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.

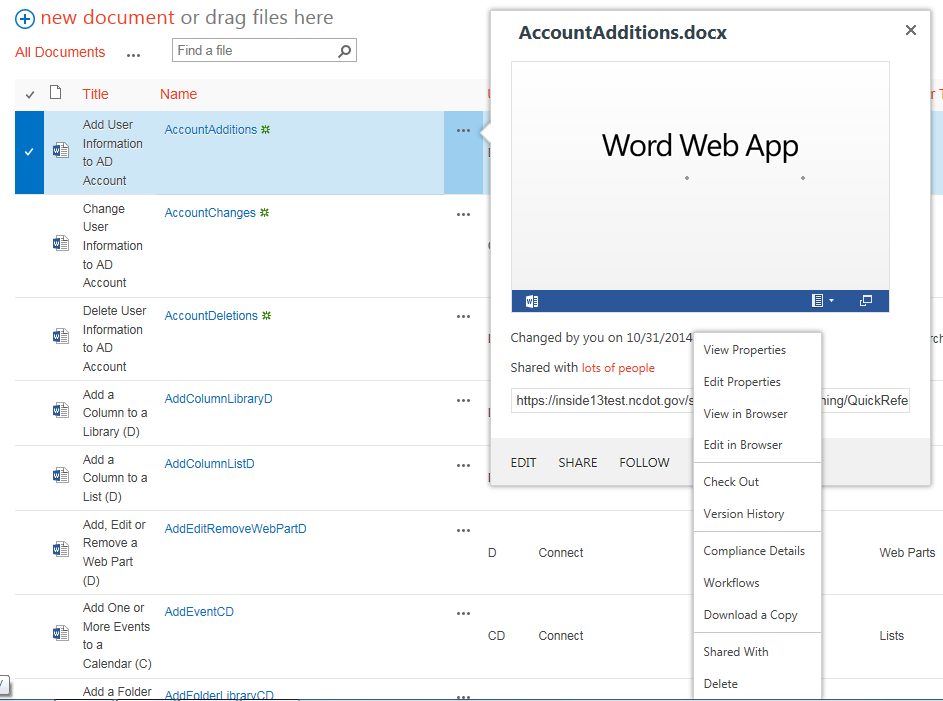
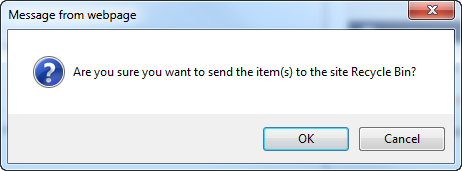
## Contents

[Delete a File](#_Toc406424656)

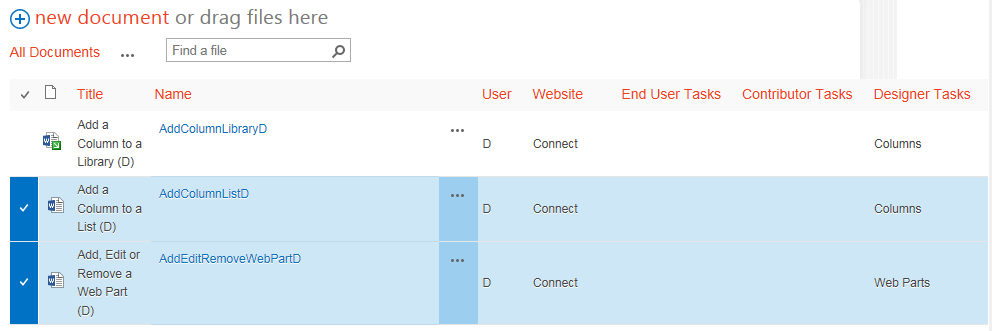
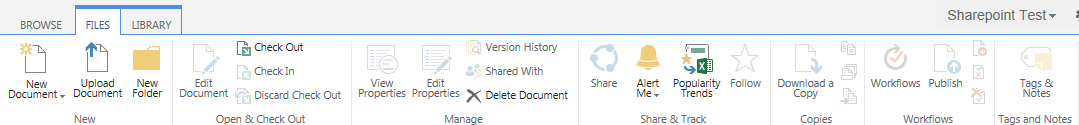
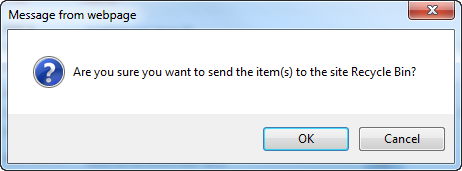
[Delete One or More Files – Method 1](#_Toc406424657)

[Delete One or More Files – Method 2](#_Toc406424658)

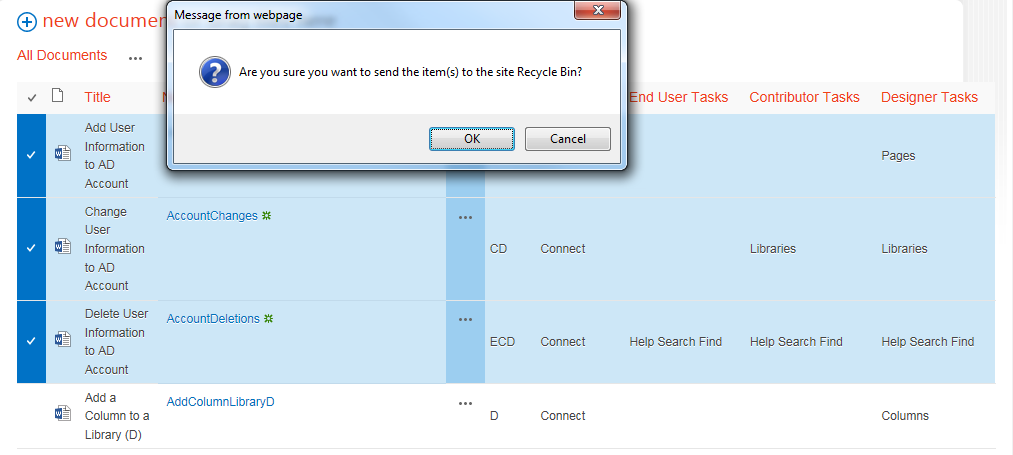
## Delete a File

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.