



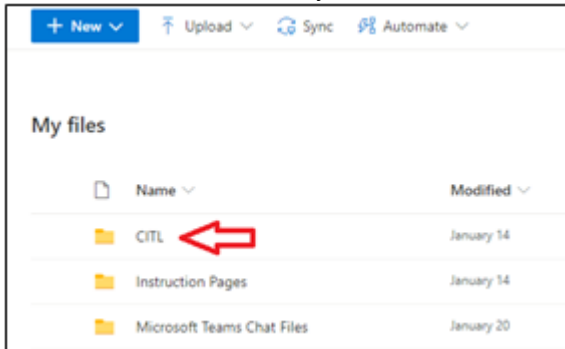
OneDrive: Deleting Content

Center for Innovation in Teaching and Learning

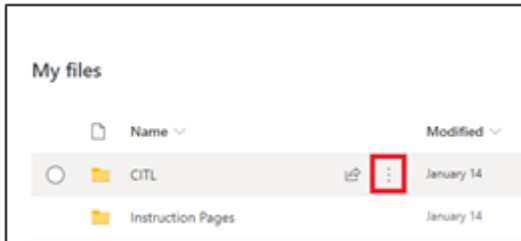
This document outlines the steps for how to delete files and folders in OneDrive.

Deleting

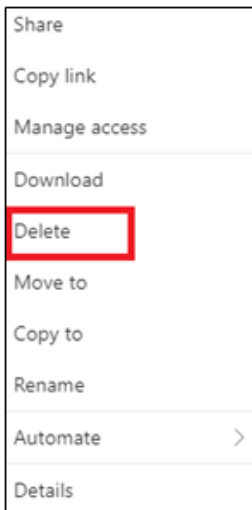
1. Locate the **File or Folder** you want to delete.



2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).



3. Select **Delete**



** Note: Deleting a file/folder moves it into your recycling bin. You can move it back (see guide titled *Moving Content in OneDrive*).