

# Deleting a File from a Form

Last Modified on 10/03/2023 2:09 pm EDT

## Overview

Users can delete a file from a form if they no longer need to reference the information in the file.

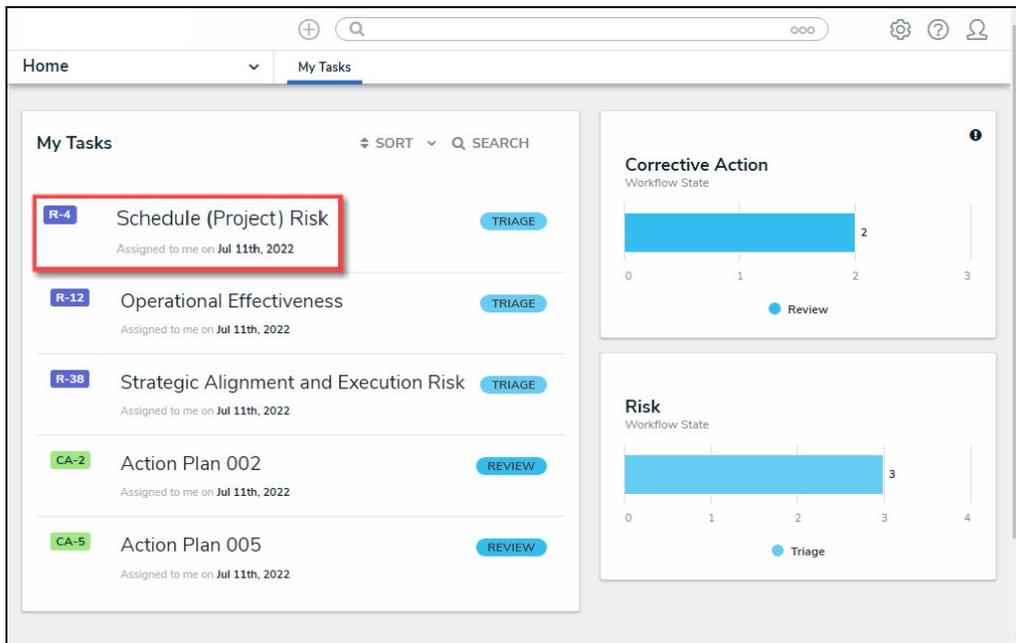
## Related Information/Setup

For more information on editing an attachment file, please see the [Editing an Attachment Using Microsoft Office Web Applications](#) article.

- [Editing an Attachment Using Microsoft Office Web Applications](#)

## Navigation

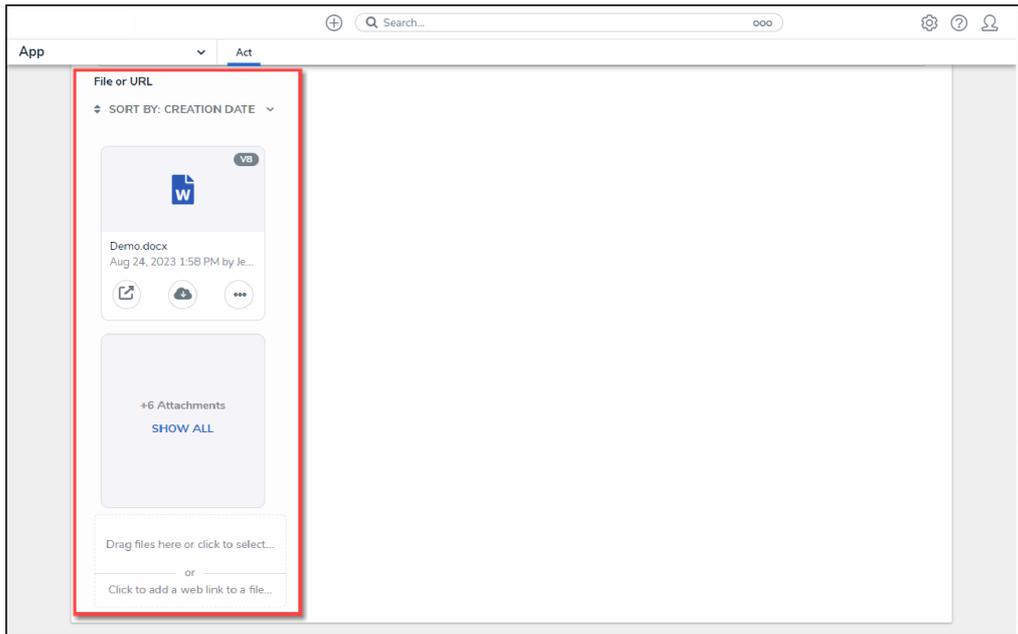
1. From the **Home** screen, search for a form with an attachment on the **My Tasks** list.
2. Click the **Form** name.



*Form Name*

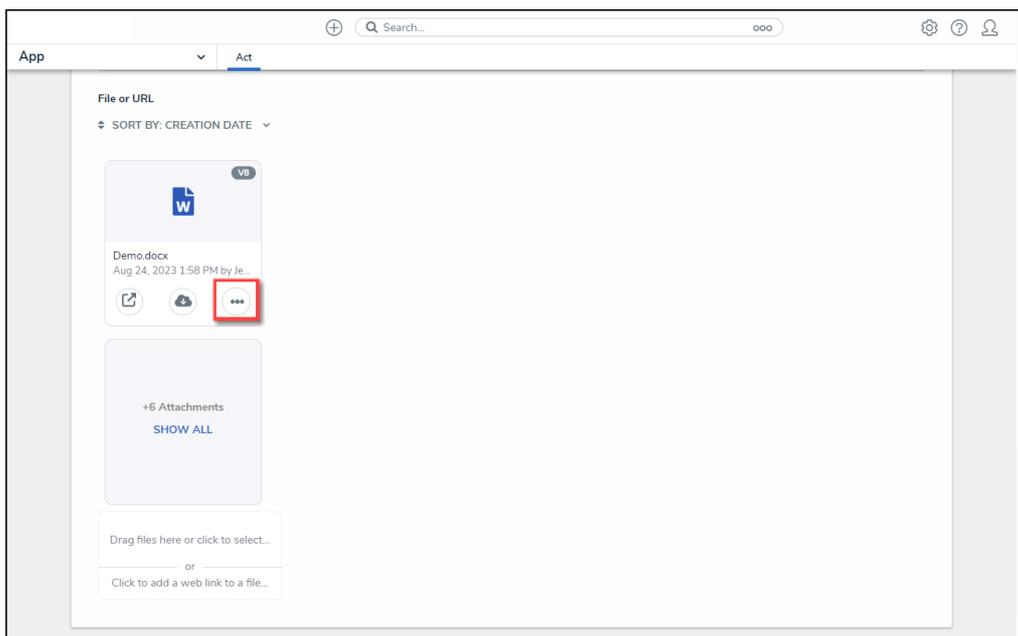
## Deleting a File from a Form

1. From the **Form** screen, navigate to the **File** field on the form.



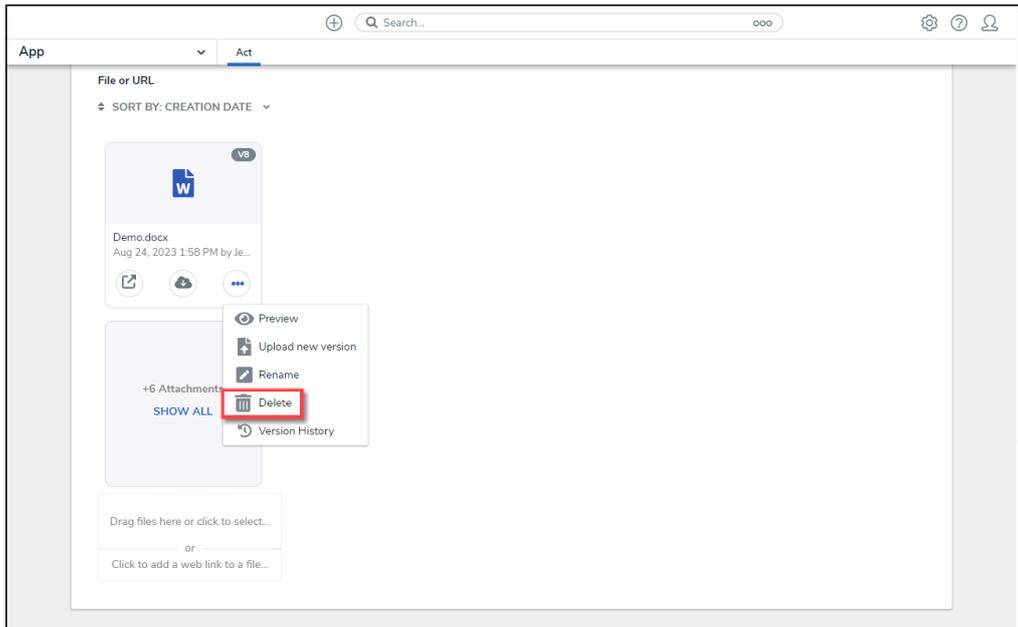
*File Field*

2. Click the **More Options** icon on an **Attachment** card.



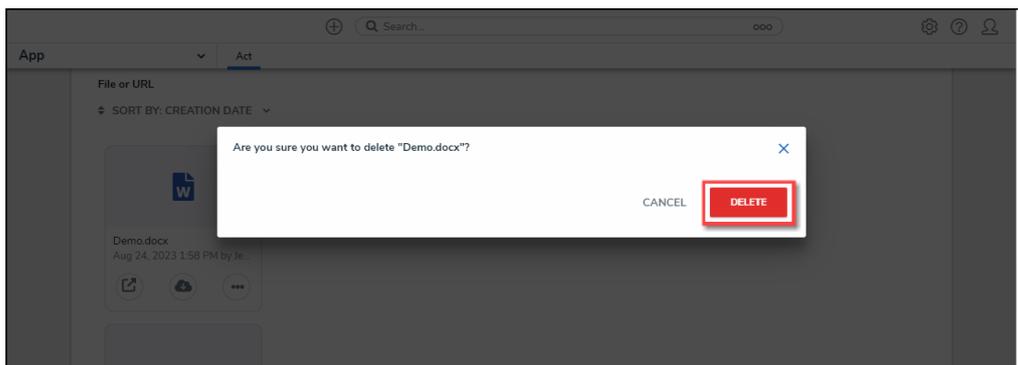
*More Options Icon*

3. Click the **Delete** link on the **More Options** dropdown menu.



*Delete Link*

4. From the **Confirmation** pop-up, click the **Delete** button to remove the file from the form.



*Delete Button*