



OneDrive: Un-share Content

Center for Innovation in Teaching and Learning

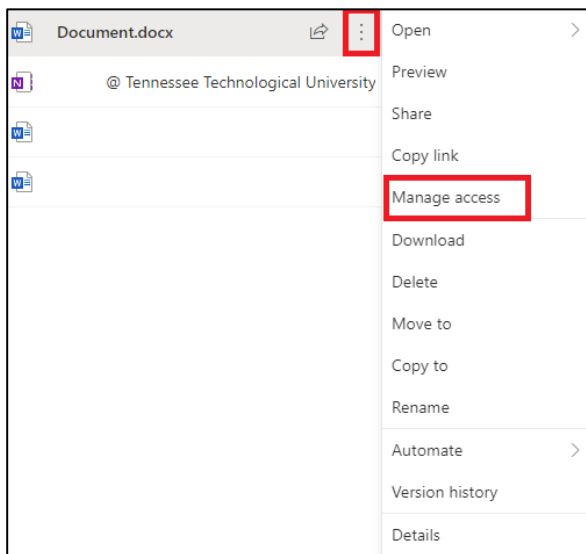
This document outlines the steps of how to un-share content in OneDrive. The process is the same for a file or a folder that you wish to un-share.

Un-Share

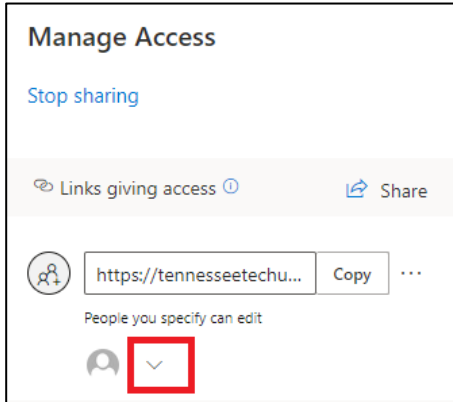
1. Locate the **file or folder** you want to un-share.

Name	Modified	Modified By	File size	Sharing
CITL	January 14		11 items	Shared
	Yesterday at 6:39 AM		1 item	Private
Instruction Pages	January 14		10 items	Private
Microsoft Teams Chat Files	January 20		5 items	Private
Research	5 days ago		3 items	Private
Document.docx	February 23		10.8 KB	Private

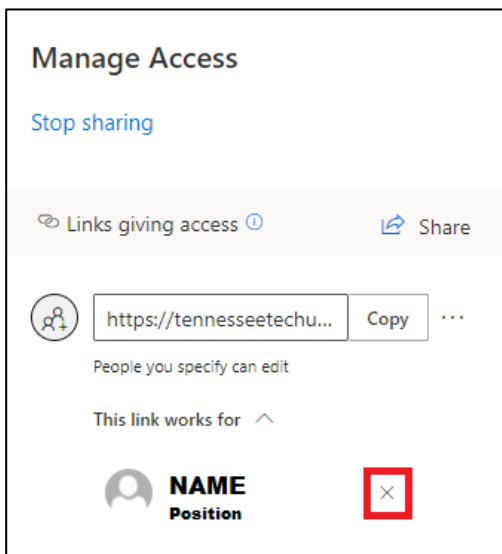
2. Select the **three dots** next to the file/folder and select **Manage Access**.



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.

