

ADJUST OR TURN OFF (UNLINK) ONEDRIVE

You can save files on your PC or to OneDrive by default and sync files between the two locations. This lets you get to your files from any device that can connect to the internet, and it helps to make sure your files are backed up in case your PC is ever damaged or lost. However, files must sync between your PC and OneDrive, and *syncing can slow down your PC*.

Unlink OneDrive (*you must be on a Microsoft account to synch/unsynch OneDrive.*)

1. Select the **OneDrive** cloud icon in the notification area, at the far right of the taskbar.

<p>You might need to click the Show hidden icons arrow ^next to the notification area to see the OneDrive icon. If the icon still doesn't appear in the notification area, OneDrive might not be running. Select Start, type OneDrive in the search box, and then select OneDrive in the search results.</p>

2. Click **Settings** and on the **Accounts** tab, click **Synch your settings**, then **turn synch off**.