Restoring Files on Network File Storage

Christopher Newport University's network file storage allows for files that are damaged or deleted to be restored from snapshots. Mac users must file a help desk ticket to request that their file be restored, but Windows users can restore files on their own. File snapshots are taken three times a day, so your latest edits may not be in the snapshot.

To restore a file on Windows, navigate to the folder containing the file and right-click on it. From the menu that comes up, choose Properties.

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	_	Restore previous versions		
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		Pin to Start		
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		Create shortcut		
		Delete		
		Rename		
	_	Properties		

Select the Previous Versions tab, click on the date of the snapshot and click open.

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∨ Yesterday (2)				
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OK	Open 🔽 Restore	\		

The snapshot will open. You can then move the files into your active drive by dragging them there.

