Stop Syncing and Removing a Document Library

If you no longer have need to access a specific document library and do not want it to appear in the File Explorer, in order to remove it, you must stop syncing it first.

From the Taskbar (the black bar at the bottom of the screen):

1. Click the **OneDrive Cloud** icon.

2. At the top of the OneDrive maintenance window, click **Settings (gear icon).**

3. In the drop-down window, select **Settings**.
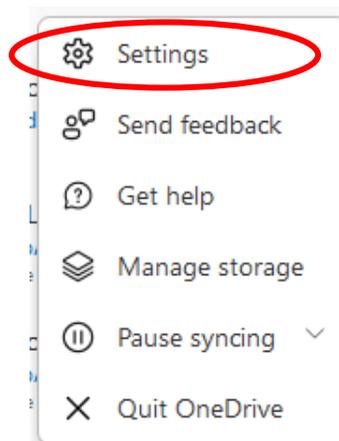
4. The **Microsoft OneDrive** window will open .
   a. All synced folders will appear. The example below shows the user's OneDrive and four SharePoint document libraries.
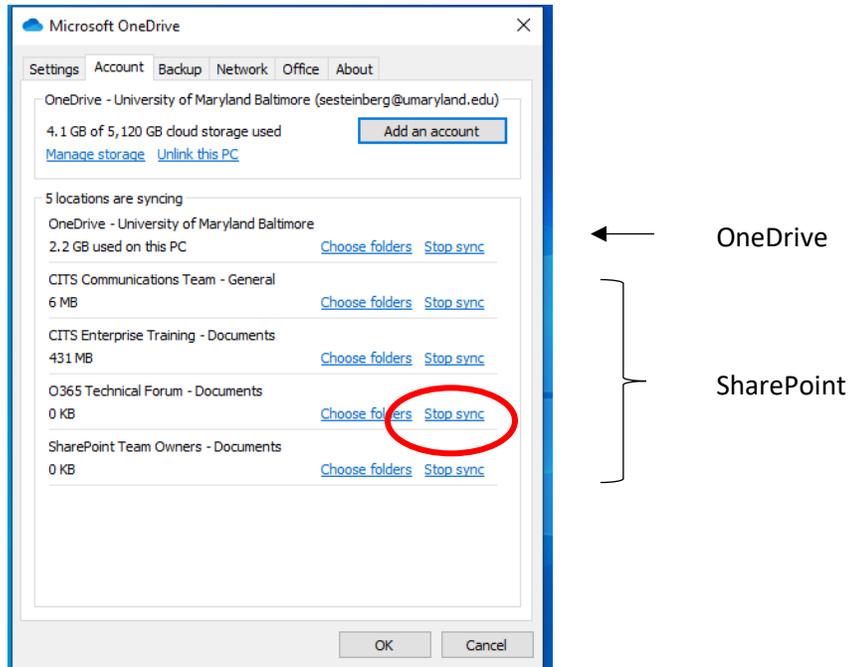
5. Locate the SharePoint document library you wish to stop syncing and select **Stop Sync** to the right.
6. The following window will appear confirming you wish to stop syncing the document library. Select **Stop Sync**.
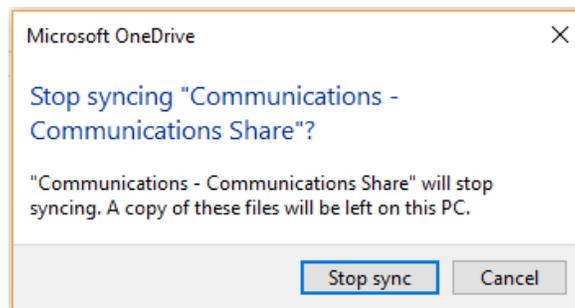
Remove the Document Library from the File Explorer

Once a library is no longer synced, it can be removed from the File Explorer.

1. Right-click on the library.
2. Click **Delete** in the drop-down window.
3. Select **Yes** to confirm you want to delete the library.