Unlinking PC from OneDrive (Windows)

To stop syncing your associated business content (files) stored within your Yale OneDrive Business account with your PC, follow the steps below. This article assumes you already have signed into your Yale OneDrive for Business account and need to remove the link between your Yale OneDrive Business account from your PC. A copy of your files will be kept on your PC after your OneDrive for Business account is unlinked.

Step-by-step guide

To unlink/stop syncing your computer from your Yale OneDrive for Business account:

1. Click the OneDrive icon (blue clouds) from your System Tray (located next to the date and time on the Start bar). You may need to click the up arrow to expand all of the icons. The OneDrive Service window opens.

2. Click More... then click Settings

3. Under the Account tab, under your Yale account, click Unlink this PC
4. The Unlink account on this PC? window opens. Here is where you should see a message stating a copy of your files will remain on your computer. Click **Unlink account.**