### The following instructions have been designed for:

• Staff who want to Remove OneDrive shortcut if you are getting error message – "Sorry, we can't sync this folder, you're already syncing a shortcut to a folder from this shared library."

## 1. Open File Explorer on your Computer and Click on OneDrive – NSW Department of Education.

Pin to Quick Copy Paste	y path e shortcut to	Copy to	New item ▼ 1 Easy access ▼ New folder	Properties
Clipboard		Organize New		Open
← → ~ ↑ ▲ > OneDrive -	NSW Departmen	t of Education		
+ Quick access	1	Name		
Desktop	+	9011_Office		60
Downloads		Desktop		$\odot$
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pair and a second se		Pictures		

2. A chain or link icon over a folder means it's a shortcut to another folder that has been

#### shared.



# 3. Locate the folder you no longer want to be available. Right-click the folder name. Select the Remove Shortcut option.



### End of process

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