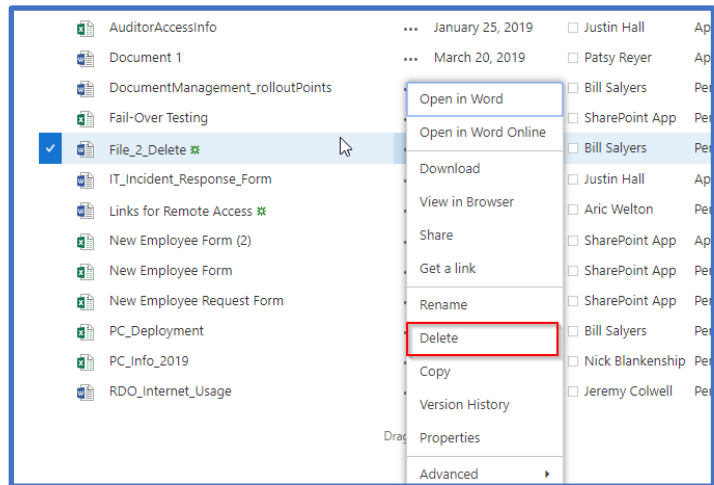


How do I Delete a File?

Find the file you want to delete and either:

- A> Select it and then click on the “Action List”. Move down to Delete option and click on it
- B> Press the Delete button on your keyboard



In either case, you will get a pop-up confirming that you do want to delete the file:

Click OK and the file will be deleted.

