BROWN

Restore Files from Campus File Storage in Windows

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You will have access to snapshots/backups of your files; hourly backups can be accessed for 48 hours, daily backups are kept for 6 weeks, and monthly backups are kept for 6 months.

Recover all of the contents of a folder

1. Navigate to the right pane of your open Windows Explorer window of your Departmental file share.
2. Right-click in the right pane of your Windows Explorer window and select "Properties" from the quick menu.
3. Click on the Previous Versions tab. Select the restore date from the list of dates available.
4. Click on the Restore button.
5. When asked if you want to restore the previous version, click the Restore button.
6. You will receive confirmation that the previous version has been restored. Click OK.

Recover a subset of files/folders using this method:

1 - Navigate to the right pane of your open Windows Explorer window of your Departmental file share.

2 - Right-click in the right pane of your Windows Explorer window and select "Properties" from the quick menu.

3 - Click on the Previous Versions tab. Select the restore date from the list of dates available.

4 - Click on the Open Button. A new Window will open showing the contents of the folder from the date selected.

5 - Find the file or folder to restore. Right click the file or folder to restore and choose copy.

6 - Next, go back to the original Explorer Window (where the Departmental file share is open), right click in an open space and choose paste.

7 - The file/folder will copy to the location you chose (this may take some time depending on the number of files/folders to recover).