

Documents are being sent to OneDrive

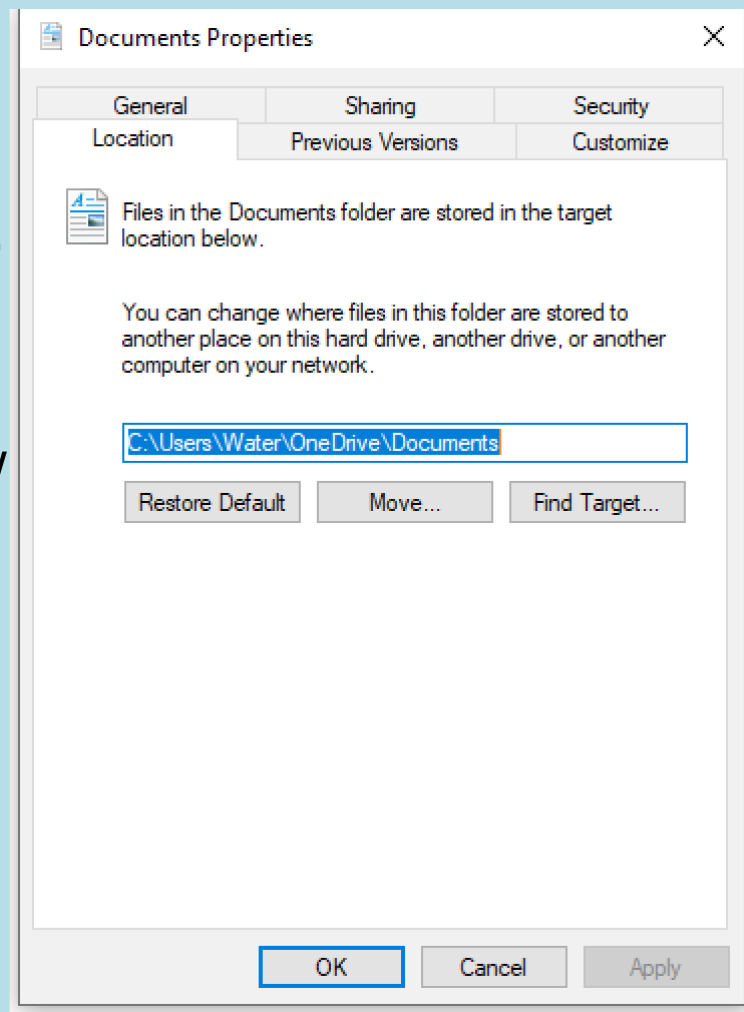
When you save a Document to your “Documents Folder” you find out that it is going to OneDrive. That is because your Documents folder has been linked to OneDrive. This can also happen with your Pictures and Music Folders.

Follow these Steps to UN-Link your Documents Folder from OneDrive.

1. Check to see if the link is there. Open File Explorer and under This PC, Right Click on **Documents**, then in the pop up menu click on **Properties**. In the Properties Windows, click on **Location**.

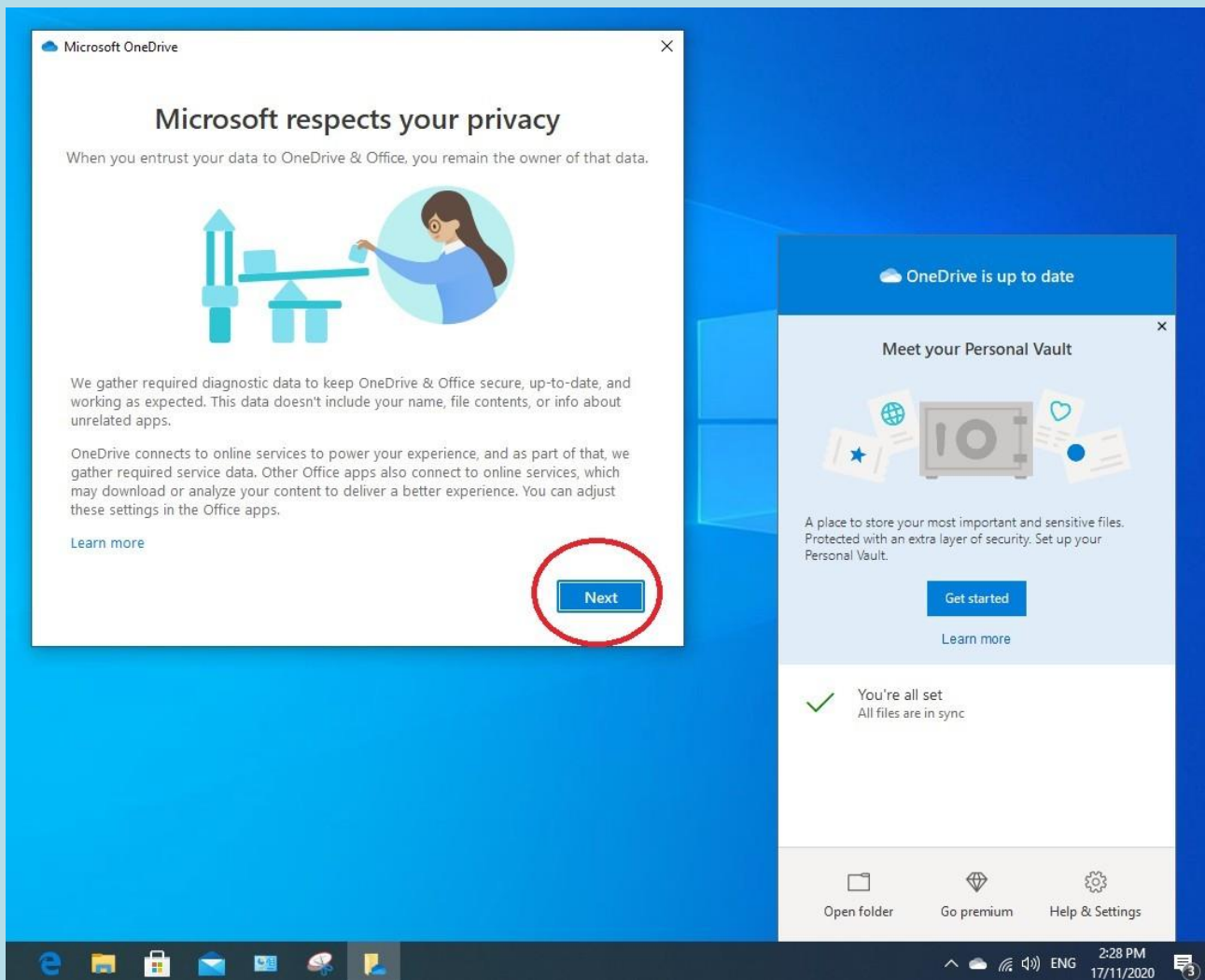
Check the location field. As you can see in this example Documents Is located on OneDrive. (Water is my User Name, Yours will be different.)

If you click on “Restore Default”, you will get an error notice. Close this window (X).



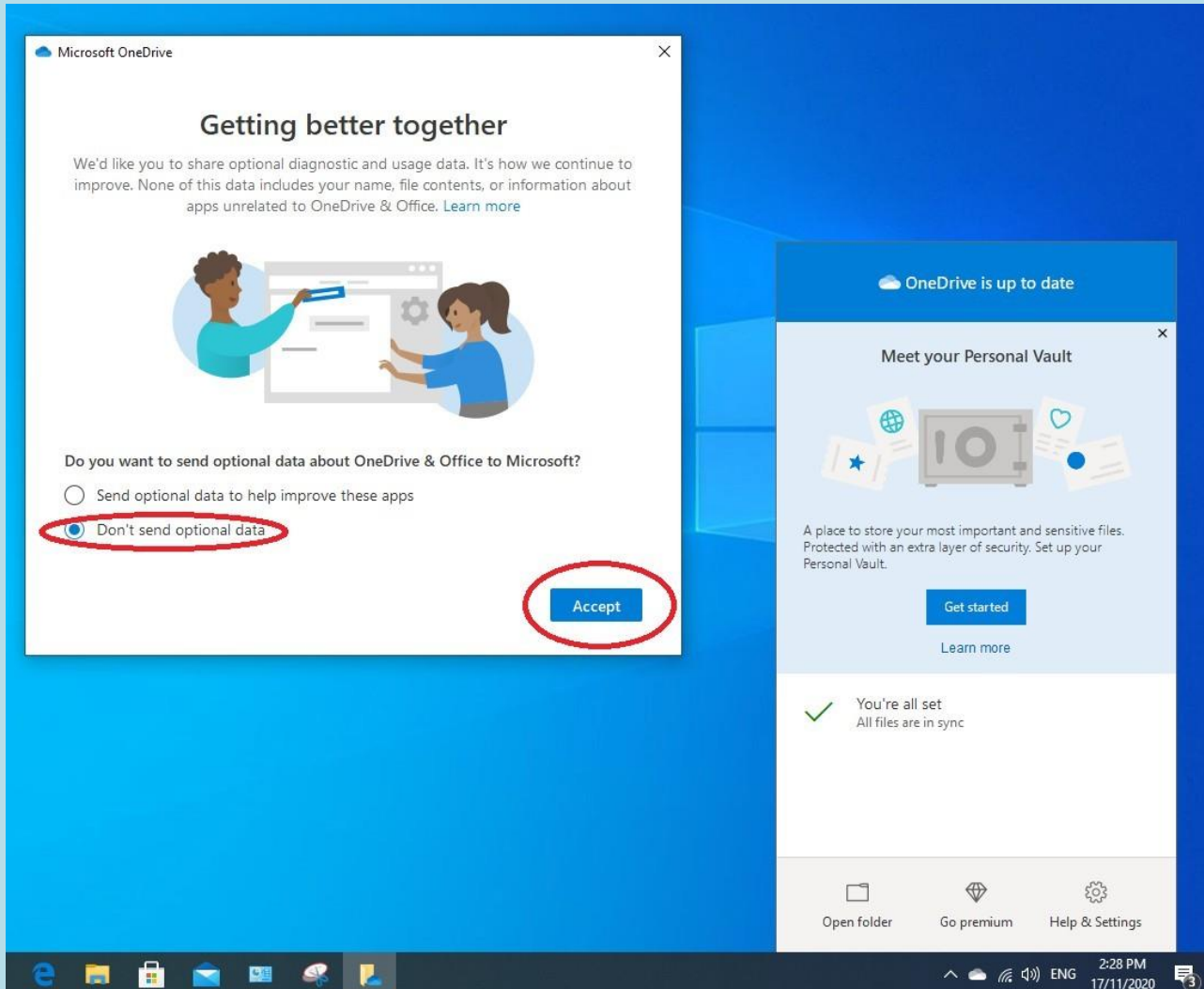
2. On the Task Bar (over on the right side) click on the OneDrive ICON (it looks like a cloud).

If this is the first time you have opened OneDrive, you will be looking at something like this:



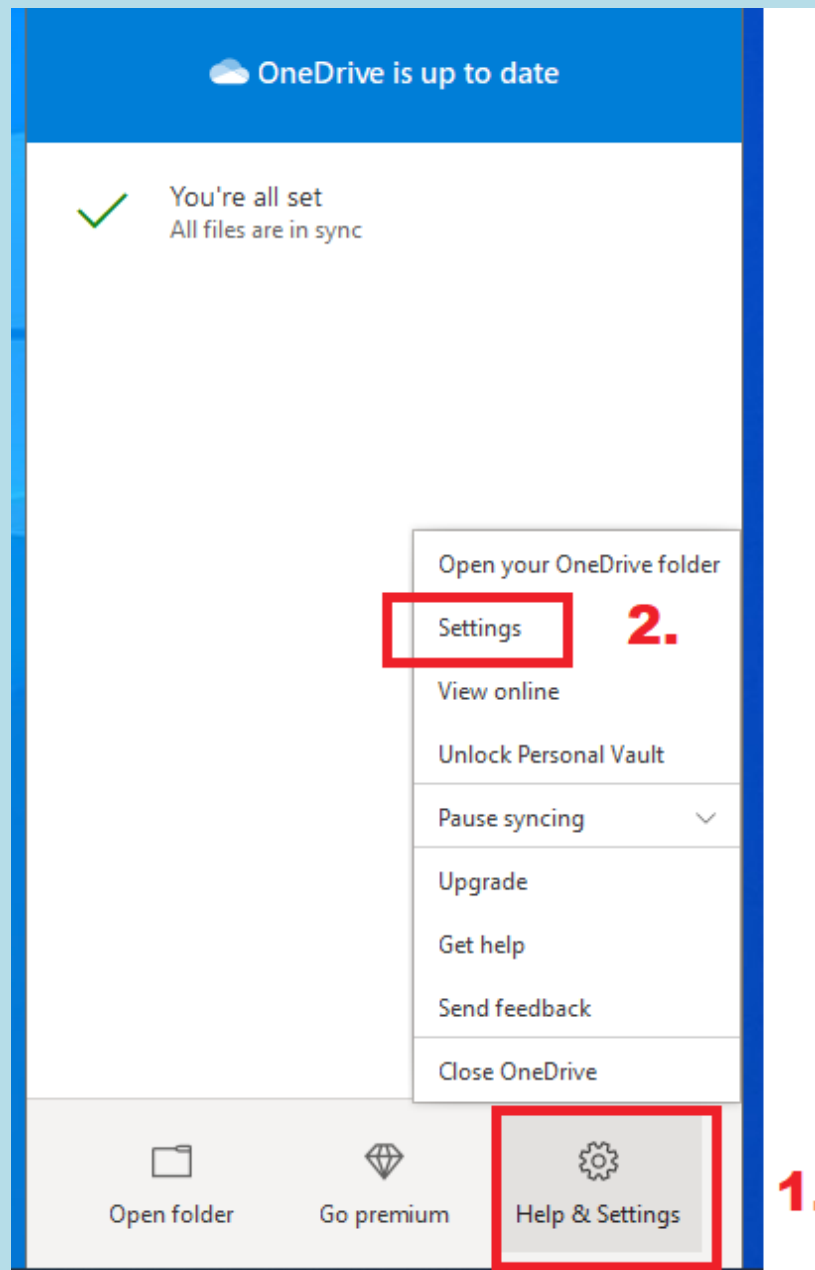
Click on Next in the left window.

The next window you will see looks something like this:

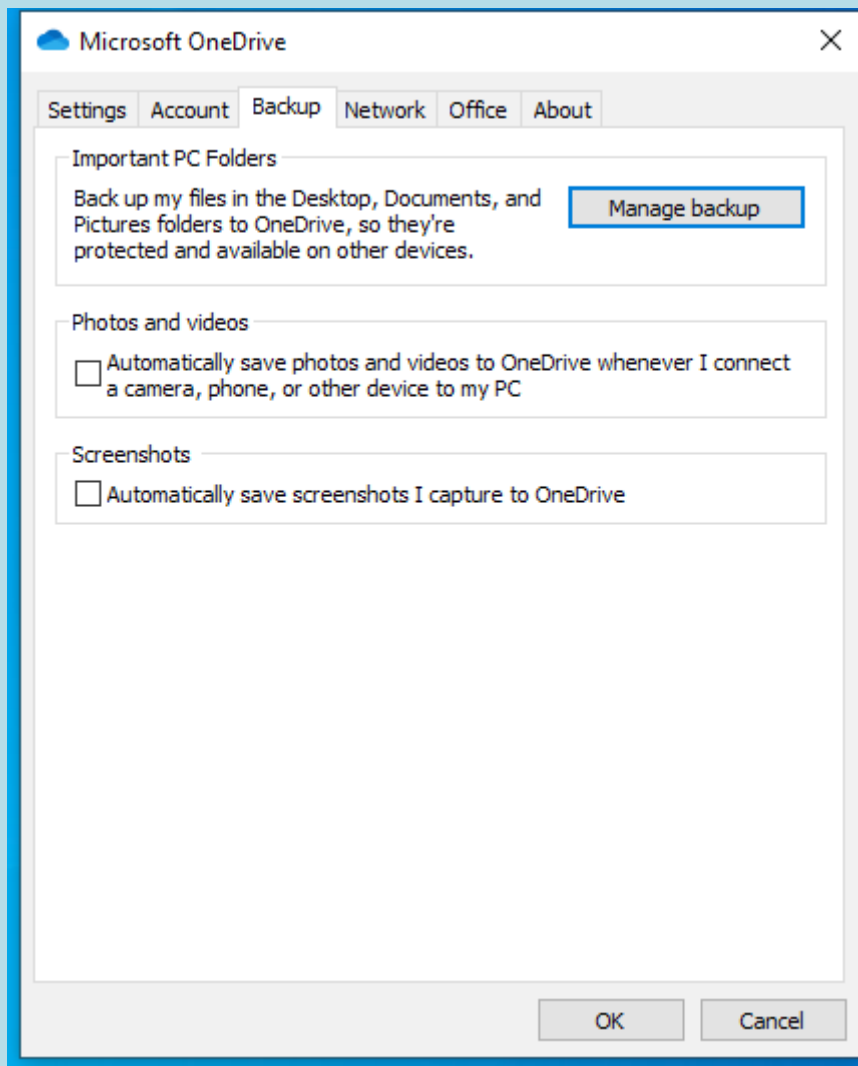


Select "Don't send Optional Data" and
Click on Accept in the left window.

Now you should be looking at only one window as shown below. Click on **Help & Settings (1)** and in the pop up menu click on **Settings (2)**.



Select the Backup Tab and click on Manage Backup



In This Example only the Documents Folder has been linked to OneDrive.

Click on **Stop Backup**

Microsoft OneDrive

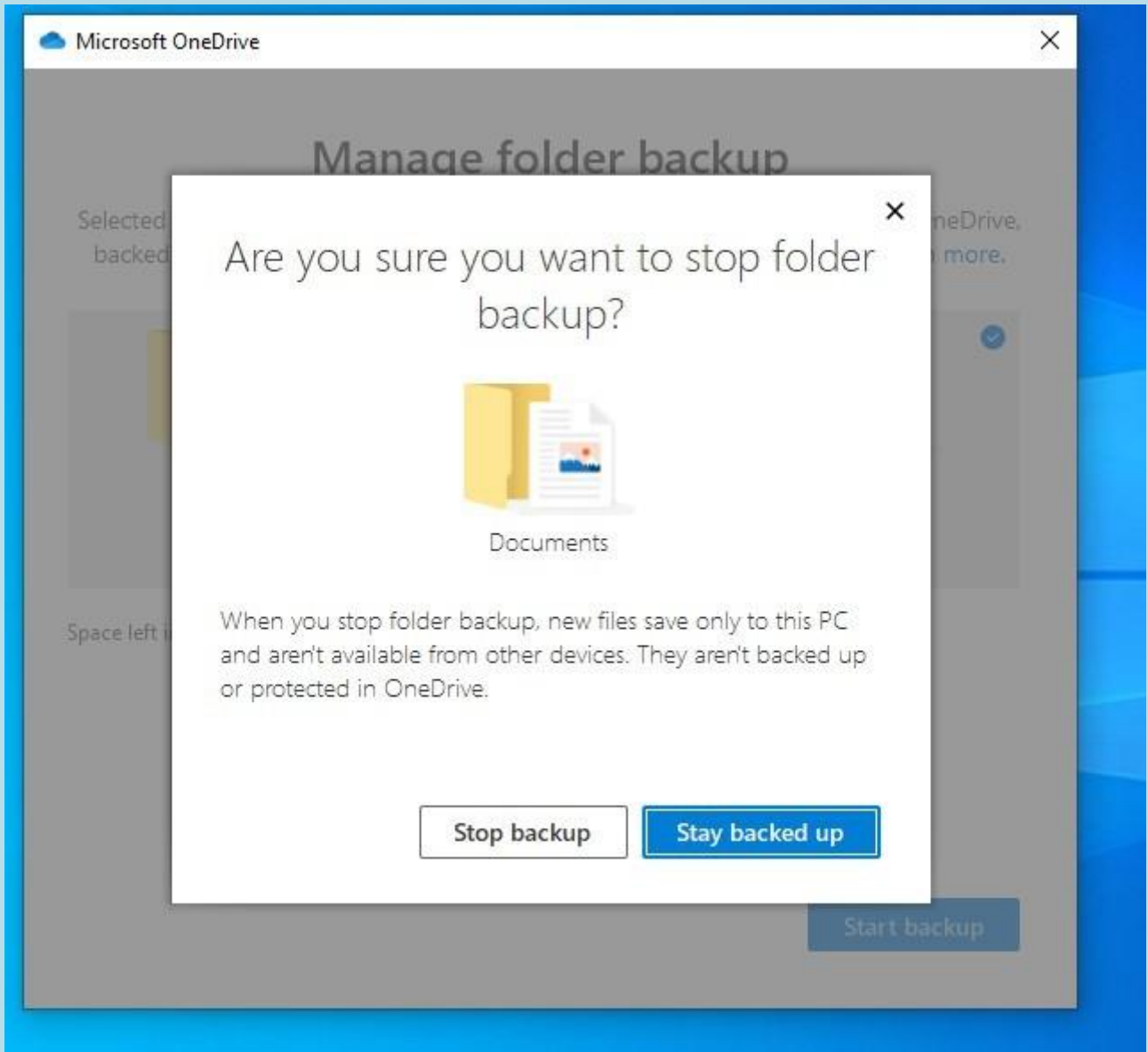
Manage folder backup

Selected folders will sync in OneDrive. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. [Learn more.](#)

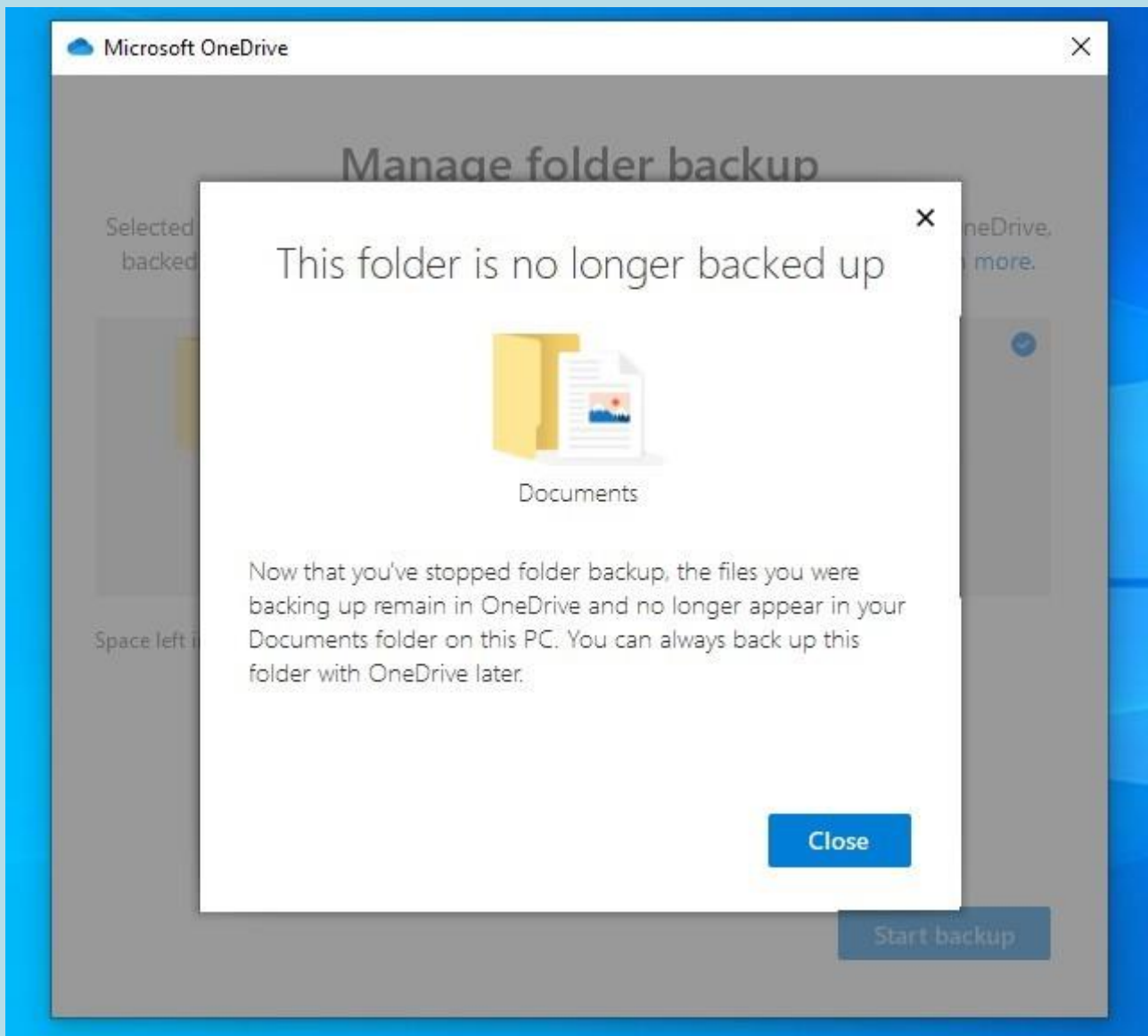
Folder	Size	Status
Desktop	0 KB	Not backed up
Documents	Files backed up	Stop backup
Pictures	937 KB	Backed up

Space left in OneDrive after selection: 5.0 GB

Start backup



Click on Stop Backup






Click on Close

Microsoft OneDrive

Manage folder backup

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 Desktop 0 KB	 Documents 2 KB	 Pictures 1 MB
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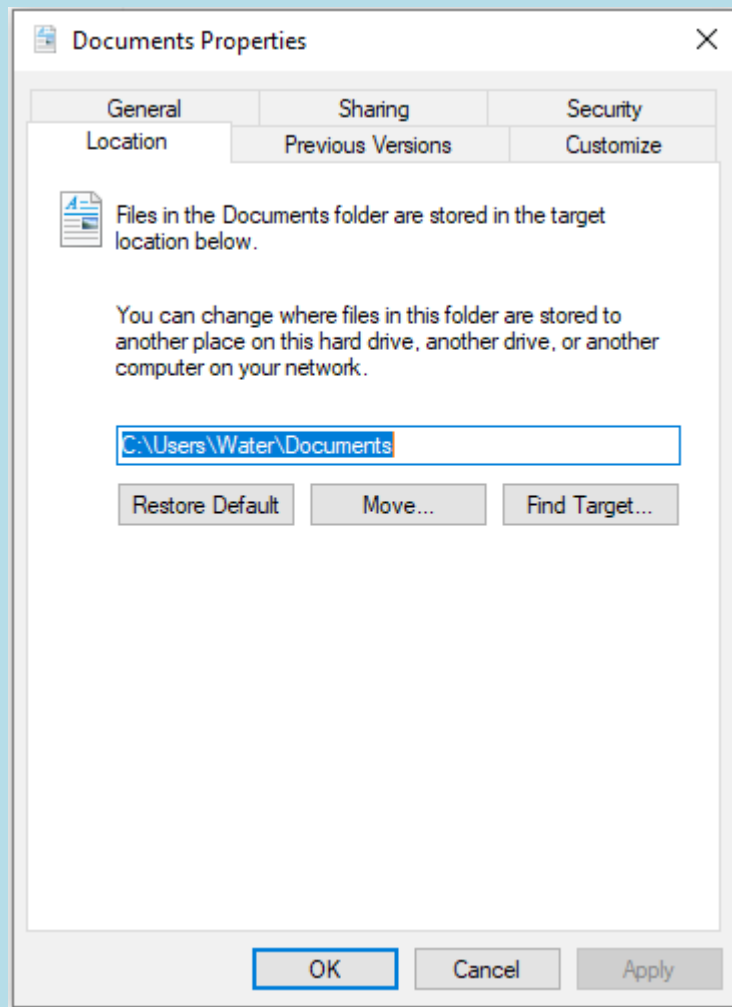
Space left in OneDrive after selection: 5.0 GB

Start backup

Close this window with the X (top right)

Now go back to File Explorer and check the Documents Properties.

OneDrive is no longer linked.



(water is my user name, yours will be different)

Unlink One Drive completely.

You will not see one drive in File Explorer.

You won't lose files or data by unlinking OneDrive from your computer. You can always access your One Drive files by signing in to OneDrive.com.

Open OneDrive settings (select the OneDrive cloud icon in your notification area, and then select the OneDrive Help and Settings icon then Settings.)

Go to the Account tab.

Select Unlink this PC.

