KNOWLEDGE BASE ARTICLE

Renaming and Deleting Files or Folders in Folder Tree

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Rename an item

1 Navigate to the parent folder containing the file or folder.
2 Open the item's three-dot **Actions** menu and wait for its permissions to load.
3 Select **Rename**.
4 Edit **Name** and select **Save**. For a file, preserve its extension unless you intentionally need to change it.
5 Check the refreshed list. If SharePoint rejects the new name, correct the error and try again.

The name must not have reserved characters, leading or trailing spaces, or a trailing dot. A conflicting name can also be rejected by SharePoint. **Cancel** leaves the item unchanged.

Move an item to the recycle bin

Open the item's **Actions** menu and select **Move to recycle bin**. Review the confirmation, including the item name, before selecting **Move to recycle bin** again. Use **Cancel** if the item is not the one you intended to remove.

Warning

The delete action calls SharePoint's recycle operation, not permanent deletion. Folder Tree has no restore command; use the SharePoint recycle bin if an item needs to be restored.

Why a command is disabled

The editor can disable rename and deletion separately. Rename requires edit permission on the item; deletion requires delete permission. Buttons can also be disabled while an operation is running or permissions are being checked. Permissions on a file or subfolder can differ from those of its parent library.