

Rename Item

To rename a file or folder, hover over its row and click the **More** button, and select **Rename**. Enter the new name and click Enter.

The screenshot displays the FileCloud interface. On the left is a sidebar with navigation options: All Files, My Files, Team Folders, Network Shares, Shared with Me, Recent Documents, Starred, Shared by Me, File Operations, Notice, and Deleted Files. The main area shows the 'My Files' folder containing 38 items. A table lists the items with columns for Name, Filter Items, Modified, and Size. The items listed are:

Name	Filter Items	Modified	Size
Photos		Oct 15, 2020 10:37 AM	
For Website		Oct 14, 2020 3:55 PM by you	
accounts.txt		Oct 15, 2020 12:15 PM by you	18 B
customers.docx		Oct 09, 2020 1:46 PM by you	0 B
README.md		Oct 09, 2020 1:32 PM by you	55 B
notice.md		Oct 09, 2020 1:31 PM by you	18 B