This is guidance for how to move an electronic record to a different folder in Content Manager. This can be necessary if the record was accidentally filed into an incorrect folder.

1. **Right click** on the record to move
   Refer to separate guidance on how to search for electronic records

2. **Select Properties**

3. **Under Folder, click the blue folder lookup button**
4. Click Containers

5. Select the correct folder

6. Click OK

7. Click OK