



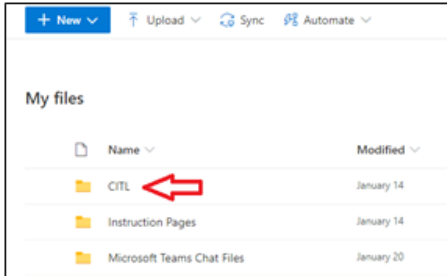
OneDrive: Renaming Content

Center for Innovation in Teaching and Learning

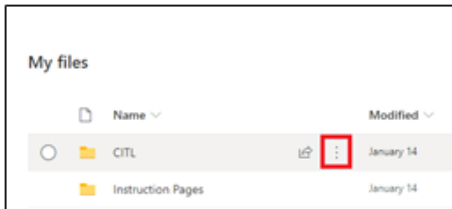
This document outlines the steps for how to rename files and folders in OneDrive.

Renaming

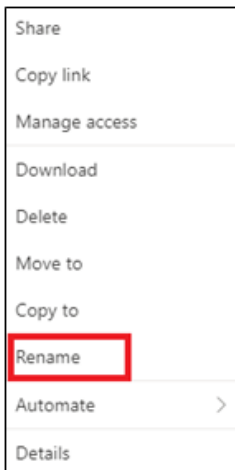
1. Locate the **File or Folder** you want to rename.



2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).



3. Select **Rename**.



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

