OneDrive: Un-share Content

Center for Innovation in Teaching and Learning
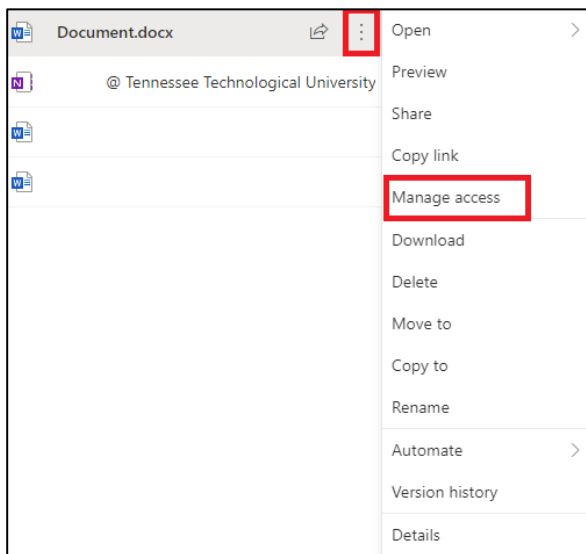
This document outlines the steps of how to un-share content in OneDrive. The process is the same for a file or a folder that you wish to un-share.
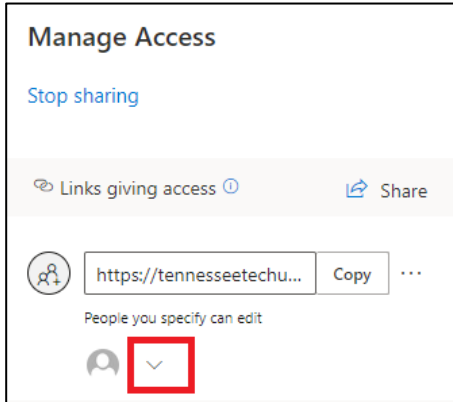
Un-Share

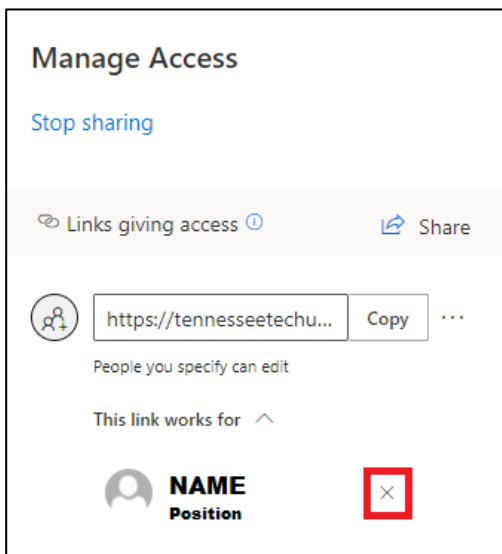1. Locate the **file or folder** you want to un-share.

2. Select the **three dots** next to the file/folder and select **Manage Access.**

3. Select the **arrow** under *People you specify can edit.*

4. A list of everyone who the link works for will pull up. Select the **X** next to someone's name to un-share the file or folder.

5. Select **Remove** to un-share with the selected person.