## AN 0365 DID YOU KNOW.....

## You can Change the Sharing in files in One Drive!

Here's How .....

Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions. Here are the steps:

- 1) Select the file or folder you want to stop sharing.
- 2) Select **Information** (i) in the upper-right corner to open the **Details** pane.
- 3) Select Manage access and:
  - a. Select the **X** next to a link to disable it.
  - b. Select Can Edit or Can View, and then select Stop Sharing.
  - c. Select Can Edit or Can View and then select Change to .....

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