



Black Hills State University Instructional Design

OneDrive - Delete Group / Site

1. Open your internet browser
2. Go to BHSU's home page <http://www.bhsu.edu/>
3. Go to the drop down menu in the top right hand corner of the page
4. Click the OneDrive link
5. Log in with your BHSU email credentials
6. Click on the 'App Launcher' icon on the top left corner or the page
7. Click on the 'SharePoint' button
8. Click on the group that you would like to delete.
9. Click on the 'Settings' menu available on the top right corner of the page
10. Click on 'Site information' for the 'Site information' window to open
11. Click on the 'Delete site' > Check the box to confirm > Check 'Delete'

Note: It will take some time for the Group / Site to no to display on your OneDrive

