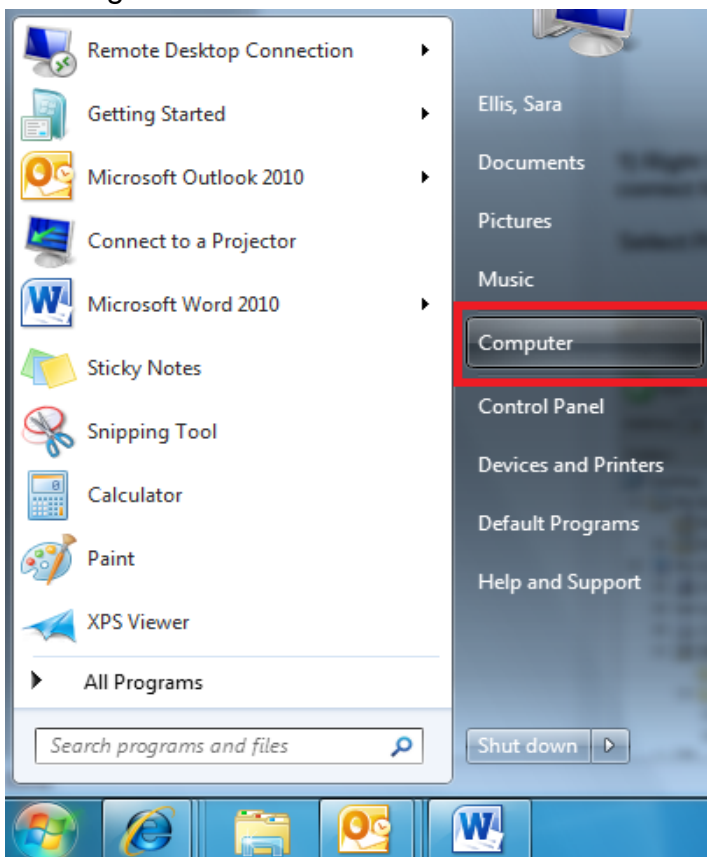


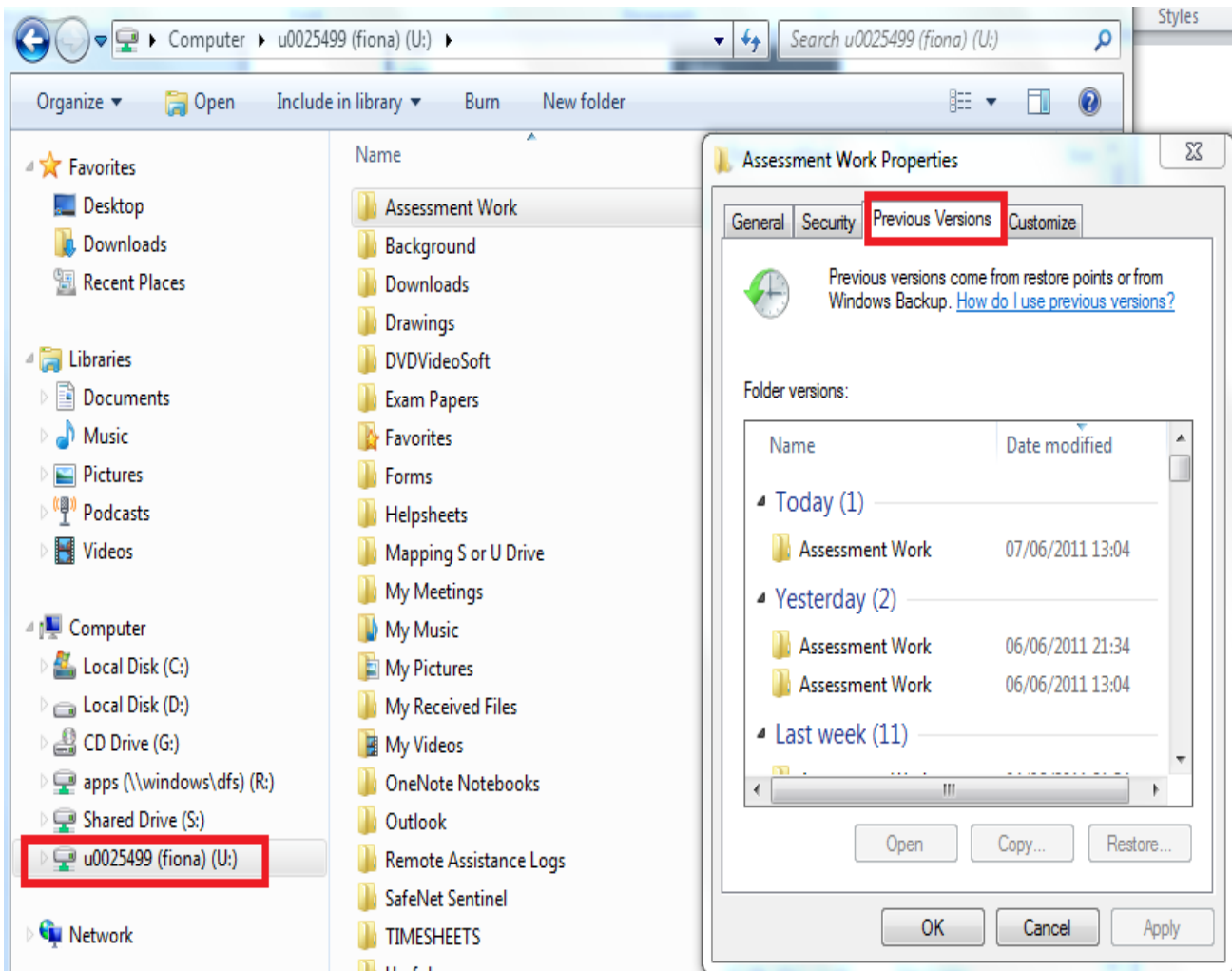
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## How do I recover a deleted file folder from a network drive?

1) Navigate to the file/ folder you wish to locate. Do this by going to **My Computer** first of all and browsing to the network drive.



2) Right Click the file/folder. Click **Properties** and then the **Previous Versions** Tab.



4) You will see a list of all available copies of this folder. As you can see from above it is continuously making backups.

From here, you can do the following:

**View** – to see if the information is what you are looking for

**Copy** – this gives you the option to copy the file/folder to another location before restoring it (this will ensure you do not lose any amendments made) we recommend doing this.

**Restore** – this will restore the entire folder to its current location