Edit the Name or Description of a List or Library

Once a list or library is created, you can change its name or description. A name change does not change the address (URL) of the library.

It’s a good idea to avoid spaces when you name a list or library because spaces appear as **%20** in the URL, which lengthens the URL and interferes with readability. For example, when you create a library, name it **SharedDocuments** and then change its name to **Shared Documents** afterwards.

1. Navigate to the list or library.
2. On the ribbon, click the **LIST** or **LIBRARY** tab. In the **Settings** group, click **List Settings** or **Library Settings**. This example uses a library.

3. On the **Settings** page under **General Settings**, click **List name, description and navigation**.

4. Change the name, add or modify the description and click **Save**. The change is immediate.
