



Delete Files in Drive

Step 1.

To remove a Google Drive file, you can move them to “Trash”. There are two ways to do this: Click and drag the file to “Trash” located on the left side of the screen, or right click on the file and select “Remove” from the drop-down menu.

Step 2.

To empty the “Trash” (which is recommended occasionally because items in the trash use storage space), click on Trash located on the left side of the screen, then click the “Empty Trash” link in the upper right corner. Note that once a document has been in trash for 30 days, it is automatically deleted.