

# Delete a File

## Delete a file from your Computer

There are two steps to permanently deleting a file from your computer.

### Step 1: Send the file to the Recycle Bin.

You have three options for doing this.

- Drag it to the Recycle bin on your desktop.
- Right click on a file and select **Delete**.
- Select the file and hit the **Delete** key on your keyboard. When asked if you want to send the file to the Recycle Bin, click **Yes**.

To send multiple files to the Recycle Bin, you may [select multiple items](#) and use any of the methods above.

Until you empty the Recycle Bin, your file is not truly deleted. You can still recover it at any time.

### Step 2: Empty the Recycle Bin

1. Go to your Desktop.
2. Double click on the **Recycle Bin**.
3. On the left, click **Empty Recycle Bin**.

## Delete a file from a shared network drive

There are two ways you can delete a file from a shared network drive. Files deleted from a shared network drive will not go to the Recycle Bin on your computer. If you mistakenly delete a file, it may be impossible to recover.

- Right click on a file and select **Delete**.
- Select the file and hit the **Delete** key on your keyboard. When asked if you want to send the file to delete the file, click **Yes**.

## Delete a file from SharePoint

1. Hover your mouse over the file.
2. Click on the arrow that appears to the right of the file name.
3. Select **Delete**.
4. When asked if you want to send the file to the site Recycle Bin, click **Yes**.
5. Click on the **Recycle Bin** link in the left column.
6. Check the box next to the file you want to delete.
7. Click the **Delete Selection** button.
8. Click **OK** to confirm that you want to delete the file.

## Delete a file from WebSpace

1. Log into your WebSpace account.
2. Check the box to the left of the file you want to delete.
3. Click the **Delete** button at the top of the page.
4. The file has now been moved to the Trash.
5. Click the **Empty Trash** link on the left.
6. Click **Yes** to permanently delete the file.