Delete a Document

A deleted file may be restored from the Recycle Bin if necessary. See the help file for Restore Selection from Recycle Bin.

Note: Governance policies, records management policies, and retention and disposition rules may prohibit the deletion of files.

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## Delete a File

1. Navigate to the library.
2. Click the ellipsis next to the name of the file, and click the ellipsis in the callout. In the context menu, click **Delete.**
3. Click **OK** to confirm the deletion.

The content is moved to the Recycle Bin.

## Delete One or More Files – Method 1

1. Navigate to the library.
2. Select one or more files by clicking the checkbox next to the name of the file.

3. On the ribbon, click the **FILES** tab. In the **Manage** group, click **X Delete Document**.

4. Click **OK** to confirm the deletion.

The content is moved to the Recycle Bin.

## Delete One or More Files – Method 2

1. Navigate to the library.
2. Select one or more files by clicking the checkbox next to the name of the file. Press the **Delete** key. Click **OK** to confirm the deletion.
The content is moved to the Recycle Bin.