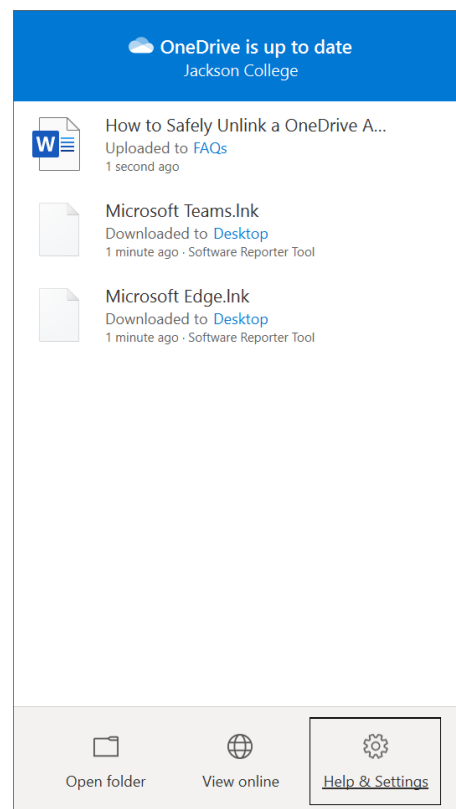


## How To Unlink A OneDrive Account From A PC

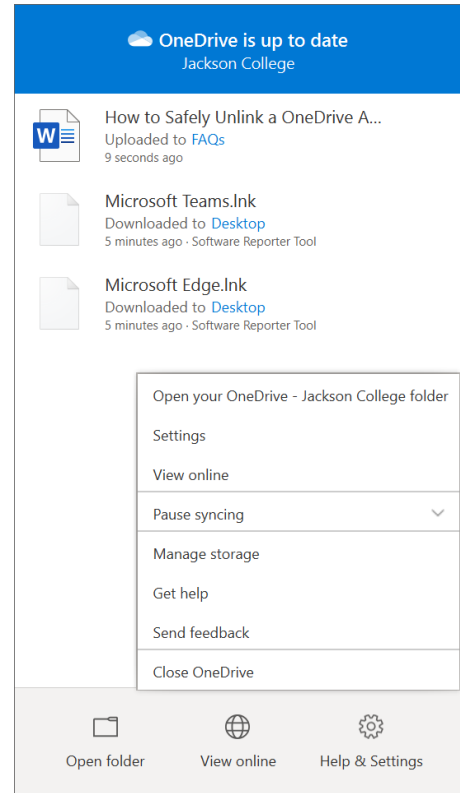
1. Select the OneDrive cloud icon in the Windows taskbar or Mac menu bar.



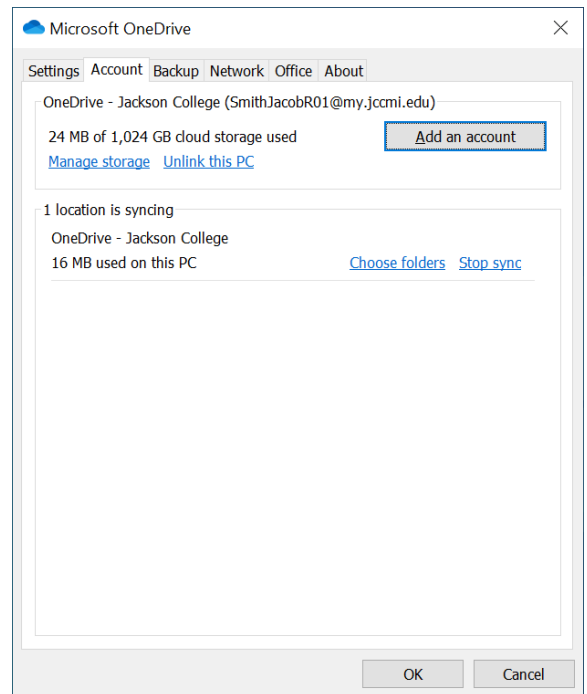
2. Select "Help & Settings" at the bottom right of the OneDrive window.



3. Once selected, a menu will appear, click "Settings".








4. A window will pop up with various Microsoft OneDrive settings, click the "Account" tab and then click "Unlink this PC".



5. Your computer is now unlinked from your computer, however, everything you had backed up will still be accessible if you reinstall OneDrive and sign back in or if you sign in online at [portal.office.com](https://portal.office.com). If you need further help or run into an issue, contact the Solution Center at 517-796-8639 or at [jcsolutioncenter@jccmi.edu](mailto:jcsolutioncenter@jccmi.edu).

**Notes:**

- You won't lose files or folder by removing an account. After unlinking, all your files will be available from OneDrive on the web.
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-  **File Resides in the Cloud Only**
-  **File Resides in the Cloud and Temporarily on the PC**
-  **File Resides in the Cloud and Permanently on the PC**
-  **File is Syncing**
-  **File Sync has an Error "HELP!"**

- Right-clicking on a file is how you can use the OneDrive functions "free up space", "always keep on this device", "share", "view online", and "version history" as shown to the right.
  - This is how you can ensure files remain on your computer as well as in the OneDrive storage when unlinking your account.
- For more information on OneDrive icons, visit <https://support.microsoft.com/en-us/office/what-do-the-onedrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3>.

