Stopping and deleting synchronisation between Teams/SharePoint files and Explorer

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If you wanted to work faster and easier with folders & files, there was a way to synchronise SharePoint or Teams files (or folders) to your Explorer. Seems like a great option, but there's some serious downsides to it:

- Your network and laptop speed will suffer because of the constant synchronisation.
- If you decide to delete a file or folder in your Explorer it *also* gets deleted from SharePoint or Teams – which is not always what you want!

So here is our new advice: **make a shortcut of a Teams/SharePoint map to your Explorer/OneDrive**.
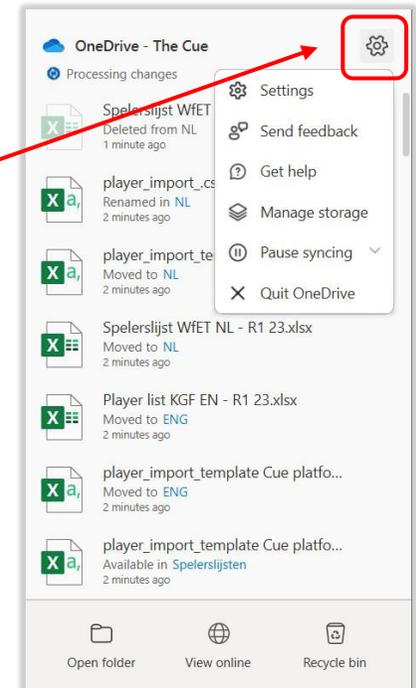
In this presentation we'll show you how to:

1. **Safely stop synchronisation.**
2. **Delete the synchronised folder in your Explorer.**

1 Select the blue OneDrive icon in the system section of the taskbar (lower right of your screen).

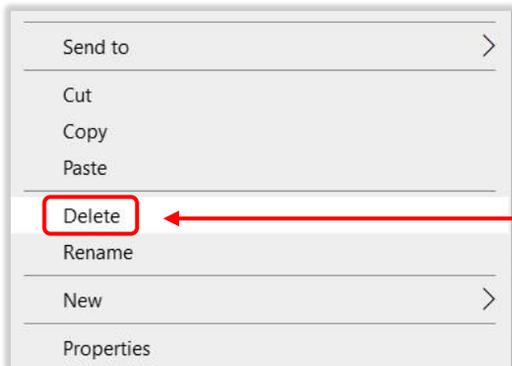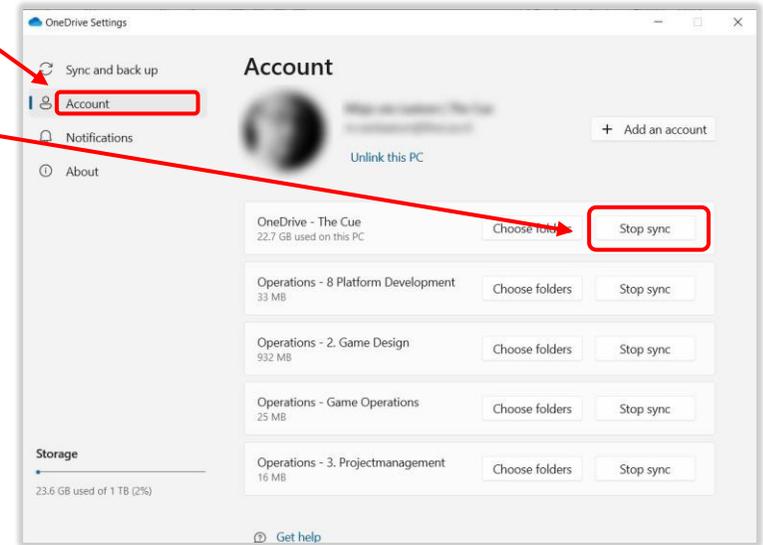This will open a OneDrive window. Click the cog icon to open the OneDrive settings.

📢 Don't you see the OneDrive icon? Click the little arrow ⌃ next to the system section and select "Show hidden icons" to reveal it.

2 In the settings panel, click "Account" to get a list of all the locations that are being synched.
Click "Stop sync" for the location you want to stop synchronising.

⚠ **Very important:** remember to stop synchronising a folder *first* BEFORE you delete a synchronised folder in Explorer. Otherwise the folder will *also* be deleted on Teams or SharePoint!

After stopping synchronisation you can safely delete a folder in your Explorer ✋.