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To delete your offline files

1. Open My Computer
2. On the **Tools** menu, click **Folder Options**.
3. On the **Offline Files** tab, click **Delete Files**.
4. In the **Confirm File Delete** dialog box, select the check box next to the shared folder that contains the offline files you want to delete.
5. Do one of the following:
 - ✎ To remove copies of the network files Windows automatically stores on your computer, click **Delete only the temporary offline versions**.
 - ✎ To remove the network files that are automatically stored on your computer as well as the network files you specifically made available offline, click **Delete both the temporary offline versions and the versions that are always available offline**.

 Note

- ✎ To open My Computer, click **Start**, and then click **My Computer**.
- ✎ To delete individual offline files, on the **Offline Files** tab, click **View Files**. Select the files you want to delete. On the **File** menu, click **Delete**.
- ✎ Temporary offline files are also known as automatically cached files. These shared network files are automatically downloaded and made available to you on your computer when you open them. You do not need to make these files available offline, they are available automatically. Windows may remove them from your local cache at any time if more more disk space is needed for other temporary files.
- ✎ The shared network files that you have specifically made available offline are always available to you. These files will not be removed from your computer unless you delete them.



[Offline Files overview](#)



[View your offline files](#)



[Set up your computer to use offline files](#)



[Make a file or folder available to you offline](#)



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