Delete an Item

A deleted item 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 items.

## Contents

[Delete an Item](#_Toc406424572)

[Delete One or More Items – Method 1](#_Toc406424573)

[Delete One or More Items – Method 2](#_Toc406424574)

## Delete an Item

1. Navigate to the list.
2. Click the ellipsis next to the title of the item. In the context menu, click **Delete Item**.

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

The content is moved to the Recycle Bin.

## Delete One or More Items – Method 1

1. Navigate to the list.
2. Select one or more items by clicking the checkbox next to the title of the item.

3. On the ribbon, click the **ITEMS** tab. In the **Manage** group, click **X Delete Item**.

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

The content is moved to the Recycle Bin.

## Delete One or More Items – Method 2

1. Navigate to the list.
2. Select one or more items by clicking the checkbox next to the title of the item. Press the **Delete** key. Click **OK** to confirm the deletion.
The content is moved to the Recycle Bin.