

This document outlines the steps for how to rename files and folders in OneDrive.

Renaming

1. Locate the **File or Folder** you want to rename.

$+$ New \sim	↑ Upload ∨ 3 Sync	🕫 Automate 🗸
My files		
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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

My files					
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3. Select Rename.

Share	
Copy link	
Manage access	
Download	
Delete	
Move to	
Copy to	
Rename	
Automate	>
Details	

4. Type in the new name and select **Rename.**

Rename ×				
	Rename	Cancel		