



[Knowledgebase](#) > [How to guides](#) > [Matters](#) > [How to Access the Microsoft Version History](#)

How to Access the Microsoft Version History

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Link to Video Guide: <https://youtu.be/40ydwAMLk3c>

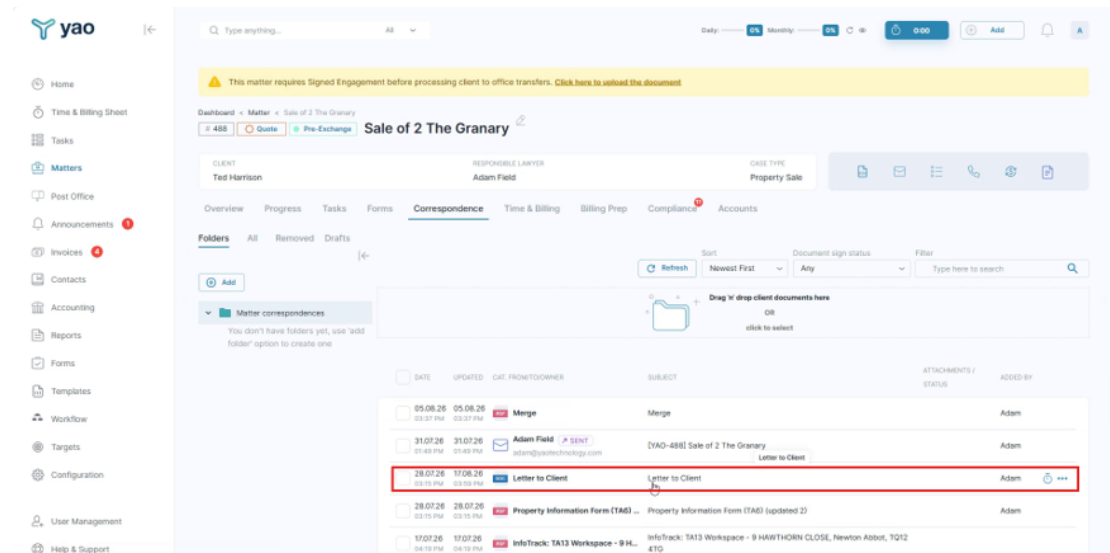
This guide shows how to locate the Microsoft Word **Version History** option for a document opened from a matter's Correspondence tab in Yao.

Prerequisites

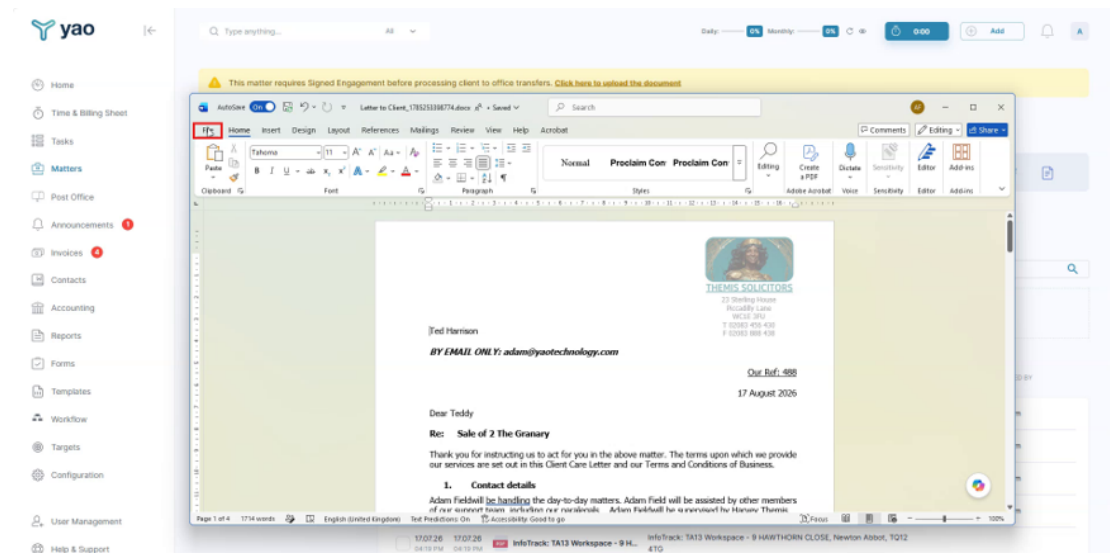
- A matter with a document already saved to its **Correspondence** tab.

Steps

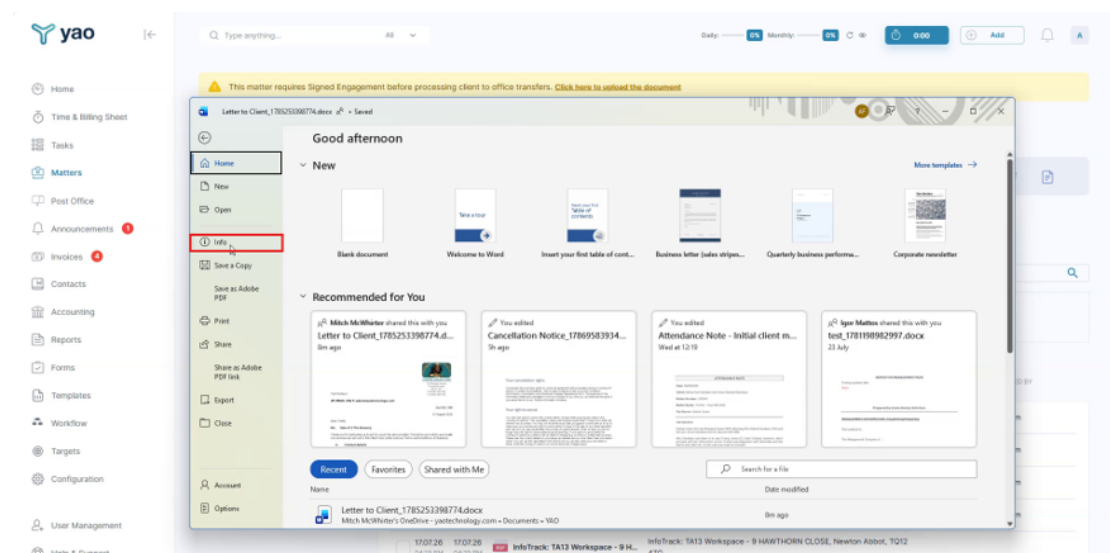
- 1. Open the matter.** From the Yao dashboard, click **Matters** in the left-hand menu, then select the matter you want (for example, "Sale of 2 The Granary").
- 2. Go to the Correspondence tab.** On the matter page, click the **Correspondence** tab.
- 3. Open the document.** In the Correspondence list, click the document you want to check (for example, "Letter to Client"). *The document opens in Microsoft Word.*



- 4. Click the File tab.** In Microsoft Word, click the **File** tab at the top left of the ribbon.



5. Click Info. In the menu on the left, click Info.



6. Locate Version History. On the Info screen, the Version History option is shown, labelled "View and restore previous versions." This is where you access the document's version history.

