

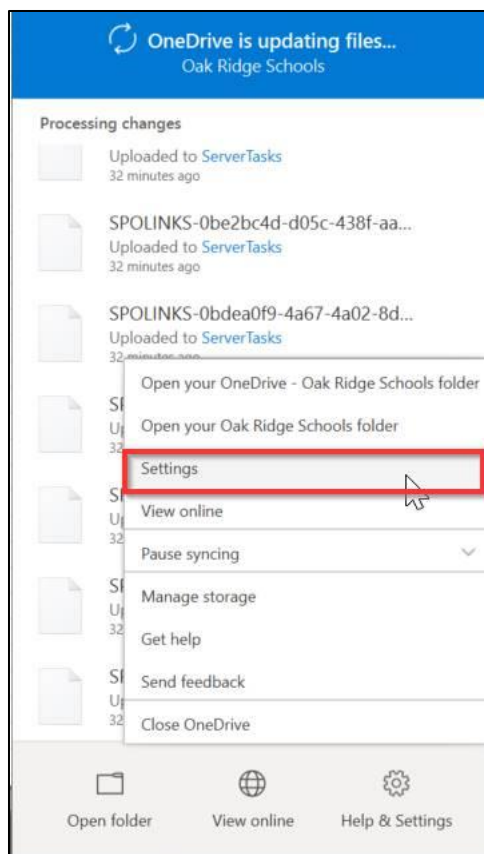
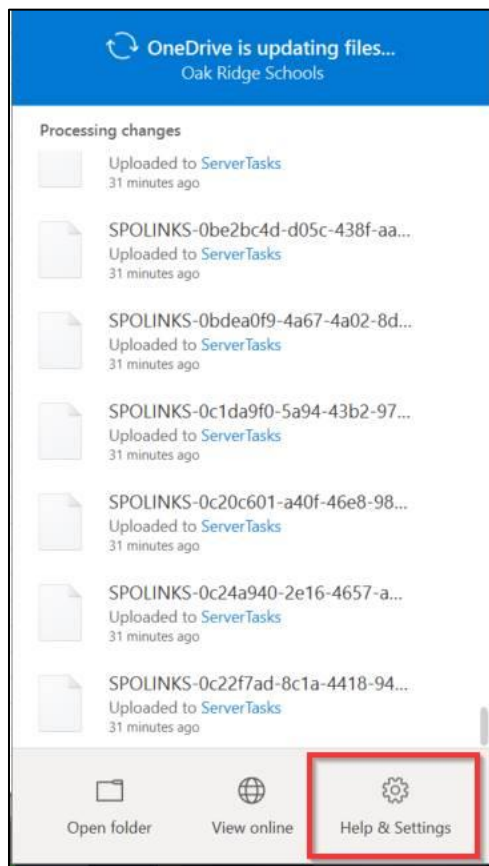
Changing Folder Syncing Status

OneDrive

The following includes instructions for choosing which folders are synced from OneDrive to your desktop in order to preserve desktop storage.

Through OneDrive

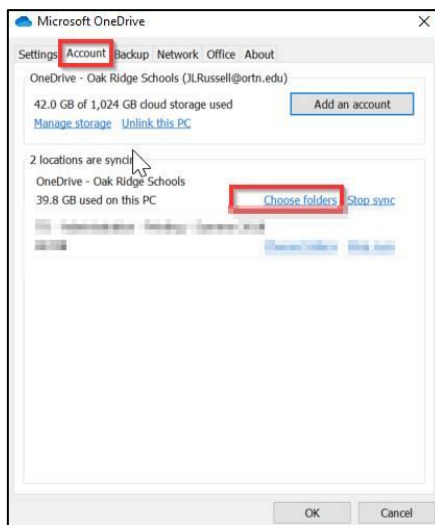
1. Click on the OneDrive icon on your taskbar and select "Help & Settings." From this menu, click "Settings."



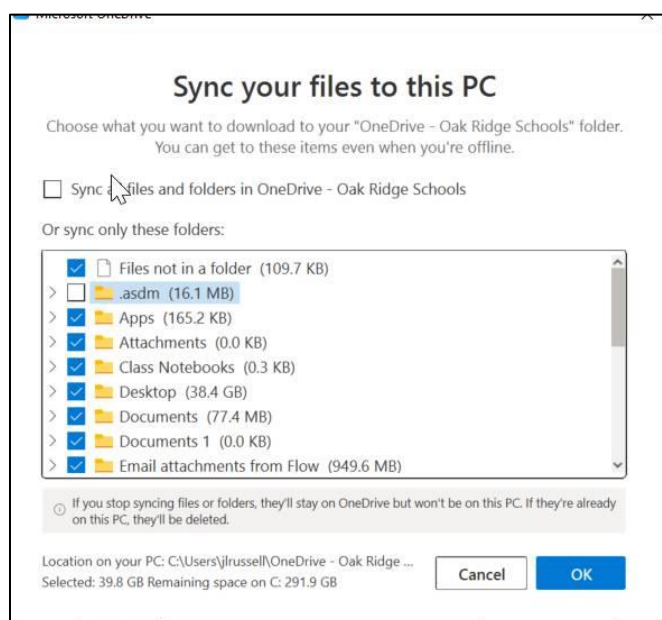
Changing Folder Syncing Status

Office 365

2. On the “Account” tab, find the location labeled “OneDrive – Oak Ridge Schools” and click “Choose Folders.”



3. Next, uncheck the folders you would like to stop syncing with OneDrive. The folders can be expanded by clicking the arrow beside the folder for granularity.

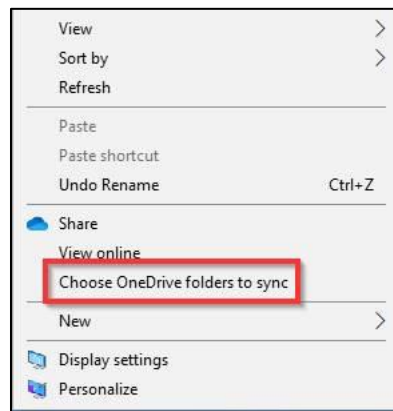


Changing Folder Syncing Status

Office 365

Through Desktop

1. Right click on your desktop and click "Choose OneDrive folders to sync."



2. Uncheck the folders you would like to stop syncing with OneDrive. The folders can be expanded by clicking the arrow beside the folder for granularity.

