

The following includes instructions for choosing which folders are synched 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."

OneDrive is updating files	C OneDrive is updating files
Oak Ridge Schools	Oak Ridge Schools
Processing changes	Processing changes
Uploaded to ServerTasks	Uploaded to ServerTasks
31 minutes ago	32 minutes ago
SPOLINKS-0be2bc4d-d05c-438f-aa	SPOLINKS-0be2bc4d-d05c-438f-aa
Uploaded to ServerTasks	Uploaded to ServerTasks
31 minutes ago	32 minutes ago
SPOLINKS-0bdea0f9-4a67-4a02-8d Uploaded to ServerTasks 31 minutes ago	SPOLINKS-0bdea0f9-4a67-4a02-8d Uploaded to ServerTasks
SPOLINKS-0c1da9f0-5a94-43b2-97	Open your OneDrive - Oak Ridge Schools folde
Uploaded to ServerTasks	SI
31 minutes ago	Up Open your Oak Ridge Schools folder
SPOLINKS-0c20c601-a40f-46e8-98 Uploaded to ServerTasks 31 minutes ago	Settings View online
SPOLINKS-0c24a940-2e16-4657-a Uploaded to ServerTasks 31 minutes ago	SI Manage storage
SPOLINKS-0c22f7ad-8c1a-4418-94	S Send feedback
Uploaded to ServerTasks	Ur
31 minutes ago	32 Close OneDrive
Dpen folder View online Help & Settings	Open folder View online Help & Settings



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.

Choo	se what you want to download to your "OneDrive – Oak Ridge S You can get to these items even when you're offline.	Schools" folder
Sy	nc Ziles and folders in OneDrive - Oak Ridge Schools	
)r svn	c only these folders:	
	□ Files not in a folder (109.7 KB)	^
> 🗖	asdm (16.1 MB)	
> 🔽	Apps (165.2 KB)	
> 🔽	🚞 Attachments (0.0 KB)	
> 🔽	🚬 Class Notebooks (0.3 KB)	
> 🔽	늘 Desktop (38.4 GB)	
> 🔽	늘 Documents (77.4 MB)	
> 🔽	Documents 1 (0.0 KB)	
> 🔽	🚞 Email attachments from Flow (949.6 MB)	~
o If	you stop syncing files or folders, they'll stay on OneDrive but won't be on this PC.	. If they're already
on	this PC, they'll be deleted.	



Through Desktop

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

View	>
Sort by	>
Refresh	
Paste	
Paste shortcut	
Undo Rename	Ctrl+Z
Share	
View online	
Choose OneDrive f	olders to sync
New	>
🐚 Display settings	
Personalize	

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

ho	ose what you want to download to your "OneDrive - Oak Ridge Schools" folder You can get to these items even when you're offline.
	Sync 🔀 iles and folders in OneDrive - Oak Ridge Schools
r sy	/nc only these folders:
	Files not in a folder (109.7 KB)
	asdm (16.1 MB)
	Apps (165.2 KB)
	Attachments (0.0 KB)
	🖌 🚬 Class Notebooks (0.3 KB)
	🖉 느 Desktop (38.4 GB)
	🖉 늘 Documents (77.4 MB)
	Z ڬ Documents 1 (0.0 KB)
	🚪 🚞 Email attachments from Flow (949.6 MB)
0	f you stop syncing files or folders, they'll stay on OneDrive but won't be on this PC. If they're already on this PC they'll be deleted