

Delete OneDrive files

Deleting files in OneDrive will send them to your recycle bin where they will remain for 30 days. Empty your recycle bin to remove them.

1

Log in to your dashboard:
[GovTEAMS OFFICIAL.](#)

Select the **Apps** waffle menu in the top left corner and choose **OneDrive**.

2

Select My Files.

3

Use the radio buttons to select the files and folders you want to delete. Click Delete

4

Select recycle bin from left hand menu. Select Empty Recycle bin.

