Deleting an Attachment

To delete an attachment, you require ‘Remove Attachments’ permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

To delete an attachment,

1. Go to the page that contains the attachment.
2. Go to the ‘Attachments’ view for the page. To do this:
   - Go to a page in the space, open the ‘Tools’ menu and select ‘Attachments’. The ‘Attachments’ view will open.
   - This will display a list of the attachments in the page. Click on the ‘Remove’ link beside the attachment you want to delete.
3. Click ‘OK’ to confirm your action.

RELATED TOPICS

Working with Attachments
Finding an Attachment

Take me back to the Wikis Help Guide.