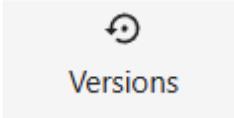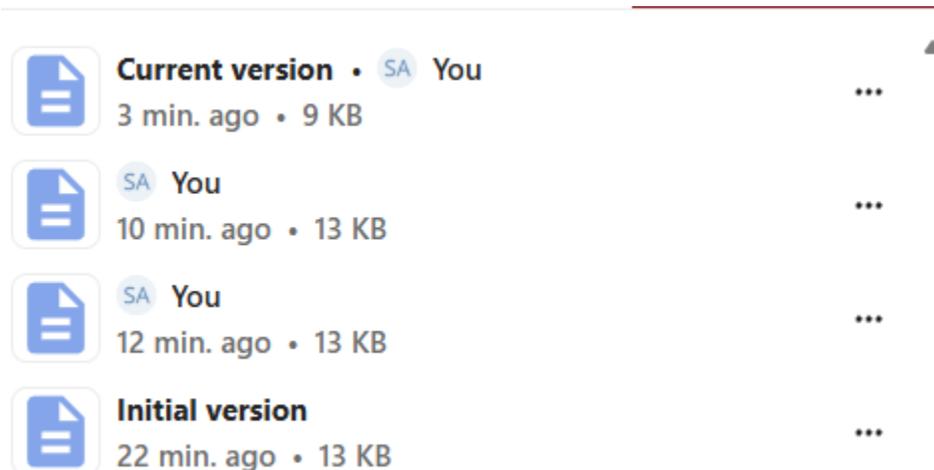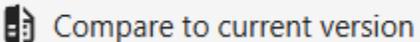# How to check for old versions of a document

If you have been working on a document in MyDrive and need to restore an older version of the document, you can do so as long as you have enough space in your MyDrive for the other versions to be preserved.

1. Sign in to the MyDrive Web Portal.
2. Go to the folder where the file is you want to restore an older version of.
3. Click on the ellipsis menu at the right side of the row for that file:
4. From the dropdown menu click the details icon:
5. In the Window that opens up click Versions:
6. From here you will see a list of all the versions along with when they were saved to choose from
    a.
7. Click the ellipsis menu next to the version you wish to restore
8. Click "compare to current version" to make certain this is the version you want to restore
9. Start back at Step 2 and go through to step 7 and, from the drop down menu, click