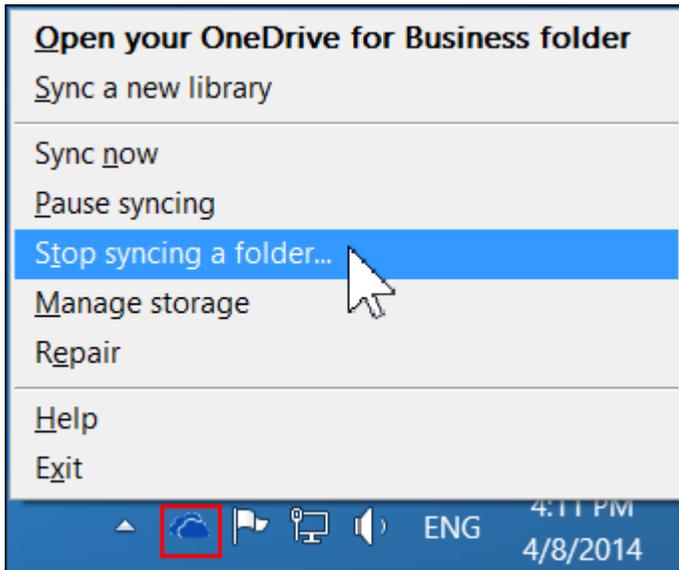


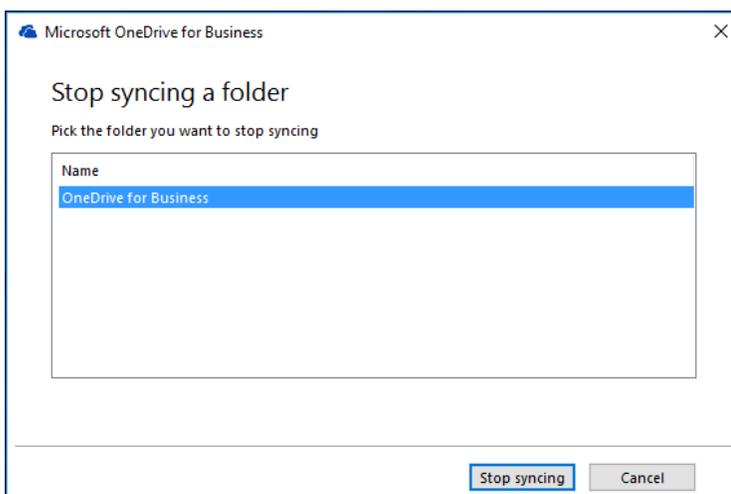
Instructions for Disconnecting OneDrive for Business Sync Client

1. Right click the OneDrive for Business icon  in the Windows notification area at the bottom of your screen, and then select Stop syncing a folder...

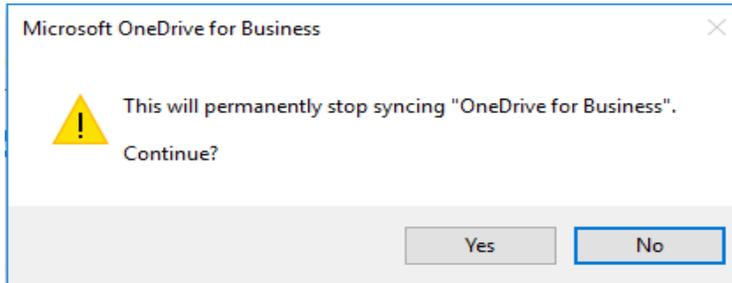


NOTE: If the OneDrive for Business icon  isn't visible, click the Show hidden icons button  in the notification tray.

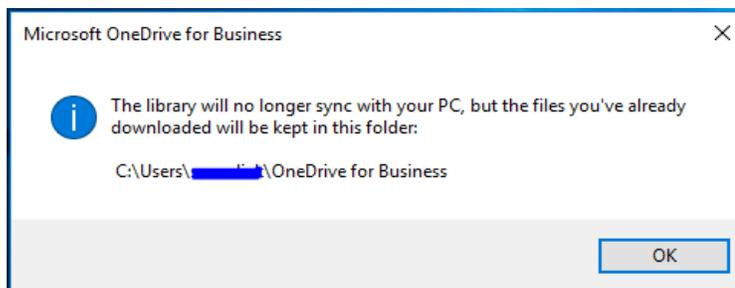
2. Select the folder you want to stop syncing, and then select Stop syncing.



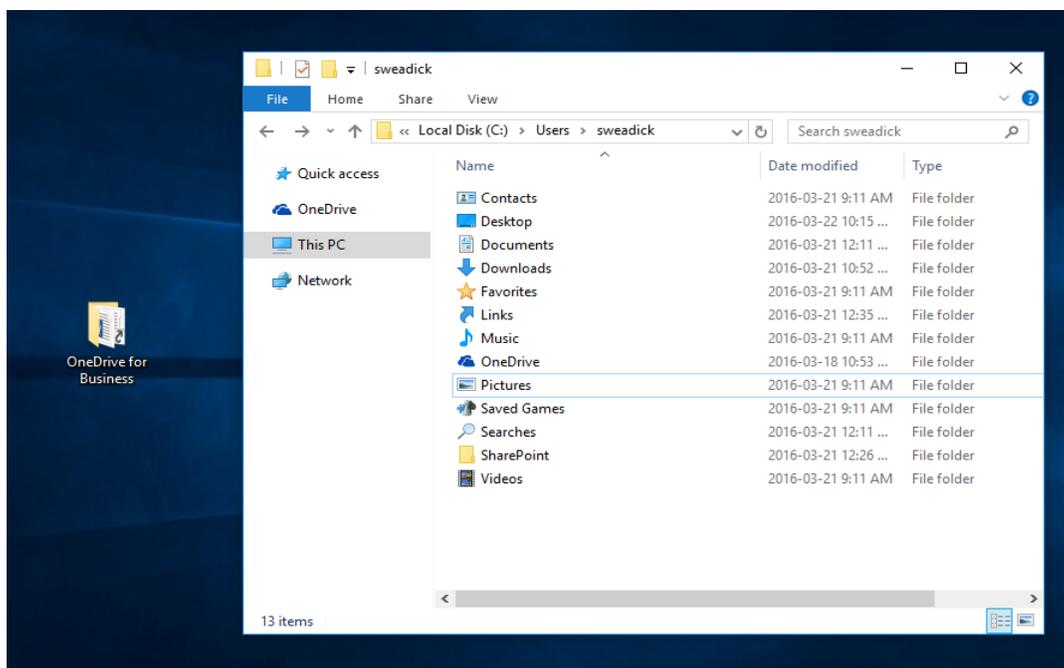
3. Click Yes to agree to permanently stop syncing the folder, and then click OK.



4. You will then receive a notice that your OneDrive for Business Files will continued to be stored locally in the following folder on your computer.



5. You will need to locate the folder containing your OneDrive for Business local backup and either rename it or move it to another location on your computer. This will prevent any errors when you re-sync your OneDrive for Business files using your new Office 365 account. The example below shows how the OneDrive for Business Folder has been copied to the desktop and is no longer located in C:\Users\username\OneDrive for Business



6. The final step will be to Exit the OneDrive for Business Sync Client. This is done in the same way as you previously “Stopped Syncing”, by right clicking the OneDrive for Business icon  in the Windows notification area at the bottom of your screen, and then select Exit.

