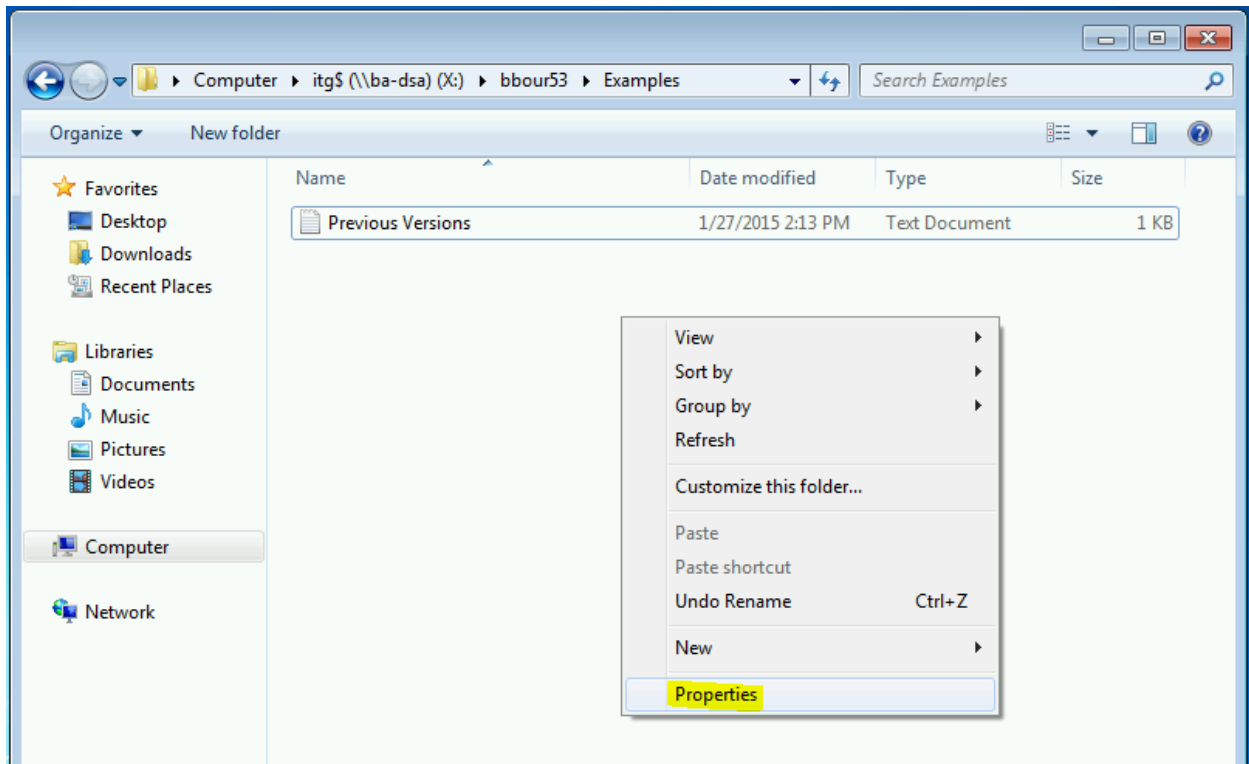


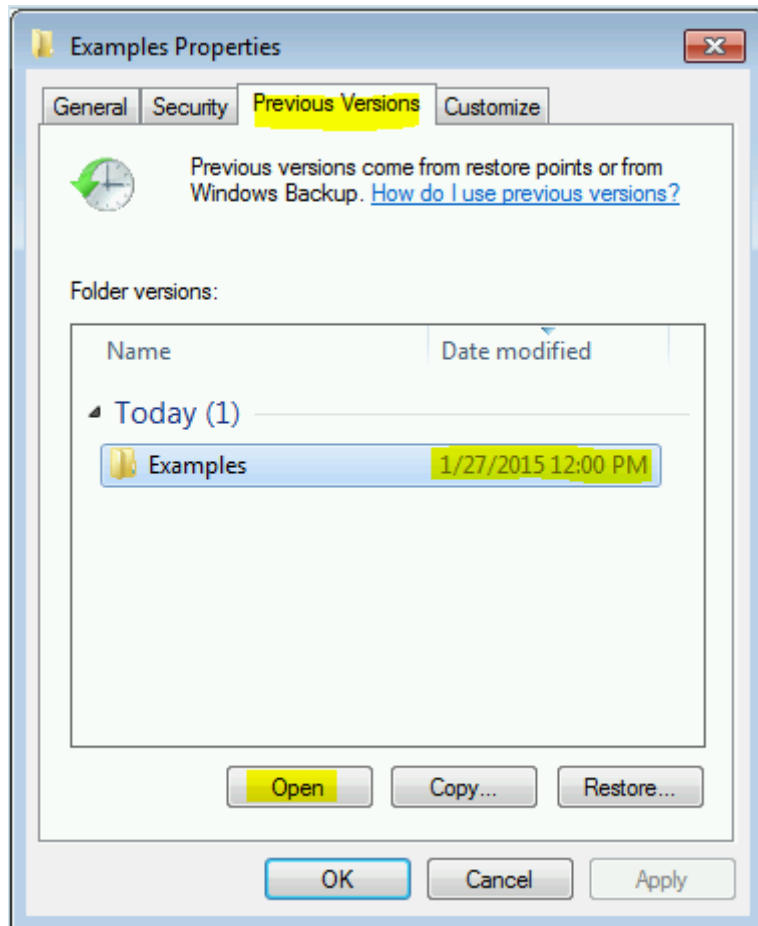
How to Restore a Deleted File on X: Drive

If you have accidentally deleted a file from your X: drive, it may have been caught by the server's "Shadow Copies" and can be recovered. Please follow the steps below to see if your file can be restored. There is not a specific cut off, but the older the file the more likely it can no longer be recovered. **Please remember, shadow copiers are not a replacement for backups!**

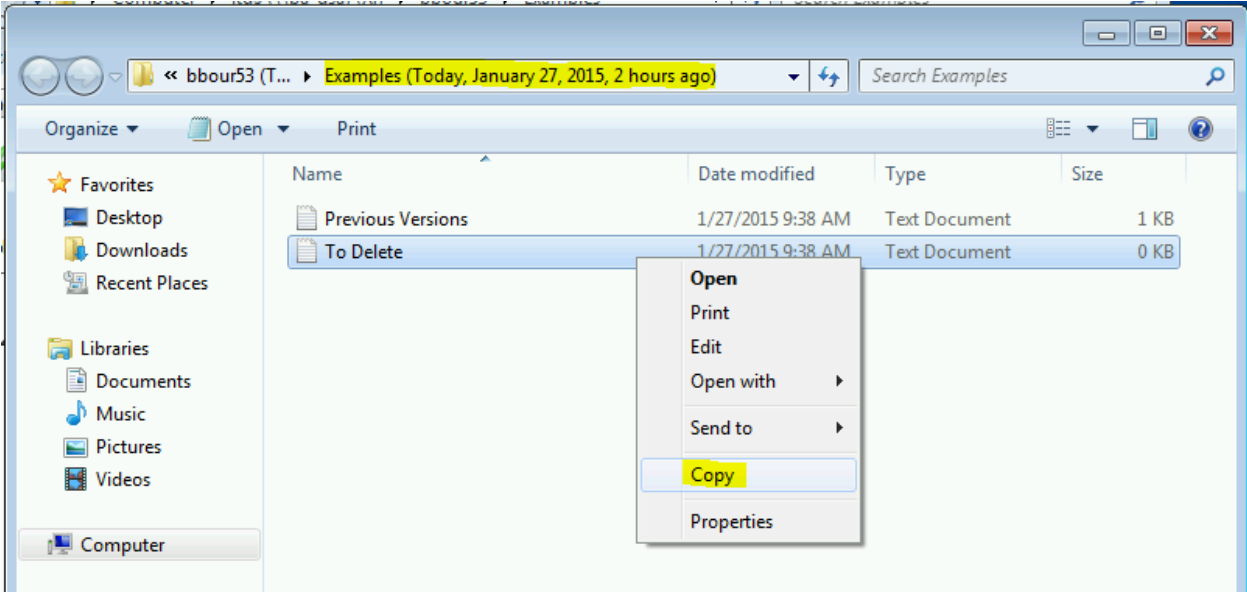
To restore a deleted file, you can either right click the folder the file was in or within the folder. We need to get to the "properties" for the folder. Here, the file I'm trying to recover is within the "Examples" folder. I will right click in the blank space in the Examples folder and choose properties.



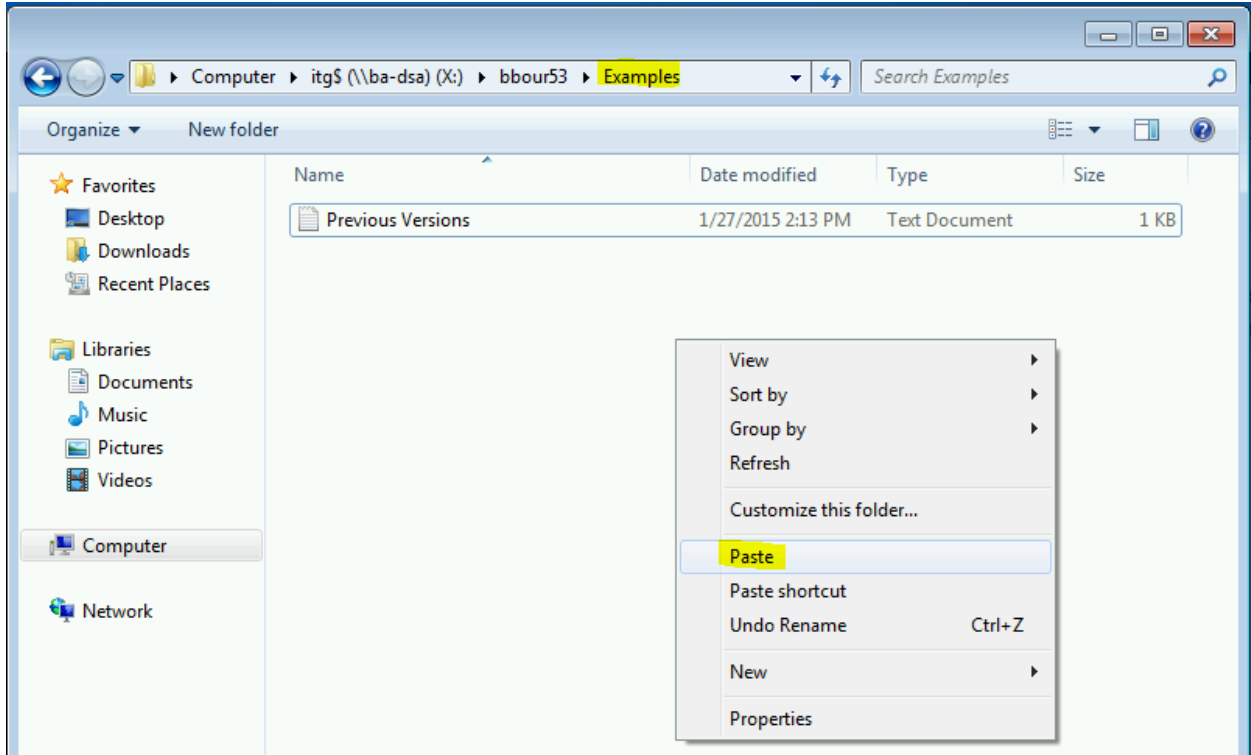
This brings me to the Examples Properties box for the folder. From here you choose the “Previous Versions” tab. In the “Folder versions:” box you will see a list of different shadow copies. Here, I only have one copy of the folder as the folder was made that morning and had only been backed up once. Please check the dates of the folders in your list to determine which back up you’ll need. You’ll want to choose the latest date and time that the file existed. If my changes were after 12:00 PM on 1/27/2015 they would NOT be available in this shadow copy. Click folder of the time you’d like to recover from and hit “open.”



When the folder opens, the date will be indicated in the top of your explorer window to signify that this is not the current version. The file I'm trying to recover is the "To Delete" text file. To restore this file, I can copy it like a normal file. After you hit copy, you can close the window.



After closing the shadow copy folder, the original window should still be underneath. Verify you are in the location you want to restore the file at in the title bar of the explorer window. Here, we can see that we're no longer in the shadow copy folder marked with the date; we're in the real, current location. I can paste the file into this window.



Here, you can see the file is now restored the "Examples" folder.

