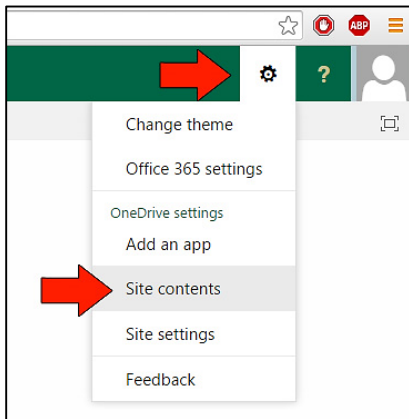


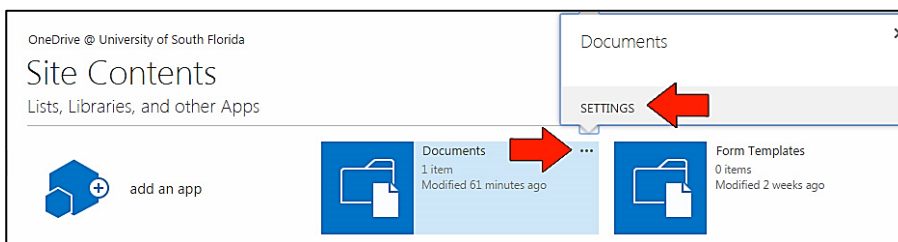
Versioning Settings in OneDrive for Business

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.

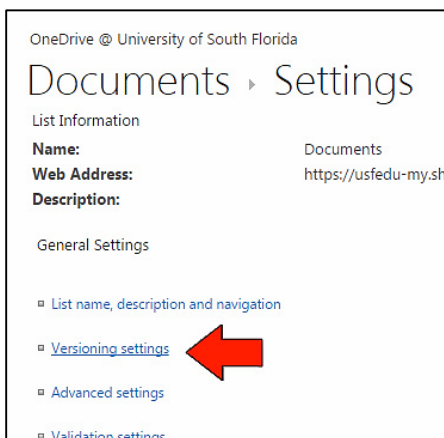
1. From OneDrive, select the gear icon in the upper right corner, then choose "Site contents."



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.

A

Learn about

Create a version each time you edit a file in this document library?

- No versioning
- Create major versions
Example: 1, 2, 3, 4
- Create major and minor (draft) versions
Example: 1.0, 1.1, 1.2, 2.0

Optionally limit the number of versions to retain:

- Keep the following number of major versions:
- Keep drafts for the following number of major versions:

B

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

OneDrive @ University of South Florida

Settings > Versioning Settings

Content Approval

Specify whether new items or changes to existing items should remain in a draft state until they have been approved. [Learn about requiring approval.](#)

Document Version History

Specify whether a version is created each time you edit a file in this document library. [Learn about versions.](#)

Draft Item Security

Drafts are minor versions or items which have not been approved. Specify which users should be able to view drafts in this document library. [Learn about specifying who can view and edit drafts.](#)

Support - Office.com - Google Chrome

https://support.office.com/en-US/client/results?Show

Search

[Enable and configure versioning for a list or library](#)

Enable and configure versioning for a list or library. Do you want to retain versions each time an item is edited? If so, how many versions? Do you want all site ...

[Enable and configure versioning for a library](#)

Enable and configure versioning for a library. One of the many decisions you must make when you set up a library concerns versioning. Do you want to retain versions ...

[Enable and configure versioning for a list or library](#)

Enable and configure versioning for a list or library. When you track versions of files or list items, each version is numbered and saved as part of a version ...

- Only users who can edit items
- Only users who can approve items (and