View Properties of a File

This option displays the name, title and other metadata for a file. On the properties page, you can click the name of the file to open it in its application (such as Word). You can check version history and sharing status and set an alert, and you can review properties.

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## Example of the Properties Page



## View Properties – Method 1

1. Navigate to the library.
2. Select the file by clicking the checkbox next to the name of the file. Click the ellipsis next to the name of the file, and click the ellipsis in the callout. In the context menu, click **View Properties**.
The properties page appears.

## View Properties – Method 2

1. Navigate to the library.
2. Select a file by clicking the checkbox next to the name of the file.

3. On the ribbon, click the **FILES** tab. In the **Manage** group, click **View Properties**. The properties page appears.

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