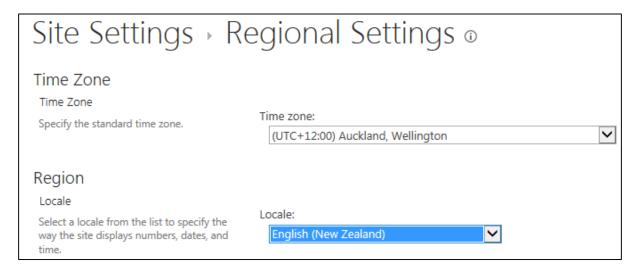
Setting your regional setting in OneDrive to correct Version History

- 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)**.



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.

