

Setting your regional setting in OneDrive to correct Version History

1. Log into **Office 365**, click into **OneDrive**.
2. In OneDrive, click onto the **cog** (top right).
3. Select **Site Settings** from the drop down list.
4. Under **Site Administration**, click **Regional settings**.

Site Administration
Regional settings

5. Change the Time Zone to **(UTC+12:00) Auckland, Wellington** (see below).
6. Also change the Region locale to **English (New Zealand)**.

Site Settings ▸ Regional Settings ⓘ

Time Zone

Time Zone

Specify the standard time zone.

Time zone:

(UTC+12:00) Auckland, Wellington ▼

Region

Locale

Select a locale from the list to specify the way the site displays numbers, dates, and time.

Locale:

English (New Zealand) ▼

Viewing Version History in OneDrive in Office 365

In OneDrive, right click the file name and select Version History.

The version history appears as a list with options to View, Restore and Delete. Click beside the version to select (currently viewing is limited). If you Restore a previous version, it asks you to confirm, then creates a new version with that version. Or Delete a version. You also have option to Delete All Versions. Any deletions will appear in Recycle Bin (left hand side in OneDrive) with the version number beside the document name, you can tick and restore selection.

Version History

Delete All Versions

No. ↓ Modified

14.0 13/08/2015 10:33 a.m.

13.0 13/08/2015 10:32 a.m. ▼

12.0 1: View

11.0 1: Restore

10.0 1: Delete

9.0 13/08/2015 10:29 a.m.