

OneDrive - Delete Group / Site

OneDrive

Instructio

- 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 <u>delete</u>.
- 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

Q 🛞	? Edit site information	
Settings	Site logo	Delete Office 365 group
SharePoint Add a page Add an app Site contents Site information Site permissions Site usage Change the look Site designs	Change Site name * Test Group Site description Test Group Privacy settings Privacy settings Hub site association Save Cancel	 You are about to delete the 'Test Group' group. This will delete all 'Test Group' resources including the site, files, conversations, calendar, etc. Please backup any files or other content before proceeding. Do you want to continue? Yes, delete this group and all its associated resources.
Office 365 View all	View all site settings	