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## Deleting Files from the Offline Files Folder

You can open the Offline Files Folder and delete files directly from the list of offline files. Deleting a file this way removes it from the cache regardless of whether it was manually or automatically cached.

### Note

✎ Deleting files and folders from the cache does not delete the network copy of the file or folder.

If an offline folder is manually cached and you delete any or all offline files in the folder, the folder remains pinned. All files in the folder are cached the next time a full synchronization occurs.

To delete files from the cache using the Offline Files Folder

1. Click a folder, and then on the **Tools** menu, click **Folder Options**.
2. On the **Offline Files** tab, click **View Files**.
3. Click the files you want to delete, and then on the **File** menu, click **Delete**.

In this view of the Offline Files folder, you can see which files are automatically cached (temporarily available offline) and which are manually cached (always available offline). If you delete manually cached folders this way, the folders and files in them are no longer pinned. You need to pin the files or folders to make them available offline again.

To delete files from the cache on a network share

1. Click a shared network folder, and then on the **Tools** menu, click **Folder Options**.
2. On the **Offline Files** tab, click **Delete Files**.
3. In the **Confirm File Delete** dialog box, select the shared folders containing the offline files you want to delete.
4. Click **Delete only the temporary offline versions** if you want to delete files that were automatically cached. Click **Delete both the temporary offline versions and the versions that are always available offline** if you want to delete files that were automatically cached and files that were manually cached (pinned).

Files are also deleted from the cache whenever an offline file is deleted by using a normal user path, such as Windows Explorer, My Computer, the Run dialog box, or the command prompt. When users verify that they want to delete a file, the file is removed from the cache. This is not an effective way to clean up the cache because it also deletes files in the shared network folder. However, the files are deleted immediately only if the associated network share is online. If the share is offline, the local copy is deleted and the Synchronization Conflict notification is displayed during the next interactive synchronization.

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