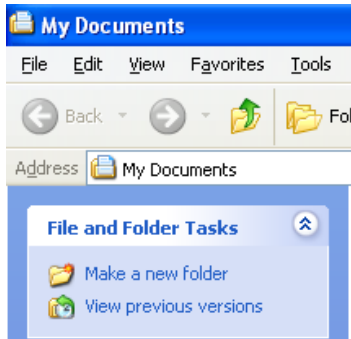


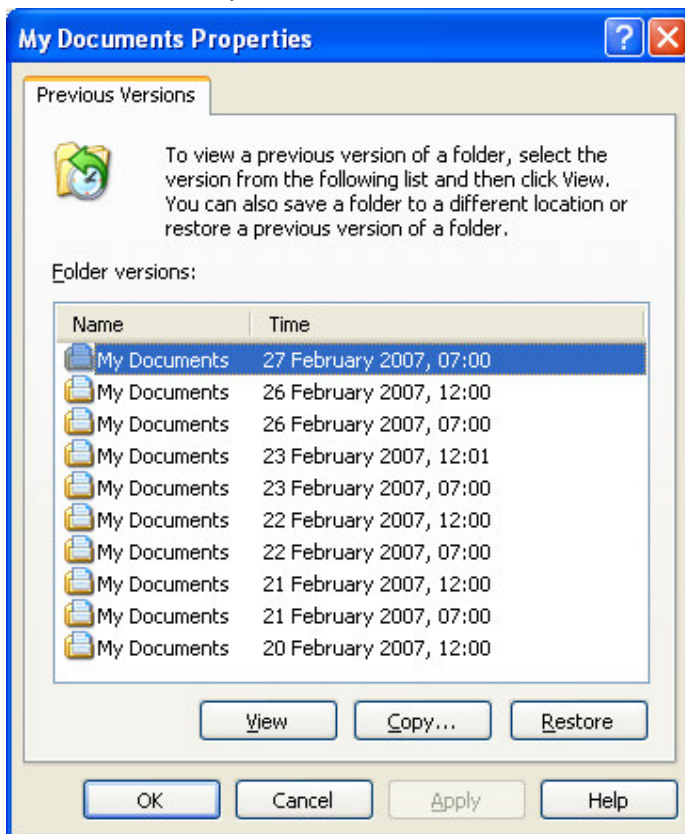
# Recovering Deleted Files

If you have accidentally changed/deleted files, you can easily recover them. Recovery points are taken twice a day, at 7am and 12 noon.

1. From your **My Documents** window, click on **View previous versions**.



2. Select the version you want to view from the list, and click on **View**.



3. The previous version of your documents will open in a new window. You can copy files out of here into your current My Document if you want to undo changes or recover a deleted file. You can tell which version you are looking at from what is displayed in the title bar and address bar:

