

## **Deleting a File from a Form**

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# **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.



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File Field

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

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	or Click to add a web link to a file			

More Options Icon

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



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Delete Link

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



Delete Button