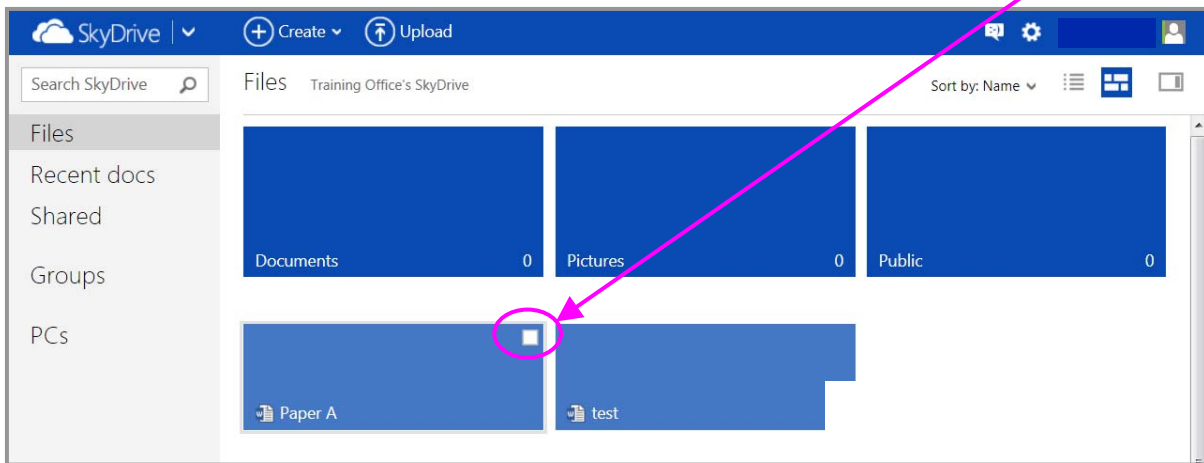




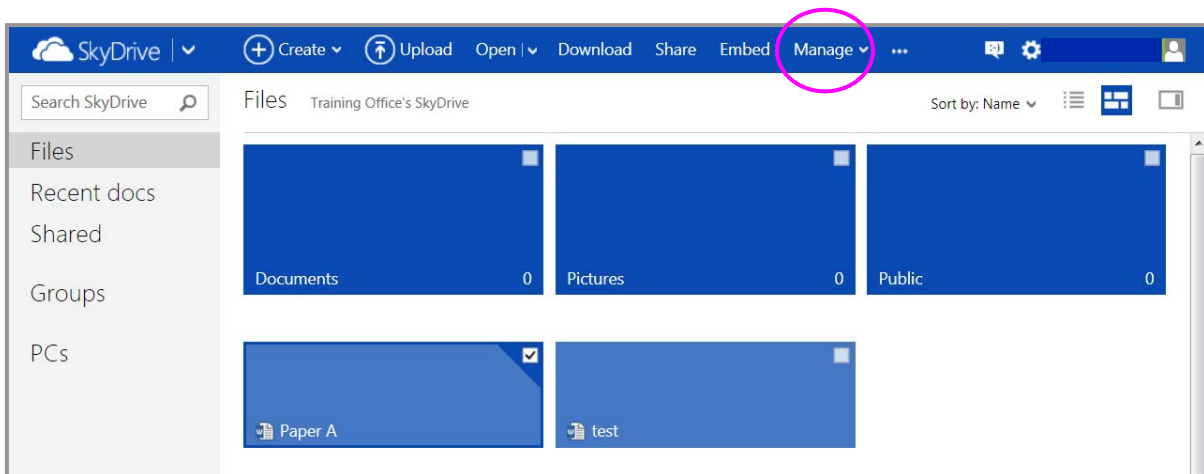
Deleting & Renaming Documents

Deleting a document from SkyDrive

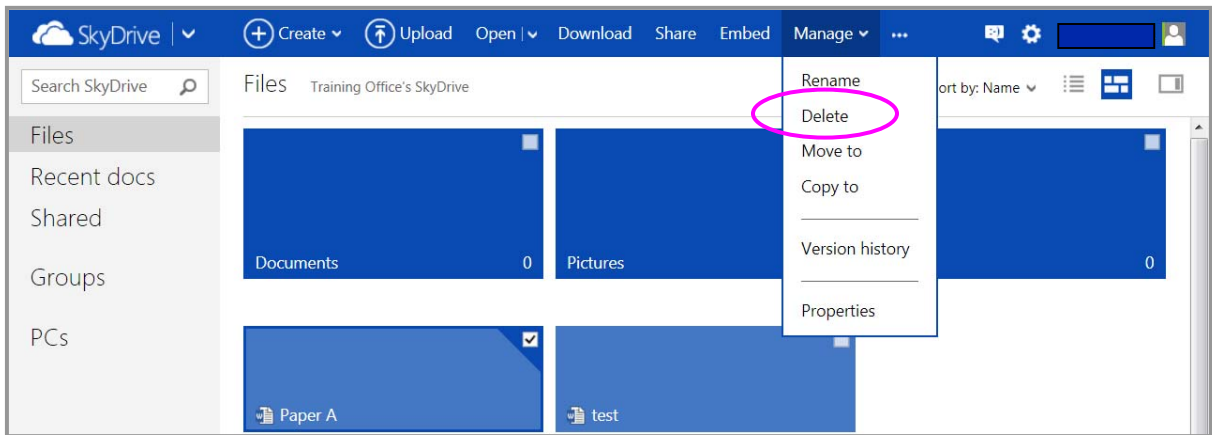
1. Hover the pointer over a document box. Select the document by clicking the checkbox that appears on the upper right-hand corner of the document box.



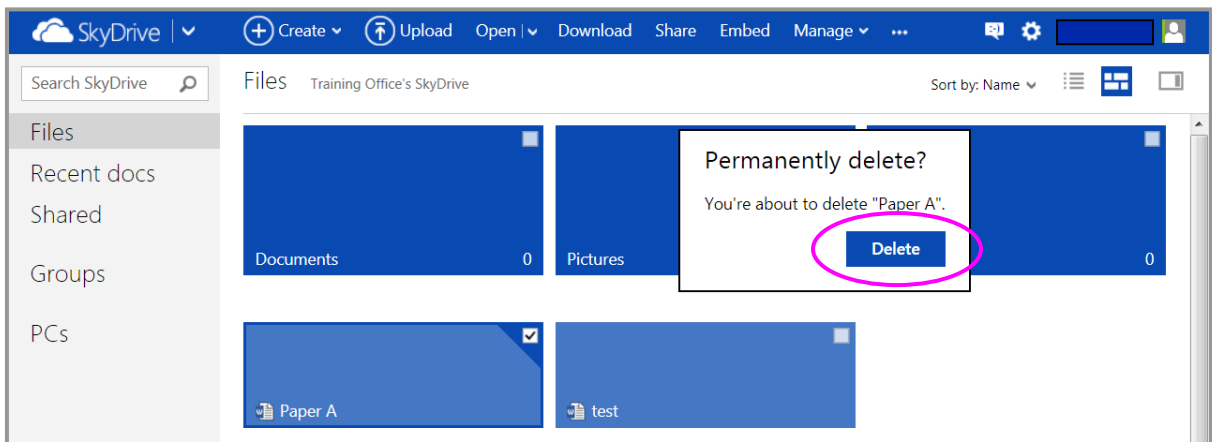
2. A toolbar will appear at the top of the page. Click on *Manage*.



3. A menu will appear. Click on **Delete**.



4. A confirmation window will appear. Click on the **Delete** button to complete the process, (or click outside this window to cancel the deletion process).

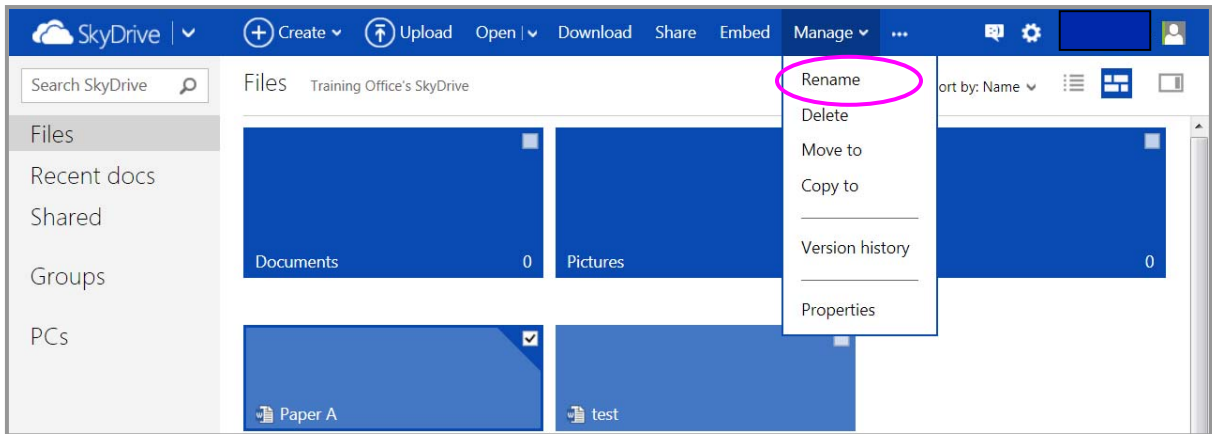


5. After clicking the **Delete** button, a confirmation window will appear at the bottom of the page.



To rename a document, repeat steps 1 and 2 from above, then...

From the menu, select ***Rename***.



Enter the new name of the document in the text field that appears on the document box.
Click outside of the text field to save the new name.

