

Delete Files In a Document Library

DELETE FILES IN DOCUMENT LIBRARIES

1. Select the document library and find the document your want to delete, e.g. About Wikis.

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	Add_Columns_To_Libraries **	••• 4 minutes ago Johnson, Charlene Job Aides Documel Libraries

2. Click the **Open Menu** ellipses and when the dialog box is displayed then click the next **Open Menu** ellipses

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3. Then select **Delete** from the drop down.

Note. The drop down list is determined by your permissions. If you are not granted delete permissions, **Delete** will not display on the list.



4. Click **OK** to confirm the delete and the document will be moved to the Recycle Bin.

