Renaming a File Attached to a Form

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Overview

Users can rename a file attached to a form.

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.
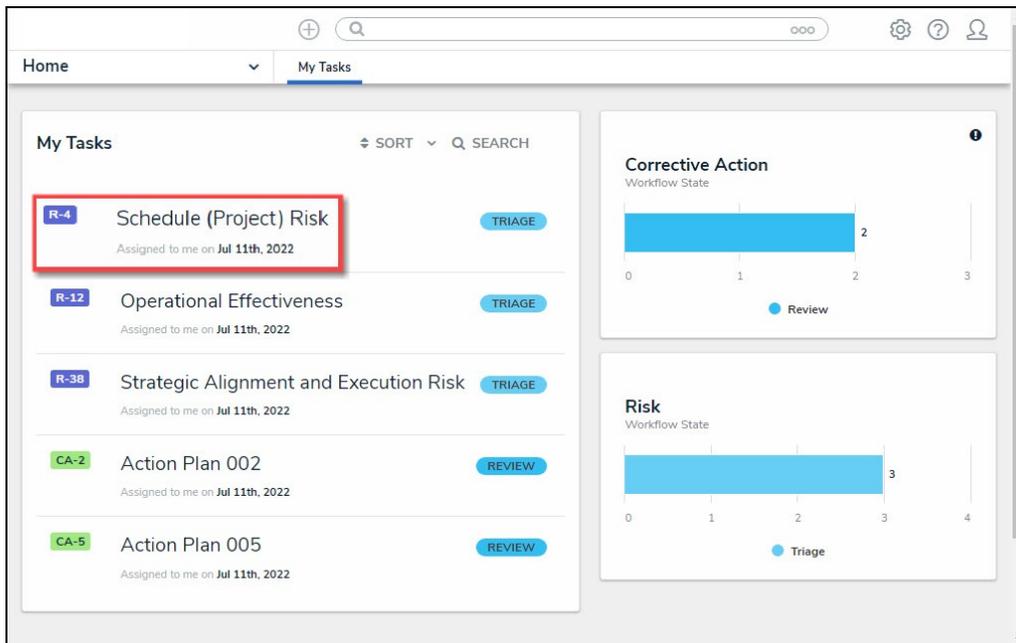
Form Name

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1. From the **Form** screen, navigate to the **File** field on the form.
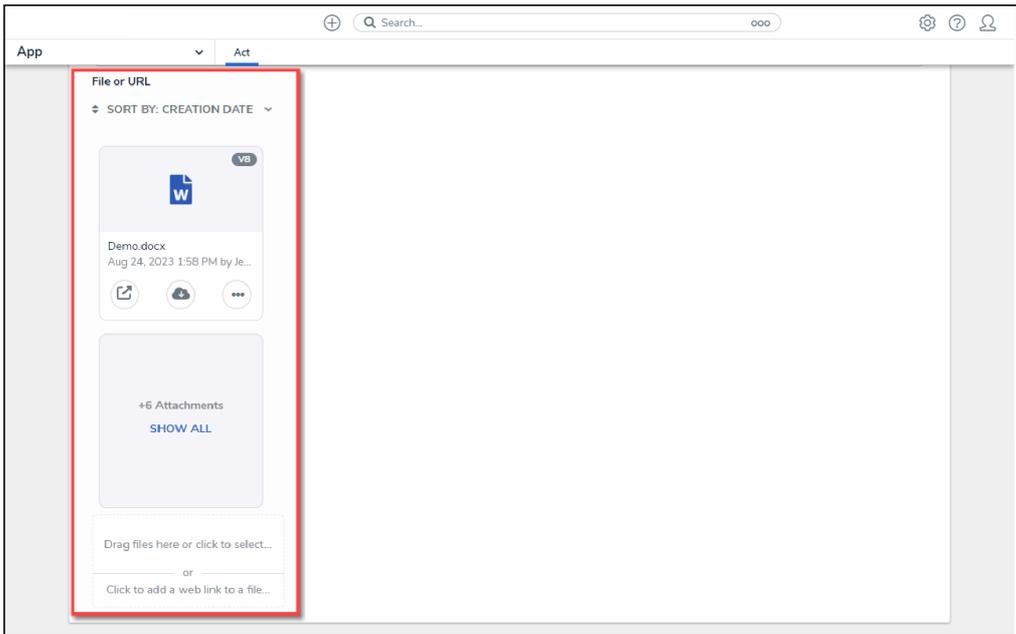
File Field

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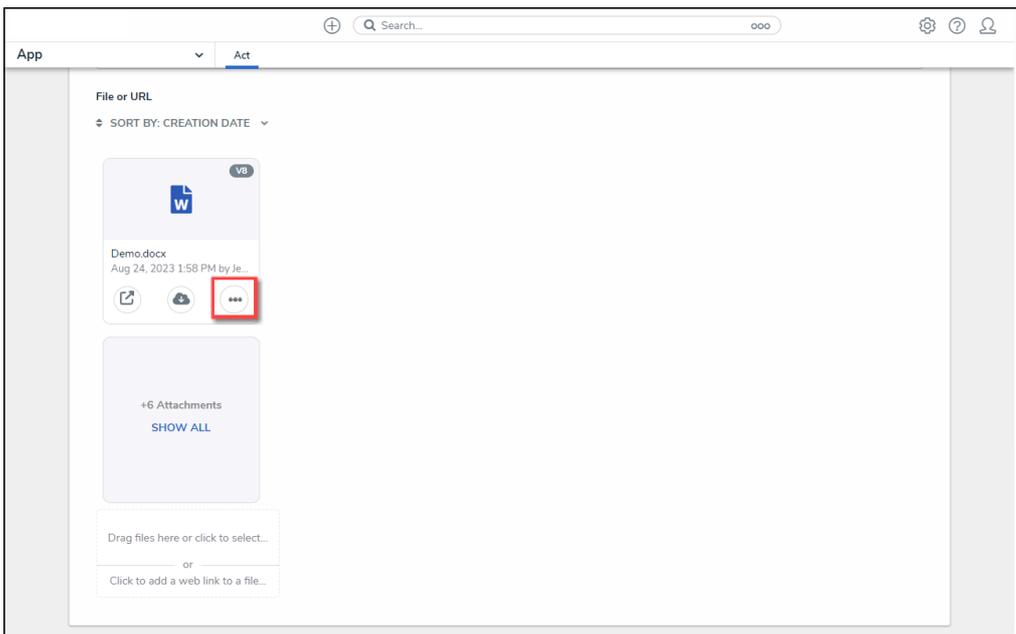
More Options Icon

3. Click the **Rename** link on the **More Options** dropdown menu.
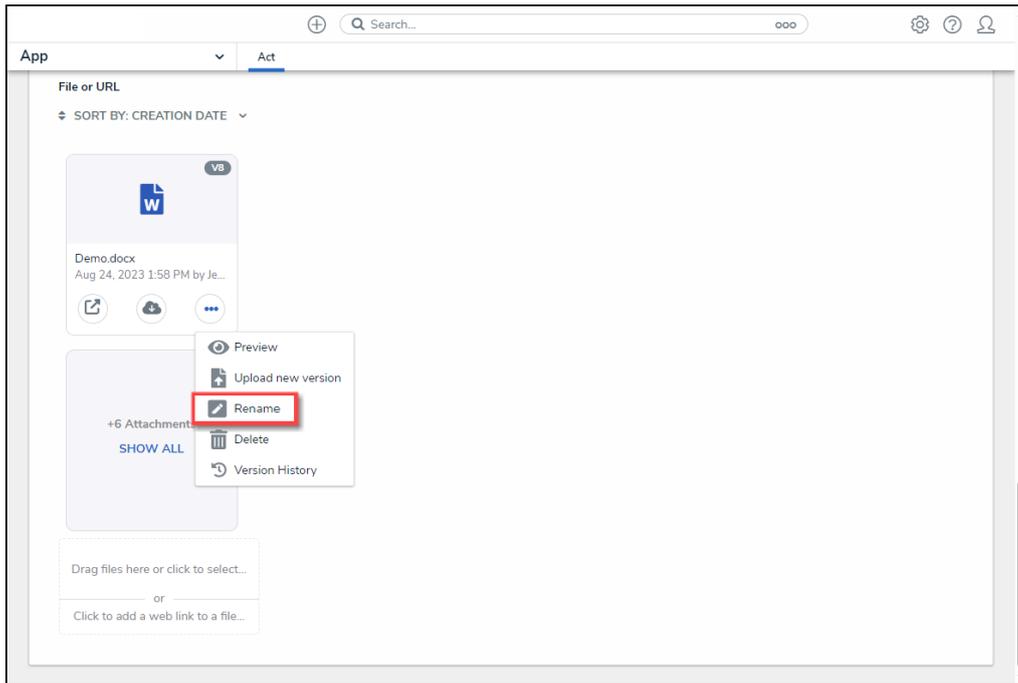
Rename Link

4. From the **Rename Attachment** pop-up, enter the new file name in the **Name** field.
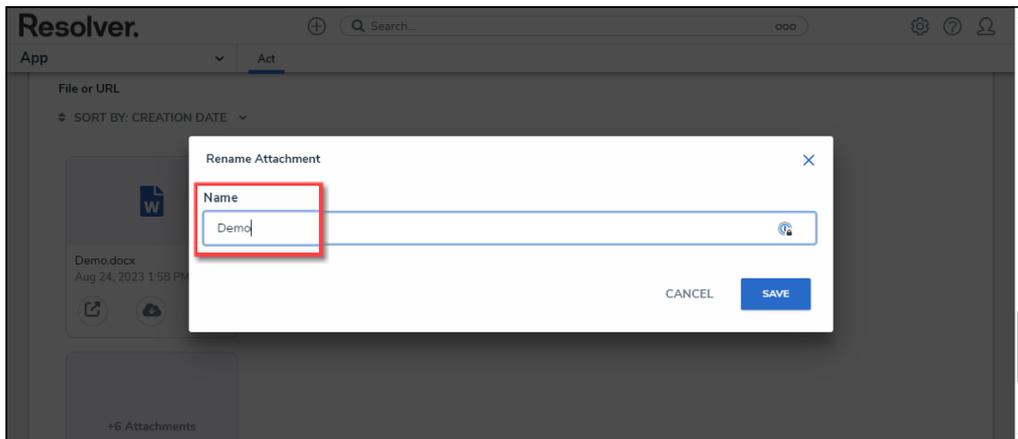
Name Field

4. Click the **Save** button to save your changes.

Save Button