OneNote: Clearing Cache and Deleting Backups.

1: Finding the OneDrive folder

Navigate to the following folder:

C:\Users\{username}\AppData\Local\Microsoft\OneNote\16.0
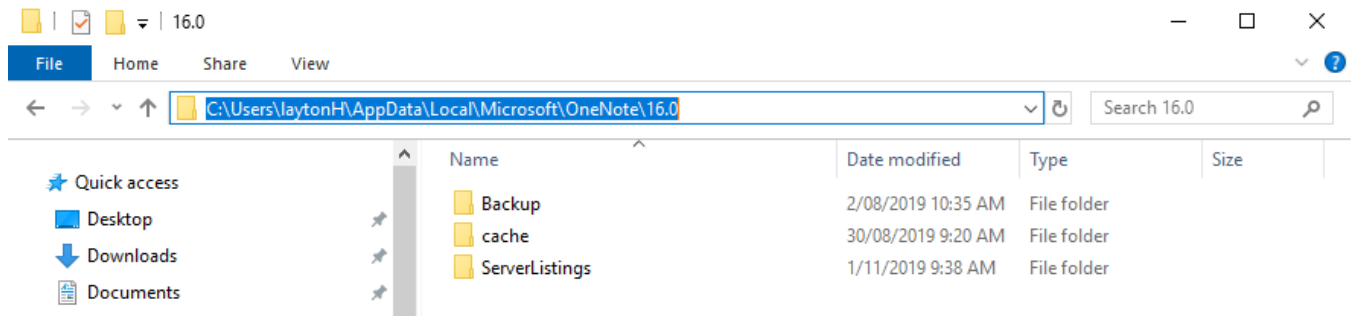
You can navigate here using the search bar by replacing {username}. If navigating directly from the Windows Explorer remember that the *\AppData* folder is hidden.

2: Clearing Cache

To clear the cache, delete every file in the **C:\Users\{username}\AppData\Local\Microsoft\OneNote\16.0\cache** directory. By clearing the cache all notebooks must re-sync. This effectively resets each notebook.

3: Deleting Backups

To delete the backups, delete every file in the **C:\Users\{username}\AppData\Local\Microsoft\OneNote\16.0\Backup** directory. This will free up disk space. In some cases by quite a lot (>100Gb). Note that a version history of each notebook is still kept in the cloud.