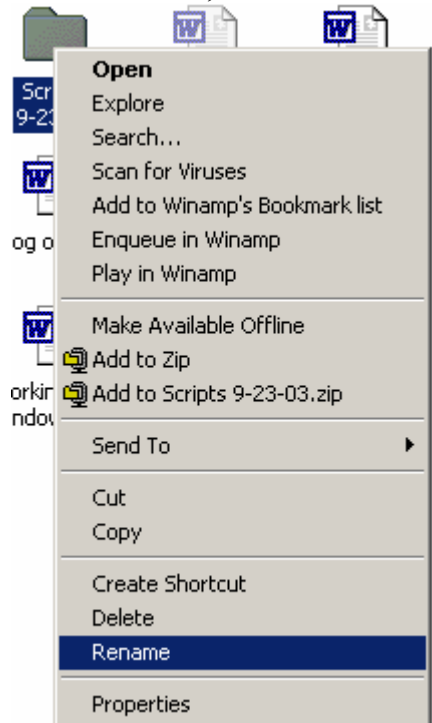


# Renaming Folders

## ***Rename a Folder***

1. Open **My Computer** or **Windows Explorer**.
2. Navigate to the folder you want to rename.
3. **Right** click on the folder.
4. From the menu, **left click on Rename**.



5. Type in the new name or the modification of the folder name.
6. Press the **Enter** key on your keyboard.

**\*Note:** You can rename files and folders from within the **Open** and **Save As** dialog boxes in Word, Excel, and PowerPoint too.