# How to Rename Files in OneDrive

Office365 is WFPS's productivity suite--OneDrive, Outlook, Word, PPT, and Excel.

It is important that students develop a naming scheme that supports document location. If we don't rename our documents, you could end up with files called Document1 all the way to file Document 148. It is difficult to find and submit work if it isn't labeled appropriately right from the beginning. Please make every effort to name your documents/files at the beginning of your work, but if you didn't get that chance, you can go back in and rename following the steps below.

1. Open *OneDrive*

2. ***Click on the three dots*** of the file you want to rename.
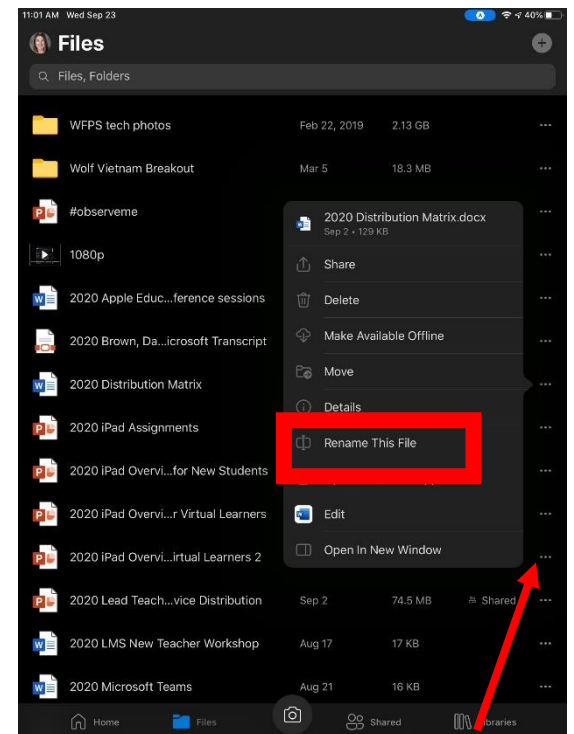
3. Click *Rename This File.*

4. ***Enter the new file name*** in the text box.

5. Click *Done*.