

# How to...

Disable folder redirection using the self-service app for Windows 10

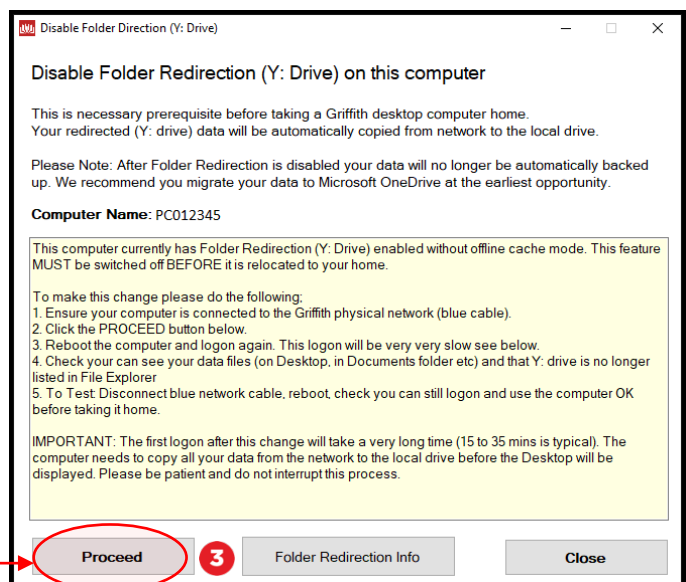
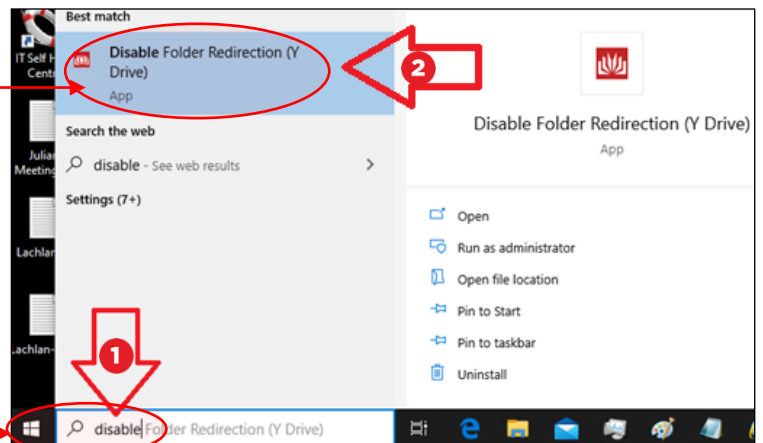
## Introduction

This guide will show you how to disable folder redirection using the self-service app for Windows 10. Many staff Windows 10 desktop computers have a data management solution called 'folder redirection' in place (identifiable with the presence of a Y: drive listed in Windows Explorer). Folder redirection allows data files in standard locations to be automatically stored on the network rather than on the local drive of the computer. However, it requires constant access to the Griffith network and the computer will not work properly without it. It is vital to switch this feature off if you take your desktop computer home with you.

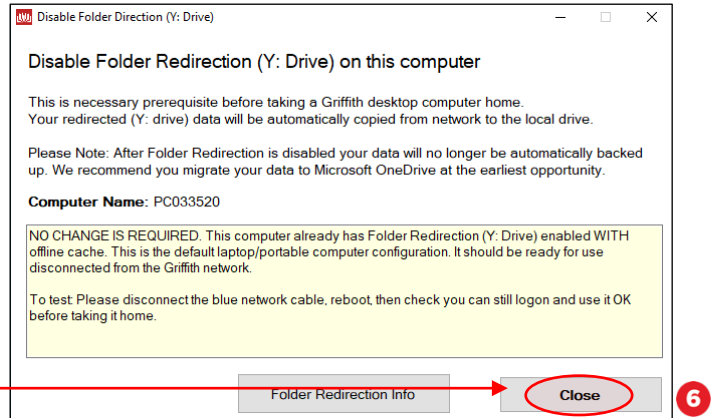
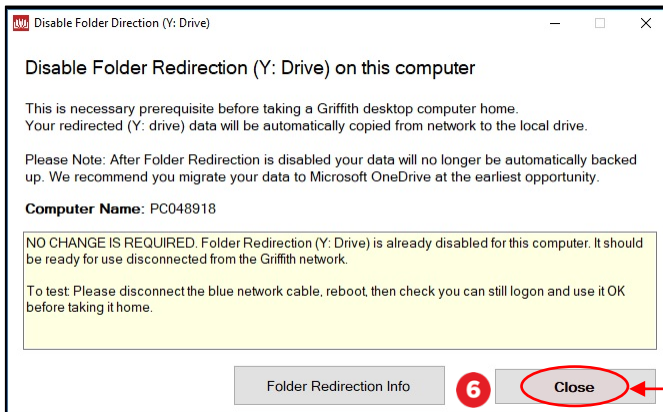
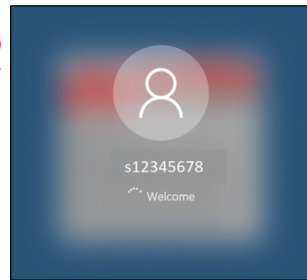
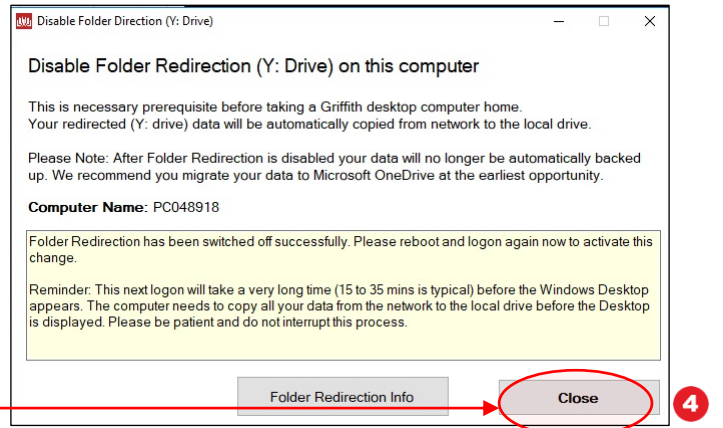
It is recommended that all staff move their personal work-related data files to [Microsoft OneDrive](https://www.microsoft.com/onedrive) at the earliest opportunity.

## Step 1: Launch the Disable Folder Redirection app

- 1 Select the **Windows Start** button and in the field type 'disable folder'.
- 2 Select the **Disable Folder Redirection app**.
- 3 A message similar to this will display. Please read the instructions and select **Proceed** when done.



- 4 After this message displays, select **Close**, restart the PC and logon again.
- 5 The first login after folder redirection has been switched off will be very slow. It may sit at this screen for 15-35 minutes while your data is copied from the network to the local drive of the computer.
- 6 If your computer **doesn't require any change**, one of these messages will display. Select close.



## Step 2: Check the file drive in Windows Explorer

- 1 Go to **Windows Explorer** and check that Y: drive is no longer listed in the file explorer. Everything should operate as normally from here, but please note your data will no longer be automatically backed up after this change. It is recommended you move your data into Microsoft OneDrive as soon as possible.

