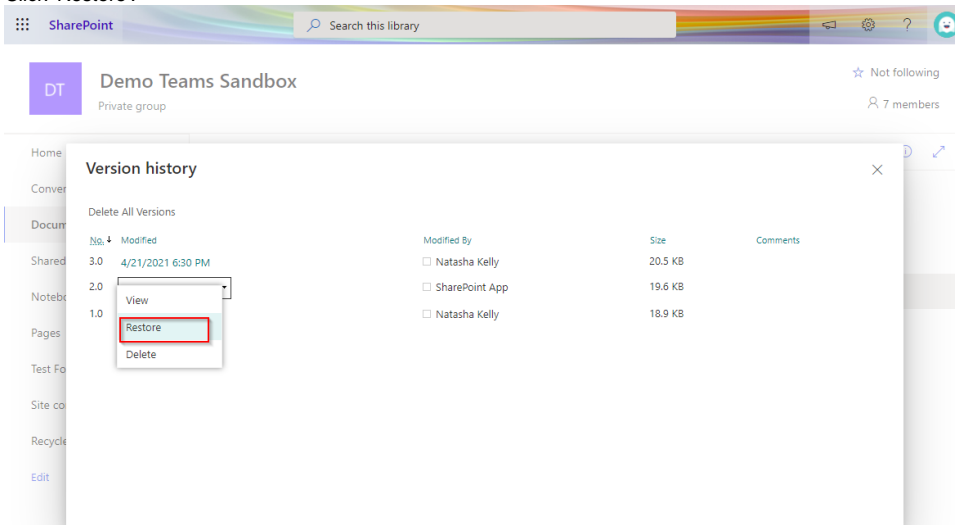
2. Hover over the version you wish to restore to bring up the drop down options.



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



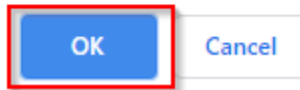
4. Click 'Restore'.



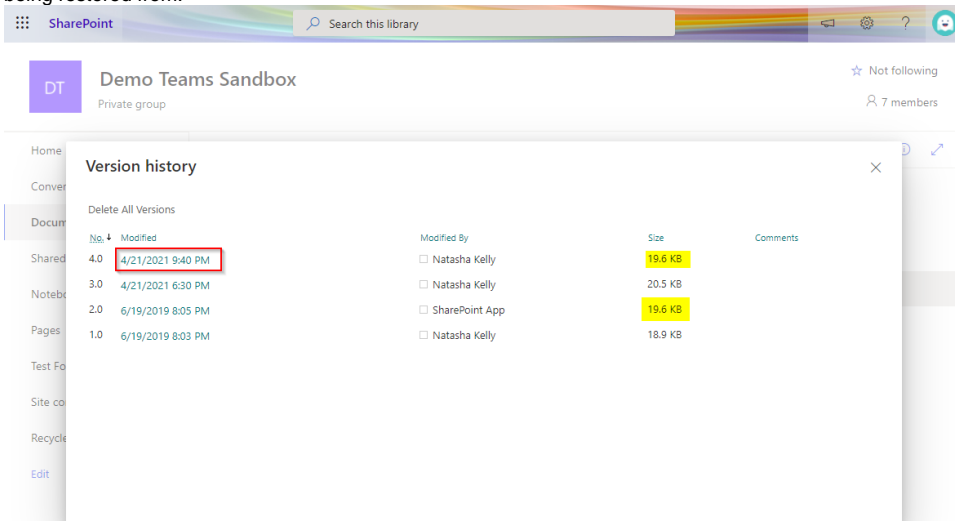
5. The following pop up will appear, *click 'OK'*.

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.



No.	Modified	Modified By	Size	Comments
4.0	4/21/2021 9:40 PM	<input type="checkbox"/> Natasha Kelly	19.6 KB	
3.0	4/21/2021 6:30 PM	<input type="checkbox"/> Natasha Kelly	20.5 KB	
2.0	6/19/2019 8:05 PM	<input type="checkbox"/> SharePoint App	19.6 KB	
1.0	6/19/2019 8:03 PM	<input type="checkbox"/> 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](#)