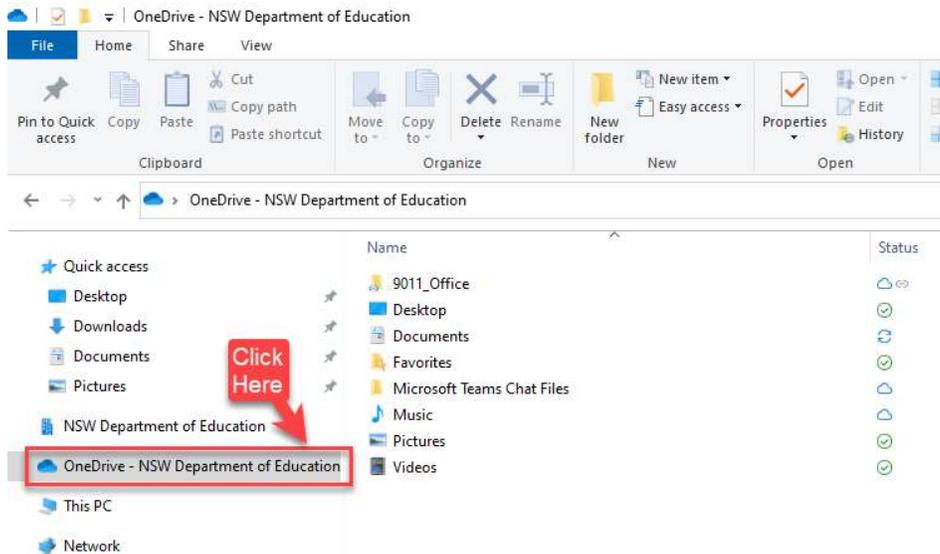
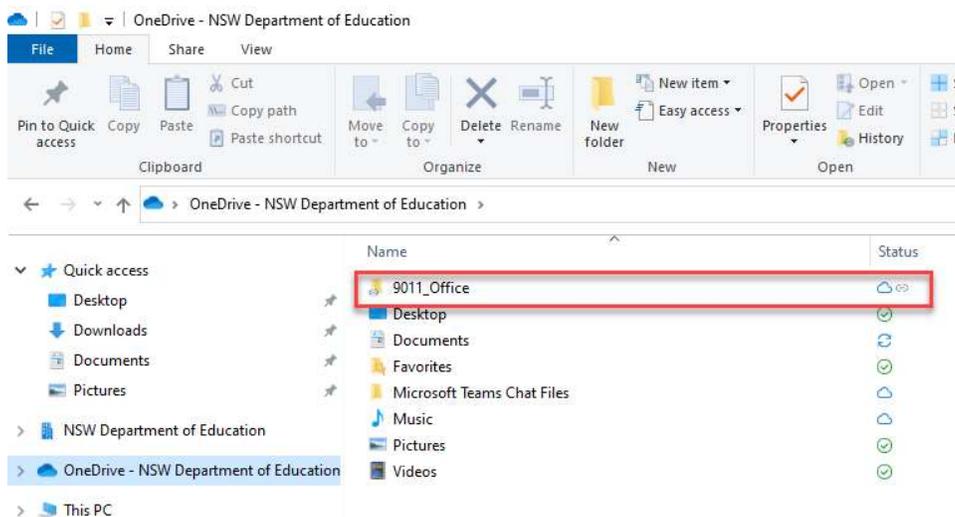
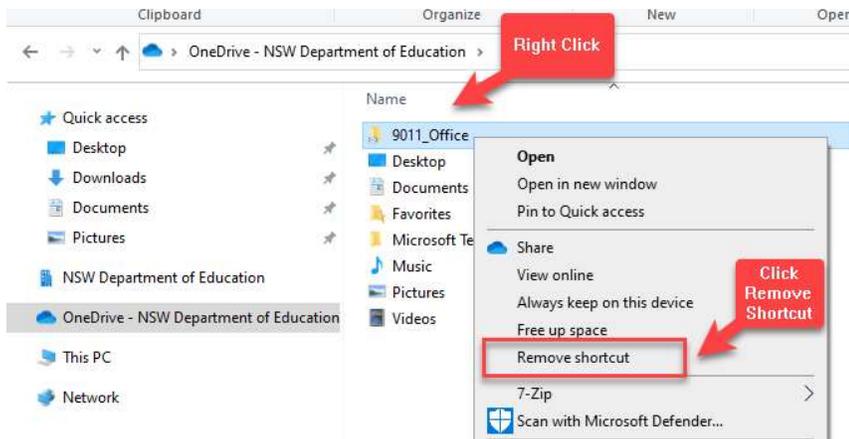


The following instructions have been designed for:

- 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.**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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