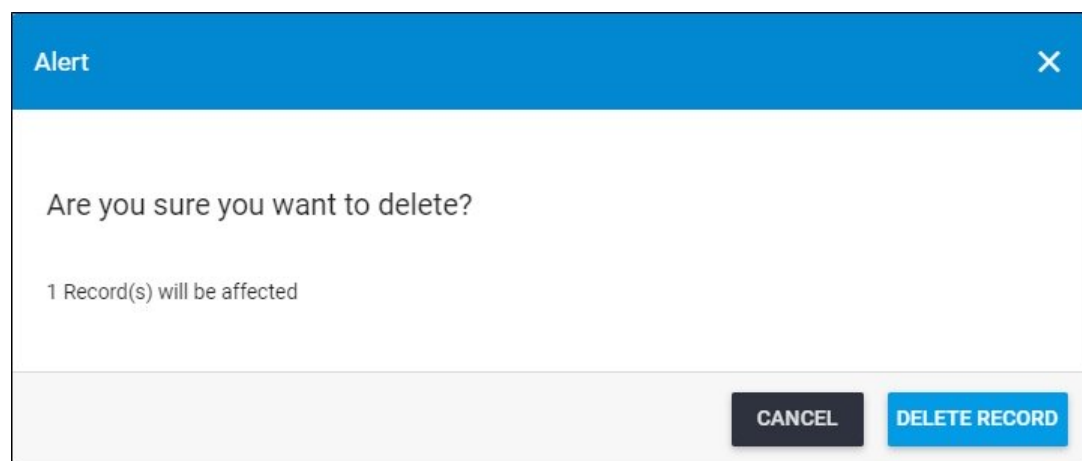


## Delete shared folder

To delete a shared folder, follow these steps:

1. Select the folder you want to delete by following any of these methods:
  - Select “Delete Record” from the Actions menu next to the folder you want to delete,
  - Click the checkbox on top of the records to select all folders then click the **Delete** button,
  - Click the checkbox(es) next to the folders you want then click the **Delete** button,

The following message appears showing the number of selected records:



2. Click **Delete Record** to confirm deleting the folder. Its status changes to “Inactive”.

You can activate the folder by following the steps mentioned in “[Activate shared folder](#)”.