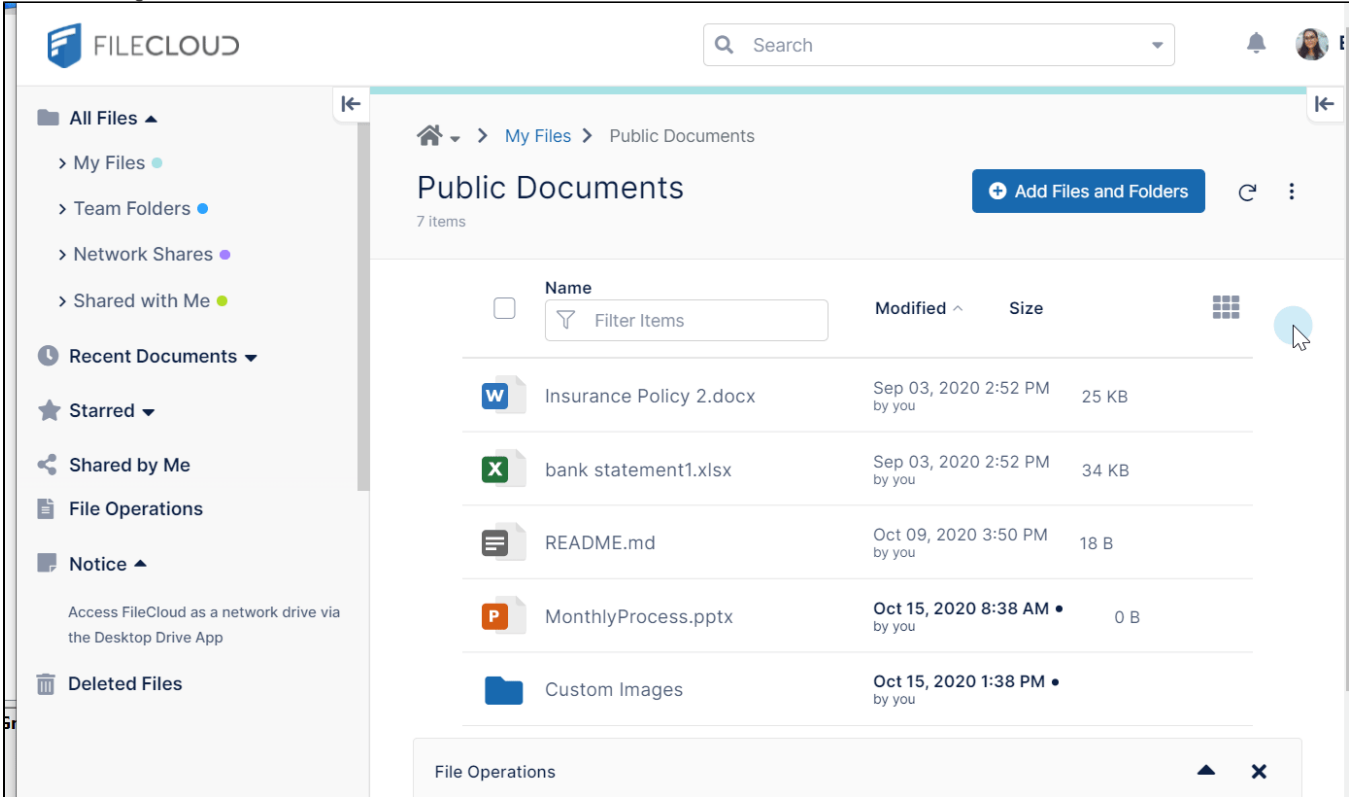


Delete Items

- [Delete a single item](#)
- [Delete multiple items](#)

Delete a single item

To delete a single item, hover over it and click the delete icon.



Delete multiple items

To delete multiple items, check the boxes next to the items, then click the **More** icon in the upper-right corner of the screen, and choose **Delete**.

FILECLOUD





Search

My Files > Public Documents

Public Documents

4 items

[+ Add Files and Folders](#)

Name	Modified	Size
 bank statement1.xlsx	Sep 03, 2020 2:52 PM by you	34 KB
 README.md	Oct 09, 2020 3:50 PM by you	18 B
 MonthlyProcess.pptx	Oct 15, 2020 8:38 AM • by you	0 B
 Users Icon - Duotone _ Font Aw...	Oct 15, 2020 1:41 PM • by you	

FileCloud Enterprise: do more with governance, content classification, and more

Deleted Files

 You can also delete all items in a folder from the **Folder Properties** box. See [View Folder Properties](#).