Versioning Settings in OneDrive for Business

OneDrive for Business has settings for versioning which allows you to track and manage items as they progress. When versioning is turned on, older versions of items are kept when revisions are made. This allows you to recover earlier versions of items that may be more accurate than later ones. To enable versioning and select the settings you wish to choose, follow these steps.

1. From OneDrive, select the gear icon in the upper right corner, then choose “Site contents.”

2. Then hover over the documents icon, click on the ribbon, and then select “SETTINGS.”

3. From the “Documents; Settings” menu select “Versioning settings.”
4. Versioning settings allow for creating major versions as well as minor or draft versions while working on documents. A: Select the option you wish to use when saving versions of documents. B: You can also limit the number of versions to retain by selection from these options, and setting the number of versions. If you wish to keep all versions, leave these items unchecked.

5. For more information about versioning, select “Learn about versions” and choose a topic from the pop-up support window.